

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Managing Director for Parish Evangelization **EFFECTIVE DATE:** 5/2026

DEPARTMENT: Communication & Evangelization
(Center for the New Evangelization)

POSITION SUMMARY:

The Managing Director for Parish Evangelization works in close collaboration with the Leadership Team of the Center for the New Evangelization (CNE) to advance the evangelizing mission of the Catholic Church throughout the Archdiocese of Cincinnati. The Managing Director leads the five-person Parish Support Team to form, equip and coach parish evangelists for ministry in their parish.

The Managing Director reports to the Director of the CNE and collaborates closely with the entire staff of the Department of Communication & Evangelization, as well as colleagues across several Pastoral Center offices. The Managing Director must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with solid knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing that faith with others.
2. Master's Degree in theology, pastoral ministry, religious education or related field.
3. At least eight years of full-time ministry experience. A history of effective leadership, collaboration, and supervision within Church ministry.
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Ability to network and collaborate effectively within the Church and local community.
6. Ability to effectively lead a team and coach/develop team members. Must be able to set team priorities and manage multiple projects concurrently.
7. Proficient in modern forms of media – e.g. social networking, online publication.
8. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
9. Self-starter. Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

AREAS OF SPECIALIZATION AND NEEDED SKILLS:

1. Church Teaching – Broad understanding of Church doctrine and pedagogy along with the ability to articulate it, especially with regard to evangelization, catechesis, prayer, sacraments and ecclesiology.
2. Organizational – Project and event planning.
3. Apprenticeship – Ability to mentor others in spiritual practices and leadership skills.
4. Prayer – Ability to pray in front of people, as well as lead and participate in spontaneous prayer.
5. Spiritual Maturity – Practicing Catholic in good standing with the Church including fidelity to the Magisterium, consistent prayer life, regular reception of the sacraments, and a desire to speak of his/her relationship with Jesus Christ.

DUTIES & RESPONSIBILITIES:

- 1.* Direct the Parish Support Team in providing parish evangelists with ongoing faith formation and community.
- 2.* Direct the Parish Support Team in equipping evangelists for ministry through coaching, consulting, and resource recommendations. Takes the lead in equipping parish Directors of Evangelization.
- 3.* Direct the Parish Support Team in providing selected events and retreats for parish evangelists to incorporate into their evangelization efforts.
- 4.* Direct the St. Dominic Salvo parish internship program in collaboration with other CNE teams.
- 5.* Develop and monitor the budget, manage the finances, and direct the day-to-day operations pertaining to Parish Support.
- 6.* Conduct weekly Parish Support Team meetings and one-on-one meetings with Parish Support Team members.
- 7.* Contribute to the initiatives undertaken by the CNE. Develop the necessary guidelines and resource materials in a user-friendly and efficient manner.
8. Actively participate in relevant office, departmental, interdepartmental, archdiocesan and national meetings and conferences as requested and/or approved by the Director of the CNE.
9. Serve on the CNE Leadership Team and collaborate in building the shared culture and values as well as executing its goals and priorities.
10. Carry out any other tasks and responsibilities as assigned by the Director of the CNE.

SUPERVISION RECEIVED:

Works under the direction of the Director of the Center for the New Evangelization.

SUPERVISION EXERCISED:

Supervises the members of the Parish Support Team.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: **Salary** **7 hours per day** **35 hours per week**
260 Days **12 months**

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.

_____	_____	_____
Employee Signature	Printed Name	Date
_____	_____	_____
Supervisor Signature	Printed Name	Date