

[Parish/Parish Family Name]

POSITION DESCRIPTION

POSITION TITLE: Director of Evangelization **EFFECTIVE DATE:**

Overview of Position

The Director of Evangelization is a key member of the Family Leadership Team (FLT) and reports directly to the Pastor. Under the leadership of the Pastor, the Director of Evangelization shepherds the overall vision for evangelization in the Family of Parishes (Family). The Director of Evangelization leads the Family Evangelization Team, which is responsible for creating, implementing, and evaluating a comprehensive strategy for evangelization.

I. Leadership Team Responsibilities:

1. Aids the Pastor in casting the vision for evangelization to the Family community
2. Collaborates with the Pastor and Director of Worship to ensure that all liturgical functions and Family activities are welcoming and engaging.
3. Collaborates with the Pastor and the Director of Administration to ensure that the budget is aligned to the evangelizing mission of the Family.
4. Collaborates with the Director of Communications in creating an evangelizing plan for Family communications.

II. Evangelization Team Responsibilities

5. Supervise Family Evangelization Team members, including regular one-on-one supervisory meetings with team members as well as regular team meetings.
6. Create a healthy team culture of prayer and on-going formation for the Evangelization Team, and support the Pastor in doing so for the FLT
7. Oversee all efforts of accompanying youth, adults, and families through the Process of Evangelization and Discipleship so that the Family can create missionary disciples.
8. With the Evangelization Team create, implement, and evaluate a comprehensive approach to evangelization for youth, adults, and families. This includes parishioners, inactive Catholics, and those who do not know Jesus.

III. Other Pastoral & Administrative Responsibilities

9. Assist and empower Family leadership and parishioners to be effective evangelizers and disciple makers through training and equipping, focusing on evangelization workshops, relational ministry, mentoring, accompaniment, and discernment of charisms, with the intended goal of individuals seeing themselves as witnesses of their encounter with Jesus rather than solely imparting knowledge.
10. Direct or act as a Evangelization Team liaison to the Love in Action Commission. Ensure that Love in Action is an integral part of the evangelization plan.

11. Plan and promote an Family of Parishes annual calendar of programming and formational opportunities. Oversee the marketing and advertising of programs and events.
12. Conduct program evaluations and Family-wide assessments to determine effectiveness of opportunities and refine efforts, through the lens of evangelization and intentional discipleship.
13. Manage and evaluate the budget for all evangelization programming and events.
14. Coordinate registration and collection of fees for programs (or works with an administrative assistant)
15. Schedule speakers for presentations, as needed
16. Responsible for ensuring that all evangelization programs and events adhere to Archdiocesan policies and guidelines including :
 - a. Overseeing the continuing education and certification for Volunteer Evangelists and their adherence to Archdiocese policies, guidelines, and safe environment protocols.

IV. Candidate Expectations

1. Must complete and maintain SafeParish training and background check
2. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
3. Must be the main point of contact with the Center for the New Evangelization
4. Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

V. Education, Training, and Experience

1. Strongly prefer a Master's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
2. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
3. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
4. Must have experience mentoring and accompanying people at different stages of the discipleship path
5. Must have knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:

- a. The principles outlined by Sherry Weddell in *Forming Intentional Disciples*, *Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*
 - b. Divine Renovation
 - c. Amazing Parish
 - d. Alpha
 - e. FOCUS or Evangelical Catholic
 - f. NET Ministries
- 6. Proven ability in developing a vision and implementing initiatives designed to create an evangelizing parish culture
 - 7. Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
 - 8. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings.

VI. Working Environment

This position requires off-site work and frequent evening, weekends

SUPERVISION RECEIVED:

Works under the direction of the Pastor.

SUPERVISION EXERCISED:

Evangelization Team members.

TERMS OF EMPLOYMENT:

Salary | 7 hours per day | 35 hours per week | 260 days | 12 months

VII. Acknowledgement

Employees of _____ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature Date