

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Evangelization & Catechesis**

**POSITION: Coordinator for Lay Ministry Formation and Support**

**CATEGORY: Exempt**

**POSITION STATUS: Full-Time**

**SUPERVISOR:** Associate Director for Lay Ministry Formation

**JOB SUMMARY:** The Coordinator for Lay Ministry Formation and Support (CLMFS) is a professional minister who shares in the overall support and formation of the laity as well as lay ministers in the diocese. Rooted and centered in our baptismal gift and call to discipleship, the CLMFS is committed to service to the church and others. S/he promotes gospel values and growth in holiness; values collaboration and humility in mission and ministry; and recognizes the necessity for professional preparation and ongoing formation.

With direction from the Associate Director for Lay Ministry Formation, the Coordinator for Lay Ministry Formation and Support facilitates relationships between the DEC and parishes, as well as providing individualized support through resourcing, pastoral planning, advocacy and ongoing formation. The CLMFS empowers lay ministers to fulfill the church's mission of evangelization and formation of disciples by conducting one-on-one mentoring, trainings, workshops, retreats and other activities throughout the diocese. The CLMFS serves lay ministers and assists them in the formation of disciples of Jesus Christ. The CLMFS works with lay ministers to ensure that curricula, volunteers, and implementation of all formation programs supports the teachings of the Church and encourages opportunities for involvement in parish life.

### **ESSENTIAL FUNCTIONS:**

#### **Accountabilities:**

The Coordinator for Lay Ministry Formation and Support will be accountable to the Associate Director for Lay Ministry Formation for such, including but not limited to the following areas:

1. Communication
  - Issues communications in various forms (mail, email, webpage, phone, social media etc.) to increase contact and flow of information among all who participate in the activities and events
  - Integrates and complements the activities of other DEC offices in support and formation activities
2. Volunteer Management
  - Assists lay ministers in recruiting, interviewing, training, supervising and evaluating volunteers for all levels of involvement in Faith Formation programs

- Works with lay ministers and diocesan staff from the Office of Safe Environment, to ensure compliance to Diocesan Safe Environment Guidelines

### 3. Curriculum Development

- In collaboration with the Catholic School Department, is familiar with and ensures that all textbooks as well as any online curricula used for Faith Formation of any age supports the teachings of the Catholic Church
- In collaboration with the Catholic School Department, assists lay ministers and Catholic schools in choosing, evaluating and implementing textbooks/curricula in the parish and/or the Catholic School for adults, teens and children
- When asked, acts as a resource in methods, planning and some areas of theology

### 4. Spiritual and Professional Growth

- Encourages and provides opportunities for ongoing spiritual, personal and professional ministry formation
- Broadens and furthers his/her own intellectual, spiritual, personal and professional ministry formation through ongoing formation

### 5. Pastoral/Formative

- Collaborates with the parish ministers, Catholic school staff and other diocesan staff to ensure diocesan policies and procedures are observed
- Promotes participation of lay ministers and Catholic school teachers in the work of the diocese through collaborative structures (committees, advisory boards, event teams, etc.)
- Fosters the faith growth of all lay people by contributing to their initial and ongoing formation

### 6. Leadership

- Be a positive spokesperson for support of diocesan and department decisions, including projects, new ministries, functions, etc.
- Is sensitive to the racial, ethnic, and gender diversity and needs of the Church in our diocese in worship, leadership and ministry

### **Competencies:**

As Coordinator for Lay Ministry Formation and Support, this individual must demonstrate critical competencies in the following five broad categories:

#### **Leading Innovation:**

- Identifies the changing needs of the laity and lay ministers in our diocese to develop new ideas and innovations that improve lay ministry formation and support
- Views situations from multiple perspectives
- Keeps mind open to ideas and solutions from others
- Anticipates changing needs of people and in ministry
- Generates new ideas, solutions or approaches when problem-solving
- Collaborates with others to reach creative solutions
- Identifies approaches that are more effective or efficient
- Suggests new and creative ways to improve the lay ministry formation and support in the diocese
- Identifies relevant information and helps transform this information into individual and organizational knowledge and learning
- Anticipates and solves problems and takes advantage of opportunities

