



## **Adult Discipleship Coordinator**

The Adult Discipleship Coordinator is responsible for growing disciples among the adults at St. Pius X. The Coordinator oversees and develops our Small Groups program, which is our primary means of adult formation. The Coordinator directs our Becoming Catholic program (formerly RCIA), which is how adults are initiated into the Catholic Church at SPX. The Coordinator is focused on and responsible for creating environments and developing ministers that encourage adults to develop a personal relationship with Jesus Christ, His Church, and fellow disciples. This position is 30 hours a week and paid hourly.

### **Ministry Expectations:**

#### Small Groups

- Be the champion of small groups in all parish strategic discussions and decisions
- Facilitate the forming of new groups periodically throughout each year
- Identify, recruit, train and offer continuing formation for Small Group Leaders
- Provide extra support and direction to small group leaders and small groups who are at the beginning and end of their life cycles
- Utilize the 8 Leader Essentials in developing a consistent training path for small group leaders
- Develop a small group leader coach program, as numerical growth develops, to help maintain consistent support for small group leaders
- Function as overall leader of adult small groups, coaching small group leaders in successful completion of their expectations
- Plan and execute regular small group leader coaching and recognition events, ensuring the existence of a healthy body of small group leaders upon which to grow a strong small groups ministry
- Work collectively with other staff to create promotional materials and methods that ensure everyone in the parish is aware of the small groups ministry, its purpose and importance and how to get connected
- Assist in small group curriculum development as needed
- Actively pursue professional development in leading a small group program via books, podcasts, blogs, conferences, etc.

## Becoming Catholic

- Serves as the parish contact person for the Archdiocesan Office of Worship on matters of Becoming Catholic and adult confirmation; and other offices for programs involving parish life and adult faith.
- Develops and directs the Becoming Catholic program, which leads people through full initiation into the Catholic Church
- Builds relationships with the congregation, particularly the dechurched and unchurched, in order to foster their participation in Becoming Catholic as needed.
- Recruit, train and support ministers to serve in various roles of the Becoming Catholic program such as sponsors, leaders, hospitality, etc.
- Provide preparation for sacramental rites, particularly during Lent and Holy Week
- Work with the Weekend Coordinator, Tech Coordinator, Music Coordinator and others as needed to ensure successful, meaningful coordination of the liturgical elements of RCIA, particularly the rites, scrutinies and Easter Vigil.

## Overall

- Assist the Pastor in the implementation of the vision, strategy & goals of SPX
- Maintain active and open communication with the staff, especially the clergy
- Other duties as assigned

## **Requisite Qualifications and Skills:**

- A Catholic in good standing with the Church
- Committed to the vision, strategy and goal of SPX as inspired by *Rebuilt and Forming Intentional Disciples*
- Excellent computer, written and verbal communication skills
- Creative and engaging communicator who can connect with various groups to include, but not limited to: small group leaders and members, potential small group leaders and members, the unchurched, the dechurched, volunteers and the wider congregation.
- Organized, ability to practice confidentiality, be self-motivated and a team player.