

Position Title: Director of Evangelization

Status: Full Time, Salaried

Reports to: Pastor of Eastside Family of Parishes

PRIMARY FUNCTION OF THIS POSITION

The primary objective of this role is to oversee the ideation, development, implementation, and daily execution of the operations within the Office of Catechesis and Evangelization. This role also includes supervising the Coordinator of Catechesis, the Coordinator Young Adult and Family Ministry, and the Marriage Coordinator.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Serves as a member of the Pastoral Leadership Team, assisting in strategic planning for the Eastside Family of Parishes
2. Directs the Office of Catechesis and Evangelization in providing a wide variety of programs and opportunities to parishioners at different stages along the discipleship pathway.
 - Leads weekly staff meetings.
 - Supports team members on role-specific projects and programs
 - Guides the team in achieving quarterly, yearly, and multi-year office goals determined according to the EOS model.
 - Manages the implementation of the Evangelization Baseball Diamond (i.e. the Eastside Family's discipleship pathway document)
 - Serves as the liaison between the office and the Pastor of the Eastside Family
 - Leads the Catechesis and Evangelization Commission.
 - Oversees the budget for the Office of Catechesis and Evangelization.
 - Assists the Catechesis and Evangelization team with executing seasonal liturgical events.
3. Spearheads the Family strategy for engaging those in the pastoral region in a spirit of missionary discipleship.
 - Leads ongoing, perfective catechesis programs such as speaker series, seasonal Bible Studies, liturgical season materials, biennial pilgrimages, and other unique one-off events
 - Manages the Hallow Parish and School Partnerships, strategizing how to use this resource most effectively.

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- Executes the Outreach strategy including catechizing parishioners on the corporal and spiritual works of mercy and inviting them to live them out through curated programming and organized ministries

MINIMUM QUALIFICATIONS:

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Education: The Director of Evangelization is expected to one of the following:

- A Bachelor's Degree in Theology or a related theological field.
- A Bachelor's Degree in an unrelated field with a minor in Theology
- Significant demonstrable experience studying the Catholic faith in a formalized capacity

Experience: The Coordinator of Catechesis should have

- A minimum of three years of volunteer or staff experience within the parish setting, specifically in catechesis or evangelization
- Strong public speaking ability
- A passion for assisting those on their discipleship journey
- An inclination for working collaboratively with a team to execute goals
- Outstanding organizational and communication skills
- A strong prayer life that feeds their ministry

Working Environment: This position will have frequent evening and weekend work, but will allow for the ability to flex hours for time worked outside of the normal hours of 9-5.