

JOB DESCRIPTION

Director of Evangelization & Adult Faith Formation (EAFF)

Location: St. Dominic's Catholic Church is a vibrant, diverse Dominican parish that serves approximately 1900 households in the Lower Pacific Heights neighborhood of San Francisco, CA. See www.stdominics.org.

Reports to: Pastor & Parish Administrator

Job Summary: To develop, maintain, and administer evangelization and catechetical programs for all adults of St. Dominic's parish. The director will passionately share in our Dominican parish's mission "to radiate the joy of the Gospel in the heart of the City." Candidates should be well organized, exhibit strong communication skills (including word, spreadsheets, email, and public speaking), and be able to lead prayer and direct and collaborate with the volunteers, parents, and parish staff of our growing program. Includes two or more work weeknights per week, and seasonal events or liturgies on weekends.

The Director's purpose is to develop and support:

- **Evangelization:** proclaim the Gospel in the community, especially to adults of ages 18 and above, using various forms of outreach, witnessing, preaching, and media.
- **Worship:** work with the parish staff to support the training and apprenticeship of neophytes, confirmandi, and returning Catholics to share their gifts and participate in the liturgy
- **Formation:** collaborate with the pastor in coordinating, administering, and teaching catechesis, sacramental preparation, theological forums, and study groups, and to support the discipleship, personal development, and ongoing spiritual knowledge and growth of all adults in the parish.

Programs and Initiatives Under the Director's Responsibility

- **RCIA:** Tuesdays, 7-9pm; September through Pentecost (including Mystagogy), w/ 2 day-retreats
- **Torch:** Seasonal Small Christian Community journeys, led by facilitators trained by EAFF
- **Annual Radiate Conference** (speaker event and/or workshop) in the Fall
- **Annual Called & Gifted Workshop & Follow Up:** (1.5 day workshop in early summer).
- **Lay Mission Project:** New 3-year formation journey, with two small groups at St. Dominic's that are administered by the EAFF. The EAFF is a facilitator for one of the small small groups. Content is provided by the Lay Mission Project.
- **Alpha (Seasonal Evangelization, Inquiry Journey)** A 5-12 week journey, the timing and season of which is flexible.
- **Summer Programming:** Special study groups, series, etc through the summer.
- **Administrator for parish media resources:** Lending Library, Formed.org, etc

Recruitment and Training of Volunteer Personnel

Ø Recruit sufficient teachers and team volunteers to conduct the parish's adult formation programs

- Ø Provide training for volunteer facilitators.
- Ø Provide periodic spiritual enrichment and community-building experience (evenings of recollection, appreciation dinner, etc.)

Administration

- Ø Develop comprehensive calendar of all aspects of Evangelization and Adult Faith Formation and coordinate this with the parish's master calendar
- Ø Prepare annual budget and oversee expenditures after its approval by the parish administrator
- Ø Arrange for use of the facilities needed to conduct EAFF programs; oversee the proper use and maintenance of these facilities
- Ø Maintain accurate records related to registration and attendance as well as any required documentation related to sacramental preparation and celebration
- Ø Serve on the pastoral staff and collaborate on major parish-wide events and staff development.

Communication

- Ø Attend parish staff meetings; update staff and catechetical volunteer leaders regularly on matters pertaining to the adult faith formation programs.
- Ø Keep program participants and team volunteers informed of program information, usually by weekly email.
- Ø Attend monthly meeting of the parish formation commission, submit reports as required.

Continuing Education and Professional Development

- Ø Maintain membership in a catechetical network
- Ø Participate in the Lay Mission Project, and/or attend an ongoing formation/workshop/course each year, as appropriate and available.

Qualifications

- Ø BA (MA preferred) in theology, pastoral studies, catechesis, or related fields (education), or equivalent experience.
- Ø Strong leadership and administration skills
- Ø Strong oral and written communication skills
- Ø Basic skill in using computer devices (powerpoint, word, spreadsheet, email, google-forms)

Preferred Skills

- Ø Comfortable making social media app and website announcements

Pay

- Ø This is a full-time salaried position, with pay guided by the guidelines of the Archdiocese of San Francisco.

To Apply

Please send cover letter and resume to Michael O'Smith, michaelosmith@stdominics.org