

SAMPLE

POSITION DESCRIPTION

Title: FAMILY AND ADULT MINISTRIES DIRECTOR

Status: Exempt

Reports to: Pastor

Job Summary To develop and implement activities and program designed to build up the faith life of families and adults in the parish for the purpose of enriching the faith life of the whole parish. To assess need and develop programs; to conduct counseling and referral services; to act as parish for families and adults.

Typical Duties

1. Serves as parish advocate for families. Reviews policy and procedures for inclusion of the Family Perspective.
2. Serves as Director of Counseling Service by maintaining a network of professional providers and offering counseling and referral.
3. Supervises the Addictions Ministry.
4. Supervises the Engaged Sponsor Program.
5. Supervises AIDS Ministry.
6. Supervises recruitment and training of lay volunteers who assist in programs and activities of the Family Life Ministry.
7. Is an active member of the sacramental Team.
8. Is a resource for existing ministries.
9. Identifies developing parish needs and establishes new parish ministries and programs to deal with them.
10. Maintains records of parish participation in Family Life Programs and report regularly to the Pastor.
11. Offers Annulment advocate services for parishioners.
12. Offers Family Enrichment programs as appropriate.
13. Coordinates the celebration of World Marriage Day in the parish.

Necessary Qualifications

1. Master's Degree in Religious Studies, or related field.
2. Background in and appreciation of contemporary theology, adult education, spirituality and formation.
3. Knowledge of adult faith formation and learning styles.
4. Skills in group dynamics.
5. Competence in budget planning, recruitment, evaluation and supervision.
6. Some experience in counseling and/or spiritual direction.