

Director of Evangelization

Position Summary

The Director of Evangelization (DoE) is a full-time, exempt position reporting directly to the Pastor. As a key member of the Family Leadership Team (FLT), the Director of Evangelization provides vision, leadership, and oversight for evangelization efforts across the Family of Parishes.

Under the leadership of the Pastor, the Director shepherds the overall vision for evangelization, leads the Family Evangelization Team (FET), and develops, implements, and evaluates a comprehensive strategy to form missionary disciples.

Key Responsibilities

Leadership & Vision

- Assist the Pastor in casting and communicating the vision for evangelization.
 - Serve as an active member of the Family Leadership Team.
 - Collaborate with the Director of Worship to ensure liturgical functions and parish activities are welcoming and engaging.
 - Partner with the Director of Administration to align the budget with evangelization priorities.
 - Work with the Director of Communications to implement an evangelization-focused communications plan.
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Evangelization Team Leadership

- Supervise Evangelization Team members, including regular team meetings and one-on-one supervision.
 - Foster a culture of prayer, ongoing formation, and spiritual growth within the team.
 - Oversee efforts to accompany families, adults, youth, and children through the process of evangelization and discipleship.
 - Develop, implement, and evaluate a comprehensive evangelization strategy that reaches:
 - Active parishioners
 - Inactive Catholics
 - Individuals who do not yet know Jesus
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Pastoral & Administrative Responsibilities

- Equip parish leaders and parishioners to become effective evangelizers and intentional disciple-makers through training, mentoring, accompaniment, and workshops.
- Serve as liaison to the Love in Action Commission and ensure service outreach is integrated into the evangelization plan.
- Plan and promote an annual calendar of evangelization programming and formation opportunities.
- Oversee marketing and advertising for evangelization initiatives.
- Conduct program evaluations and parish assessments to refine and strengthen efforts.
- Develop and manage the evangelization budget.

- Coordinate program registration and fee collection (or supervise administrative support).
 - Schedule speakers and presenters as needed.
 - Ensure all programs comply with Archdiocesan policies, including catechist certification and safe environment protocols.
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Qualifications & Expectations

Faith & Formation

- Practicing Catholic in good standing with the Church.
- Faithful to the Magisterium and consistent in sacramental life.
- Demonstrates spiritual maturity and is able to articulate a personal relationship with Jesus Christ.
- Ability to pray publicly and lead spontaneous and intercessory prayer.

Education & Experience

- Bachelor's degree in Pastoral Ministry, Theology, Religious Studies, Religious Education, or related field preferred (or equivalent ministry experience).
- Certified (or willing to become certified) as a Professional Catechist through the Center for the New Evangelization.
- Strong understanding of Catholic teaching, evangelization, catechesis, prayer, sacraments, and ecclesiology.
- Experience mentoring and accompanying individuals at various stages of discipleship.
- Demonstrated experience developing and implementing evangelization initiatives.

Familiarity with evangelization models such as:

- Forming Intentional Disciples (Sherry Weddell)
 - Divine Renovation
 - Amazing Parish
 - Alpha
 - FOCCUS
 - NET Ministries
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Professional Requirements

- Complete and maintain SafeParish training and background check.
 - Serve as primary contact with the Center for the New Evangelization.
 - Collaborate with neighboring parish ministers and participate in archdiocesan networking and training opportunities.
 - Strong communication skills in both small group and large group settings.
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Work Environment

- Full-time (40 hours per week, 12 months per year).

- Requires on-site presence.
 - Frequent evenings and weekend commitments.
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Supervision

- Reports to: Pastor
 - Supervises: Evangelization Team members
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Employment Requirements

Employees must support and uphold the teachings of the Catholic Church and adhere to Archdiocesan policies. Employees may not publicly oppose Catholic doctrine or advocate positions contrary to Church teaching.