

DIRECTOR OF EVANGELIZATION AND FORMATION - JOB DESCRIPTION

QUEEN OF APOSTLES FAMILY OF PARISHES

Our Lady of the Rosary – 17 Farragut Rd., Cincinnati, OH 45218
St. James of the Valley – 411 Springfield Pike, Cincinnati, OH 45215
Our Lady of the Valley – 330 W. Vine St., Reading, OH 45215

I. IDENTIFYING INFORMATION

Position Title: Director of Evangelization and Formation
Status: Full-Time
Reports to: Pastor

II. PRIMARY FUNCTION

The Director of Evangelization and Formation is responsible for overseeing evangelization efforts, as well as initial and continuing education in the faith, especially for families, within Queen of Apostles.

III. ESSENTIAL JOB FUNCTIONS

- In collaboration with the pastor and evangelization team members, plan an annual calendar of pre-evangelization and evangelization programming as well as formational opportunities.
- Direct a volunteer parish evangelization team and collaborate with FOCUS parish missionaries.
- Organize the OCIA program and its volunteers.
- Accompany those who are considering entering the Church individually, ensuring they receive the formation and sacraments they need at the time that is appropriate for them.
 - Be proactive in helping determine and regularize their marriage situations as needed.
- Assist in the further development and implementation of family faith formation.
 - Two overall programs are necessary: English and Spanish.
 - The English program for children is being transitioned largely to Catechesis of the Good Shepherd, which will require continued recruitment of catechists and preparation of rooms and materials.
- Train and coordinate volunteers for faith formation programs, emphasizing mission alignment (see section V).

IV. QUALIFICATIONS

- Spiritual maturity: active member, in good standing, of the Roman Catholic Church; daily life of prayer; able to speak of one's relationship with Jesus Christ.
- Thorough knowledge of Catholic teaching and tradition and facility in articulating and promoting these, especially regarding marriage and the Sacraments of Initiation.
- Experience mentoring and accompanying others in discipleship.
- B.A. in Theology, Religious Education, or a related field from a faithful Catholic institution—or proven equivalent education.
- Ability to communicate well and clearly.
- Ability to manage volunteers intentionally, even and in difficult situations (such as when a volunteer must be asked to take a step back for the good of the mission).
- Ability to maintain clear timelines and records.
- Strongly prefer fluency or proficiency in Spanish.

V. MISSION ALIGNMENT

Mission: Transformative union with Jesus Christ.

Core Values:

1. **Mission over self:** The content, emphases, and practices of programming should reflect the mission of the family of parishes and the particular goals of its leadership.
2. **Wholehearted devotion to Christ and His Church:** The Director of Evangelization and Formation should have a daily life of prayer and frequently pray for discernment and inspiration with regards to his or her role. Nothing contradictory to the faith is tolerated among those involved in formation. A spirit of filial love for the Church and her teaching is evident in every class and event.
3. **Solution-Oriented:** The Director of Evangelization and Formation seeks to offer positive, on-mission solutions to difficulties and concerns when they arise, whether working with individuals/families or at the parish level with other staff.

Strategic Anchors:

1. **Clear path of discipleship:** The Director of Evangelization and Formation is tasked with developing and clearly communicating many of the critical steps along the path of discipleship offered by the parish. He or she should be very comfortable in directing people to the right place according to their situation and should lead the effort of making parishioners aware of these steps.
2. **Focus on family formation:** This anchor should be constantly returned to, asking: Does this structure promote the growth of whole families in faith? Preferential attention is given to those who are in greater need of spiritual formation and to those in the formative stages of life.
3. **Comprehensive Catholic culture:** Faith formation offerings are characterized by goodness, beauty, and truth. Readings, teachings, prayers, stories, videos, etc. which are used in formation come from (or clearly draw from) the perennial tradition of the Church (e.g. the Liturgy of the Hours, the writings of the saints, sacred music, magisterial documents, etc.). The Director of Evangelization and Formation should be attentive to leading families not just in learning intellectual content, but in developing a truly Catholic culture at home.

VI. WORKING ENVIRONMENT

This position requires frequent evening, weekend and off-site work, with commensurate time off during the week to reflect time spent in ministry outside of normal work hours. An office will be provided at Our Lady of the Rosary (17 Farragut Rd.) and some office hours should be kept on-site regularly to promote staff unity and communication.

Employees of the Queen of Apostles Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parish family. 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

Date

Supervisor Signature

Date