

Evangelization Assistant Overview

Our Lady of Light Family of Parishes is a vibrant and growing Catholic community located in Centerville, OH (20 minutes south of downtown Dayton), comprised of two parishes and one parochial school.

Our Evangelization Team works hard to serve both the youth and adults of our community by creating a welcoming environment where they can encounter Jesus through the community, Scripture, Sacraments, and be transformed and sent out as missionary disciples. The work is fast paced, creative, and exciting; no two days are the same. The team leans into hospitality, authentic relationships, administration, leadership, ongoing formation, and reliance on the Holy Spirit.

As we seek to expand our team with the creation of the Evangelization Assistant position, we want to emphasize that the first 3-6 months will be a lot of learning and observing: understanding not only the team dynamics and culture of the parish, but also the ins and outs of how we run programming, build relationships, and seek to accompany others along their journey of faith. The focus during this time will be specifically learning the program of Alpha, as well as the new St. Paul's Street Evangelization and other outreach opportunities for welcoming people into the life of the Church community.

After the first 3-6 months, if both parties feel that this is a mutually beneficial relationship, the assistant will continue the administrative support to the Managing Director while fully stepping into the role as the Coordinator of Alpha, taking on all the responsibilities therewithin: raising up a team of adults, supporting and forming the team, hosting each season of Alpha, evaluating the program, marketing and budgeting, etc. The minimum commitment of time to the position will be another 2-3 years to create continuity and allow the individual serving as the Evangelization Assistant & Alpha Coordinator time to grow and step into their role.

At Our Lady of Light, it is very important to us that we continue to provide opportunities for staff to grow as individuals, professionals, and of course spiritually. Staff pray daily together, and the evangelization team has additional extended prayer at the start of our weekly L10 Meetings. This position will be expected to travel annually to one professional development conference, such as The Alpha Conference (February 2027 in Los Angeles) with the team; a personal retreat each year is encouraged.

The position of the Evangelization Assistant will be dynamic, fast-paced, exciting, and provides an opportunity for creativity, relationship building, and growing the Kingdom of God through reliance on the Holy Spirit. If this sounds like a community you want to be a part of and help to grow, and you are open to learning new things and stepping into leadership, then we want to hear from you.

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION

Evangelization Assistant

I. IDENTIFYING INFORMATION

Position Title: Evangelization Assistant

Status: 40 hours

Reports to: Managing Director of Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Evangelization Assistant (EA) reports to the Managing Director of Evangelization (DE) and is a key member of the Evangelization Team. The EA is a person who is passionate about accompanying individuals along their journey of discipleship and ultimately helping people become missionary disciples. The EA helps the DE with administrative, logistical, and project management tasks, including coordinating Alpha and other events, developing materials, supporting volunteers, and assisting with planning for new and existing evangelization programs and initiatives, often within a faith-based organization. Key duties often include administrative support, event planning, volunteer management, and assisting with the execution of strategic goals for evangelization programs.

This position requires an individual who is strong in relationship building and accompaniment, administration, hospitality, and leadership. This individual must be a self-starter, reliable, detail-oriented, high-energy, and driven, while being flexible, open to learning and coaching, and growing in a firm understanding of our parish mission, vision, and discipleship pathway.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Administrative Support to the Managing Director: Assist in the managing of calendars, handling recurring correspondence, processing expenses, and providing general administrative assistance.
2. Communications Support to the Managing Director: Assist in all areas of marketing for various adult evangelization initiatives, including bulletin, website, and social media. This is done in collaboration with the Communications Team.
3. Program Support: Assist with the planning, coordination, and execution of existing and new evangelization programs, which will include Alpha and St. Paul Street Evangelization; small groups, adult formation, leader huddles, and other special events as needed.
4. Event Coordination: Help organize and host events, launch nights, and supplemental activities to promote and build evangelization ministries.
5. Volunteer Engagement: Support in the recruiting and training process of new volunteers and assist in providing ongoing support to volunteer leads and team members involved in evangelization efforts.

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6. **Budget & Logistics:** Assist the Director in creating and managing budgets, arranging travel, process expenses and handling logistical details for programs and events.
7. **Strategic Initiatives:** Support the Director in developing new programs, outreach initiatives, and strategies to advance the evangelization mission of the organization.

IV. QUALIFICATIONS

- Dynamic, passionate Catholic who has encountered Jesus in a personal way and is living out a life of discipleship and active practice of their faith.
- Must accept all the teachings of the Catholic Church on faith and morals.
- A commitment to Our Lady of Light's vision, mission, and values.
- Must be committed to ongoing personal growth as a disciple and ongoing professional development.
- Strong administrative, hospitality, relational, and leadership skills.
- Preferred, but not required: participant in Our Lady of Light family of parishes culture and parish to include worshiping, participating in communal life, serving, and giving.
- Familiarity with the organization's faith-based context and a willingness to adhere to its policies.
- Ability to work collaboratively with staff, volunteers, and community members.
- Flexibility to work evenings, weekends, and travel for ministry activities.

EDUCATION, TRAINING AND/OR EXPERIENCE

- Demonstrated experience training others in ministry activity.
- Bachelor's Degree in pastoral ministry, theology or related field is preferred or 5+ years of experience.

V. WORKING ENVIRONMENT

This position may include some evening and/or weekend hours. Regular weekly hours will be required to support the parish office. Discipleship Formation weekly work hours will vary and will be coordinated with the Discipleship Formation staff.

VI. Acknowledgement

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION
Evangelization Assistant

Employee Signature

Date

Supervisor Signature

Date