

Job Description – Adult Formation and Evangelisation Officer

Reports To	Director of Adult Education & Evangelisation
Organisation	Roman Catholic Diocese of Clifton
Date	March 2023

Purpose of Job

To work with the Director for the Department of Adult Education and Evangelisation in its work of supporting and resourcing the Diocese in its Mission to proclaim the Gospel of Christ.

Key Accountabilities

Key elements of the work will include:

- Supporting and implementing the Bishop’s vision for the diocese in ‘A Future Full of Hope’
- Having a commitment to the Pope’s vision of a growing, synodal Church.
- Sourcing and, where necessary, creating resources to support parishes in their mission to be communities of evangelisation and mission.
- Developing accompaniment as a model for pastoral ministry and supporting parishes to be synodal in their approach to mission.
- Developing and promoting approaches to pre-evangelisation in the parish context
- Liaising with other organisations and apostolates working in the areas of parish renewal and mission.
- Working closely with the officer for Social Action and the Environment, to develop the work of Caritas across our schools and parishes.
- Working with parishes to develop their formation of young people pre and post Confirmation.
- Developing resources and training for all forms of ministry within the Church
- Developing Family Catechesis across the diocese.
- Accompanying Parishes to support family life.

Knowledge, Skills and Experience

- Significant knowledge of the Catholic Faith
- Active participant in Catholic Church Activities
- ability to build and maintain relationships
- ability to empathise and possess a sensitivity when working with key contacts
- participation in the liturgical and sacramental life of the church
- able to listen to and to learn from others;
- ability to work as part of a team as well as take own initiative;
- an understanding of sacramental formation and accompaniment;
- an experience working in a parish ministry;
- a confidence in delivering the message of the Gospel
- a prayerful disposition
- ability to work with families, young people and with priests, deacons, and parishioners
- some experience of working with school chaplains or in school chaplaincy would be beneficial.

Key Contacts

Internal

- The Bishop of Clifton
- Director of Adult Education
- Colleagues within Ad Ed Dept
- Chief Operating Officer
- Priests and Deacons
- Department for Schools and Colleges
- Parish volunteers

External

- Peer groups across other dioceses
- Organisations that promote formation such as Sycamore

Qualifications

- Degree (or equivalent) in Theology or Catechetics or Pastoral Ministry
- Baptised, practicing Catholic who is actively involved in the life and mission of their parish community
- Valid Driving licence and use of a car.
- IT proficient, including use of Social Media, Microsoft 365 and TEAMS