

Church of St Vincent de Paul

Volunteer Position Description

Title: Member – Formation and Education Commission

Date: February 19, 2010

Works with: Director of Faith Formation and School Principal

Time requirement: 3-8 hours per month

Meetings: Monthly Meetings – the 3rd Tuesday Evening of each month – except for July and December.

Meetings are of one hour duration, or shorter: 6:30 – 7:30 p.m. after prayer and light meal at 6 p.m.

Annual Planning Meeting: January or February

Term: three years

Purpose: The main purpose of each commission is to work with the Pastoral Council and the other commissions to accomplish Parish Mission and Goals. Each commission sets its own commission operating policy/guidelines, and evaluates its results. (For all commissions, see Commission Member Position Description.)

The Formation and Education Commission collaborates with staff to advance all levels of faith formation educational programming in the parish, children through adults, Catholic school and public school alike. (The Commission is concerned with the operation of the School and the Faith Formation Department only as they apply to the faith formation and spiritual growth of its students and families.) Its role is to foster cooperation, coordination and communication among all groups and individuals involved in the education/formation ministries of the parish. Accordingly, each member commits to participate in guided learning to have a base understanding of the teachings and formation requirements of the Catholic Church and of the Parish. The Formation and Education Commission coordinates the following committees and groups: Adult Formation, Parish School catechesis, Faith Formation Sunday pre-school and elementary through high school programs, Youth Ministry, Sacramental Preparation, RCIA, and baptism preparation. In addition the Formation and Education Commission finds areas to work together to strengthen parent and family formation, as well as to strengthen programs and activities that generally benefit parish formation and education. The Commission may form additional subcommittees and task groups to accomplish its objectives.

Membership on the Faith Formation Commission during a one year term may include one of the following responsibilities:

Chairperson/Facilitator

Co-Chairperson/Facilitator

Recorder

Representative of Faith Formation Commission to Pastoral Council

Representatives of Faith Formation to Annual Planning

The Chairperson or Co-chairperson will not be the representative to the Pastoral Council.

The Director of Faith Formation and School Principal are participating members of the Faith Formation Commission, but not representatives to the Pastoral Council.

Qualifications:

Has prayerfully discerned commitment and involvement.

Has completed training as prescribed by the Pastoral Council.

Has read and understands Parish Leadership Manual.

Is committed to promoting ongoing two-way communication between parish groups and between parish leaders and parishioners.