

Jesuit Parish Family Director of Evangelization & Marriage Ministries

Organization: Jesuit Parish Family: Bellarmine Chapel & St. Xavier Parish

Position Title: Director of Evangelization & Marriage Ministries

Status: Full-time, Exempt, 12 months

Salary: To be determined

Reports to: Pastor of Jesuit Parish Family

I. Overview of the Position

The Director of Evangelization & Marriage Ministries (DEMM) is a key member of the Jesuit Parish Family (JPF), serving under the Pastor's leadership to foster strong marriages, families, and a vibrant culture of evangelization.

We are seeking a passionate, relational, and mission-driven leader who embodies genuine hospitality and steadfast leadership. The ideal candidate welcomes people with genuine care, builds authentic relationships in the community, and provides clear direction in advancing the Pastor's vision for the parish family.

Initially, the DEMM's primary focus will be Marriage Ministries and Family Outreach. The DEMM will accompany couples and families in their vocation, provide pastoral care and faith formation, and support the JPF's Marriage Enrichment Teams in developing and implementing programs, retreats, and events.

As the role develops, its scope will expand to include Evangelization. The DEMM will help carry forward the Pastor's vision by creating pathways for parishioners to experience ongoing conversion, grow as disciples, and deepen their personal relationship with Jesus Christ.

Throughout both phases, the DEMM will collaborate with parish staff, ministry leaders, and volunteers—providing encouragement, direction, and formation to cultivate a parish culture marked by hospitality, accompaniment, discernment, spiritual growth and missionary discipleship.

II. Leadership Responsibilities

- A. Trades ideas with the Pastor, Associate Pastors, and other staff — receiving prompts and making on-the-ground observations from the community — in regular meetings grounded in the parish's vision.
- B. Carries the resulting vision forward with a high degree of autonomy, leading and listening alongside ministry teams so spiritual growth, hope, and hospitality are parish values people experience when they walk in the door.

- C. Partners with the Business Director on the annual Evangelization and Marriage Ministries budget, administering funds and tracking expenditures across both areas.

III. Marriage Ministries Administration

- A. Under the Pastor's direction, keeps sound wedding policies and procedures for the JPF.
- B. Assists clergy (both visiting and priests assigned to the JPF) with marriage and wedding preparation requirements.
- C. Supervises and supports the Marriage Ministries Coordinator, who schedules weddings and maintains sacramental preparation files.
- D. Develops, coordinates, and helps facilitate Engaged Retreats at both St. Xavier Church and Bellarmine Chapel, including reimagining the future of the retreats for the Parish Family.
- E. Recruits, trains, and oversees teams of FOCCUS (Facilitating Open Couple Communication, Understanding & Study) Facilitators, ensuring skill and consistency in administering FOCCUS with engaged couples.
- F. Ensures coordination of sacristan scheduling and stipend payments for the roughly 90 weddings and rehearsals held each year.
- G. Works with outside priests and deacons to confirm good standing, licensure, and proper delegation for weddings, and ensures the timely transfer of files to the Archdiocese of Cincinnati when required.
- H. Provides oversight, organization, and facilitation for the established Marriage Enrichment Teams at each parish center, running monthly meetings, setting goals, and seeing planned events through to completion.
- I. Initiates the visioning and planning process to oversee, develop, and facilitate marriage enrichment opportunities with teams at each parish center, and at times facilitates collaboration among the teams for parish-family-inclusive events.

IV. Evangelization Administration

- A. Owns and drives OCIA (Order of Christian Initiation for Adults) with a team for the JPF, from first inquiry to full initiation.
- B. Ensures strong leadership for young adult ministry for the JPF.
- C. Collaborates with Bellarmine Chapel's Director of Parish Life so faith formation—teen ministry, youth ministry, adult faith formation, and OCIA—works as one coherent whole, not four separate efforts.
- D. Collaborates and/or coordinates other parish opportunities within a team, such as retreats and days of reflection.
- E. Equips JPF leadership, staff, and parishioners—including the Pastor and Associate Pastors—to grow into evangelizers and disciple-makers themselves, through mentoring, training, and honest conversation about how and when to support evangelization efforts.

- F. Will build the JPF's first evangelization team from the ground up, determining whether it's centralized or distributed across parish centers, and defining its structure, scope, and purpose.
- G. Situates the JPF's evangelization efforts within the Archdiocese of Cincinnati's Beacons of Light initiative, for which evangelization is a guiding principle.

V. Education, Training, and Experience

- A. Looking for a passionate and adaptive leader with experience leading faith groups, organizations, and volunteers in a Catholic environment.
- B. A Bachelor's or graduate degree in Pastoral Ministry, Theology, Religious Education, or a related field is preferred; equivalent ministry experience will also be considered.
- C. A practicing Catholic who can speak honestly about their relationship with Jesus.
- D. Someone who has an awareness of or working knowledge of the Church's teaching on evangelization, marriage, intentional discipleship, catechesis, and sacramental life, and who is genuinely eager and open to formation in Ignatian spirituality and Jesuit values.
- E. Experience walking with people through times of discernment, doubt, conversion, or growth in faith.
- F. A proven ability to move a vision from idea to implementation.
- G. Comfortable praying aloud, leading prayer in group settings, and communicating naturally across one-on-one and larger-group contexts.
- H. Comfortable working across everyday current technology and communication platforms, plus a willingness to learn and become proficient with the use of developing technology.
- I. Available evenings and weekends.

VI. Statement of Faith

The Employees of St. Xavier Church and Bellarmine Chapel will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. Xavier Church and Bellarmine Chapel. 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 social media or other digital technologies.