

## **JOB DESCRIPTION**

### **Director of Adult Faith Formation/RCIA**

Supervisor: Fr. Michael O'Keefe, O. Carm.

#### Professional Staff Member General Responsibilities:

- Responsible for Faith Formation of Adults at OLMC
- Responsible for the RCIA process for Adults and Teens. Also works closely with DRE, YM and Pastor to provide catechesis as needed.
- Support and collaborate with other parish Catechetical leaders as needed
- Be available at weekend Masses and parish-wide events to support and encourage parishioner participation in parish activities.
- Provide monthly report to Religious Education Board and the Parish Council regarding Adult Faith activity in the parish.

#### Ministry Responsibilities:

##### RCIA:

- Development and implementation of the RCIA process including the initial and subsequent interviews with participants, facilitating inquiry sessions, creating curriculum for catechetical sessions, providing opportunities for participants to experience all aspects of parish life, work with priests to implement the rites, refer to priest in cases where annulment is indicated.
- Recruit and train RCIA Team, Sponsors and Catechists facilitating Breaking Open of the Word.
  - All volunteers should be Protecting God's Children compliant.
- Provide Breaking Open the Word sessions at Sunday Mass for adults and teens.
- Provide Holy Saturday Preparation Rite for RCIA Candidates.
- Work with priests and liturgy committee in planning the Easter Vigil.
  - Plan and host reception for those receiving Sacraments.
- Offer RCIA sessions specifically prepared for teens
  - Recruit and train catechists for Teen RCIA

##### Adult Faith Formation:

- Provide formation for adults of OLMC in the areas described in *Our Hearts Were Burning within Us* and the *General Directory of Catechesis*: Knowledge of Faith, Liturgy and Prayer, Morality, ministry/community, Social Justice and scripture.
- Recruit and utilize suggestions from Adult Faith Formation Advisory Board.

- Provide opportunities for spiritual growth through bible studies, off site retreats, parish events, evenings of reflection, guest speakers, etc.
- Evaluate and update programs and curriculum on a regular basis.
- Work with Fr. Robert Carroll to implement bible studies of his choosing.
  - This includes promotion, registration, materials, set up, clean up and multimedia help.
- Provide catechesis and sacramental preparation for adults and teens seeking Sacrament of Confirmation.
  - Work closely with Youth Minister in preparing Catholic teens for the Sacraments through the GAP program.
- Maintain a current Adult Formation page on parish website (in progress).
- Parish liaison for groups and programs such as: Young at Heart Seniors, Prayer Blanket Ministry, Grief Support, Bible Study Programs, Women's Breakfast, Women's Night Out, Father-Son Breakfast, Cursillo, Religious Ed Fall Kick-off, All Parish Advent Celebration, Free Book Program offered at Christmas or Easter.
- Work with Liturgy Committee in offering Morning Prayer on Holy Thursday and Good Friday.
- Publicize programs and events to the parish as a whole and, when appropriate, to the broader community
- Offer occasional programs directed toward those dealing with special life issues: Aging parents, drug addiction, sound money management, etc.
- Parish liaison for the Biblical Institute of the Joliet Diocese sessions held on Wednesday evenings from September to May (2017/2018-2020/2021).
  - Apply for ministry grant from diocese to help with scholarship money for parish participants.

The responsibilities listed above are representative of the position and are not all inclusive.

In order to apply, please send a copy of your resume and cover letter to:

Fr. Mike O'Keefe

Our Lady of Mt. Carmel

8404 S. Cass Avenue, Darien, IL 60561