#### **Leading Service:**

- Makes the laity and lay ministers a primary focus of one's actions

- Strives to “get it right” the first time
- Greets every person and coworker as Christ
- Makes time and interacts with everyone
- Thanks and shows appreciation
- Treats all people with dignity and respect
- Is comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.
- Communicates positively both verbally and non-verbally (tone, body language, facial expressions, etc.)
- Strives to exceed expectations
- Displays a sense of importance and urgency when interacting with others
- Responds to feedback in a timely manner

#### **Leading Others:**

- Actively participates to build quality and depth in the DEC, our work and those we serve
- Openly shares knowledge, skills and insights with others
- Listens, acknowledges others and acts with integrity to build trust
- Engages, participates, recognizes and supports the team
- Values and includes diverse individuals and varied perspectives
- Communicates in a clear, concise, credible and timely manner
- Initiates action to handle conflict for win-win resolutions
- Contributes to a positive work environment
- Consistently displays integrity, models behavior, develops people, and builds teams
- Knows how to influence and enable others
- Possesses the high level of personal skills required to make formal, persuasive presentations to groups and to deal effectively one on one with people from all segments of the Church and community

#### **Leading Self:**

- Demonstrates an awareness of one's own strengths and development needs as well as the impact of own behavior on others
- Treats employees respectfully
- Demonstrates reliability, honesty and confidence in one's character
- Looks for challenging or unfamiliar assignments
- Puts new knowledge, understanding, or skill to practical use on the job
- Takes responsibility for self-development
- Quickly modifies behavior to deal effectively with change
- Maintains composure under pressure and stress
- Deals effectively with demanding situations and designs and implements interventions
- Possesses and implements the skills and functions of a leader
- Is a self-starter and team player
- Is action oriented, innovative and other focused

#### **Leading Results:**

- Achieves objectives while upholding the diocese’s commitment to excellence and ethical standards
- Acquires results the right way
- Commits to action and produces consistent quality work
- Adheres to policies, procedures, regulatory guidelines and ethical standards
- Accepts responsibility for outcomes of one's work and behaviors
- Leverages resources to complete work efficiently
- Effectively manages time through prioritization

- Approaches change positively and encourages others to embrace change
- Identifies, solves issues and makes quality decisions by weighing options carefully and thoroughly
- Considers the needs of all involved parties
- Anticipates and solves problems and takes advantage of opportunities
- Shares the values, mission and vision of the diocese and the Catholic Church
- Manages continuity, change and transition within formation and support
- Translates broad goals into achievable steps
- Recognizes and addresses the impact of attitude and action on the relationship between the DEC and parish/parishioners

**Physical Demands/Working Conditions:**

This is a high-stress position that handles detailed, complex concepts and problems, balances multiple tasks simultaneously, works with the public, requires good communication and customer service skills, and at times makes rapid decisions regarding pastoral issues.

S/he must maintain a flexible work schedule to meet the demands of ministry. Hours may be long and irregular.

Performing other duties may be required, as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor’s Degree in Theology, Religious Studies or Related Field is required.

**Experience:** Minimum of 5 years experience in parish ministry or formation.

**Skills / Knowledge:** S/he plans and meets deadlines. S/he plans and implements formation opportunities. Establishes and maintains strong and appropriate relationships with fellow diocesan staff, parish ministers, clergy, committee members, volunteers, and the public.

S/he represents the Roman Catholic Church in the Diocese of Sacramento and therefore conveys a professional, positive attitude and demeanor at all times. S/he demonstrates a commitment to the Catholic Faith and a commitment to continued professional growth and development. S/he must be a practicing Catholic in good standing, with knowledge and understanding of the Catholic Church.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE