**[Parish / Parish Family Name]**

**Job Description**

**Position Title:** Associate Director of Adult Evangelization **Effective Date:** MM/DD/YYYY

1. **Overview of the Position**

The Associate Director of Adult Evangelization (Associate Director) reports to the Director of Evangelization and is a key member of the Evangelization Team. The Associate Director accompanies adults and families through a discipleship path, so that they encounter Jesus and become missionary disciples.

1. **Responsibilities**
2. Create, implement, and annually evaluate a comprehensive approach to evangelization for adults, taking into consideration young adults and families
3. Special attention given to RCIA/OCIA by:
   1. Implementing a year-round process
   2. Designing formational experiences appropriate to the specific stages of the catechumenal process: precatechumenate, catechumenate, purification and enlightenment, mystagogy, and the neophyte year
   3. Recruit, equip, and accompany lay disciples to serve as RCIA sponsors and RCIA team members (for example: catechists, small group leaders, hospitality leaders, etc.)
   4. With the Director for Liturgy, ensure that the rites of the process are celebrated with reverence, with cultural sensitivity, and with attention to logistical details
4. Provide a variety of evangelization initiatives to adults and families at different stages along the path of discipleship (for example: small groups, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebration of feast days, opportunities to evangelize, opportunities for justice and service activities etc.)
5. Recruit, form, equip, send, and accompany adults for personal apostolate, so that they can live out the unique and unrepeatable call God has placed on their life and serve people at every stage of the discipleship path
   1. Plan and promote an annual calendar of programming and formational opportunities and oversee the marketing and advertising of programs and events
   2. Coordinate registration and collection of fees for programs, working with Director of Evangelization and/or administrative assistant
   3. Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan
   4. Additional responsibilites as assigned by the Pastor and/or DoE
6. **Candidate Expectations**
7. Must complete and maintain SafeParish training and background check
8. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
9. 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
10. **Education, Training, and Experience**
11. Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
12. 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
13. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
14. Must have experience mentoring and accompanying people at different stages of the discipleship path
15. Must have knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:
    1. The principles outlined by Sherry Weddell in *Forming Intentional Disciples*, *Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*
    2. Divine Renovation
    3. Amazing Parish
    4. Alpha
16. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
17. 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
18. **Working Environment**

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

1. **Supervision Received**

Works under the direction of the DoE

1. **Terms of Employment**

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

1. **Salary Range**

$##,### – $###,###

1. **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.**

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Employee Signature Date