

Coordinator of Faith Formation for Adults and Youth.

The Coordinator of Evangelization for Adults and Youth will assume all duties as listed in the Youth minister position and in a confirmation year, facilitates the confirmation preparation program.

He/ she will assume the teaching office of RCIA program: for Baptized and non-baptized adults seeking membership with the Catholic Church; provide continual education classes for all adults and young adults. Will be a fulltime position with up to 40 hours per week. Salary will be negotiated with the pastor at the time of hire.

- Will work with the pastor to organize and oversee retreats for adults, youth and Newman group as needed.
- Will promote the RCIA program through the bulletin, our website and the diocesan chronical and other media.
- Will receive, interview and register all inquiries gathering all necessary information of their backgrounds, all documents relevant to their fitness for the sacraments being sought.
- The director will work with the pastoral staff in the promotion of faith and family values of sacred heart parish. Thus to maintain a healthy relationship with all staff members as they strive to work as a team to ensure a success of all leadership programs.
- The director of Evangelization will recruit and train volunteers for the programs of youth and adults as needed.
- Will work in collaboration with the DRE and the parish associate and secretary in all matters that has a shared leadership, for instance when a candidate needs help in matters related to marriage, prior separation, or irregularities of marriage; working with students in shared ministries, in record keeping, etc.
- Will plan together events and work with awareness that the buildings can be shared to accommodate the smooth use of other programs without causing conflicts.
- Will ensure that reporting is done at the proper time and kept safe for registry in the office books and for diocesan records. All documentation is handed to the parish secretary who is in charge of recoding, reporting to diocese or postage to other locations for sacramental recording and issuing of the appropriate sacramental certificates.
- Will be responsible in keeping your time of work and recording your allocation of time each day as required by the pastor. You will be evaluated by the pastor as needed. Remember to communicate well what you are doing with the pastor and other staff as is necessary for peace and successful fulfilment of your duties.
- Will attend all staff and parish council meetings.
- Will work with the pastor in all programs, material resources or books to be chosen and implemented for either the adults or the use.
- Be sure that all notes are checked well for orthodoxy before giving out to your attendants. Do not teach or enforce anything that you are absolutely not sure of their orthodoxy as regards faith and morals. In doubt never act without consultation with father or with the diocesan director of Evangelization and catechesis.

- Will provide assistance with phone calls as needed. Always check with the secretary in handling the office matters. Please follow procedures and protocols as prescribed, and put all information or documents at their proper place for the proper personnel.
- You will attend to all other duties as called upon by the pastor.
- You will continue to be a liaison for the Newman group of OIT and facilitated for their proper formation; plan and organize their retreats.
- Other duties as deem necessary and determined or directed by the pastor.
- The following duties may be added for a male employee:
 - (You will continue to promote and facilitate the new organization the men of Saint Joseph).
 - (Work with acolytes to enhance their unity and spirituality as the chosen men of sacred service).
- The pastor reserves all rights to adjust or change the position and re-arrange or add duties to the director.

Signed by Date.....

The Director of Evangelization for Adults and youth.

Very Rev. Fr. Rogatian S. Urassa..... Date.....