

Position: Coordinator of Ministry Formation

Employment Type: Full Time

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Location: Raleigh, NC

Posted Date: September 16, 2022

Position Description:

The Coordinator of Ministry Formation (CMF) for the Diocese of Raleigh is responsible for ensuring that the parish ministry leaders in our predominantly English-speaking communities are supported through spiritual accompaniment, consultation, formation, resources, communication and administration. This is done in collaboration and unity with the Office of Evangelization (OED) broadly and the Faith Formation team specifically.

Responsibilities:

Areas of Responsibility: The CMF position is one part of a larger team that seeks to support the many areas of parish responsibility. Within the whole this position specializes in, but is not limited to the ministry areas of (English-speaking) catechesis, formation of catechists, sacramental preparation, RCIA, evangelization initiatives, discipleship group initiatives, special needs ministry, etc.

Spiritual Accompaniment: The spiritual well-being of the ministry leaders in parishes is of the utmost importance to their mission. A chief responsibility of the CMF will be to raise awareness of the need for an active life of grace, continual conversion, and continual sanctification in order to bear fruit for the Kingdom and provide them with the experiences and resources necessary for this end. Successful candidates will themselves be acutely aware of this need and already living it out in their lives and ministries.

Consultation: The CMF position is carried out through in-person visits to the ministry leaders throughout the diocese. The CMF is expected to visit assigned parishes on a regular basis, understand the reality and needs of their situations through interaction, conversation and, when appropriate, provide suggestions and solutions that fit the circumstances.

Formation: The CMF assists parish leaders in the area of formation in the following ways:

- Formation for the leaders themselves and their leadership positions in the form of mentorship, accompaniment, resources, events, resources, etc.

- Assisting parish leaders to implement already existing formation programs and platforms the formation of their catechists and other ministry volunteers.
- Collaboration with parishes, regions or deaneries in establishing formation opportunities for local catechists and ministry volunteers

Resources and Communication: The CMF should continually be up to date with the latest resources, programs, strategies, methodologies, literature and media in the various areas of parish ministry so as to be able to share these with parish leaders, communicate them through our newsletter and other means as well as recommend them when needed.

Administration: This position also includes a dimension of administrative work which includes, but is not limited to, maintenance of relevant web-pages, maintenance of faith formation events calendar, monthly faith formation newsletters as well as special event-based or important communication-based newsletters as necessary, limited clerical work such as yearly payment of dues and subscriptions, daily interaction with constituents through responding to inquiries via phone and email, parish visit record keeping, event planning, etc.

Minimum Requirements:

- Deep faith in Jesus Christ and a great love for His Holy Catholic Church
- Practicing Catholic in good standing with the Church
- A passion for evangelization and the mission of the Church
- Fidelity to Church doctrine
- At least 5 years of experience at a leadership level in parish and/or diocesan faith formation ministry
- Bachelor's degree (in related field preferred)
- Comprehensive knowledge of the doctrine of the Catholic faith

Preferred Qualifications:

- Formal experience in the formation of adults for ministry
- Experience in mentorship/consultation in a ministry setting
- Experience in the dynamics of shared parishes with more than one cultural or linguistic community
- A bachelor's or higher degree in the area of catechetics, evangelization, ministry, theology, strongly preferred

Additional Details:

This position is presently mostly remote with a high percentage of travel. The CMF will be expected to live in the diocese of Raleigh within a reasonable distance to the Catholic Center in Raleigh. The OED and Faith Formation department are highly collaborative and conduct frequent mandatory meetings and group communications virtually and in-person. The position reports to the Director of Faith Formation.