

## **JOB DESCRIPTION – Coordinator of Family Evangelization**

Stella Maris Family of Parishes

### **I. IDENTIFYING INFORMATION**

**Position Title:** COORDINATOR OF FAMILY EVANGELIZATION

**Status:** Full time, Salary Exempt, 12 months

**Reports to:** Director of Evangelization

### **II. PRIMARY FUNCTION OF THIS POSITION**

- The Coordinator of Family Evangelization is responsible for coordinating the outreach and formation offerings for families with children in grades K–8 at Stella Maris. The Coordinator will develop teams of missionary disciples who will meet families where they are and accompany them on a discipleship pathway. The Coordinator will also develop Christ-centered, family-oriented formation content, and will organize and implement all necessary programming to help whole families encounter Christ.

### **III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

- Recruit and form adult catechists, volunteers, and so forth as missionary disciples capable of mentoring and accompanying families.
- Develop and implement a strategy for reaching disengaged.
- Develop content, curriculum, and program plans for family-based formation for all families with children in grades K–8 and implement such plans.
- Coordinate sacramental preparation for First Reconciliation and First Holy Communion, as well as liturgical planning for the Sacraments.
- Develop content, curriculum, and program plans for RCIA adapted for children.
- Assume primary lead for coordinating summer programming for families and children.
- Collaborate with the communications coordinator and other members of the Evangelization Team to ensure suitable distribution of information and materials to parish families in a timely manner. Provide regular and necessary communications to participants in programs.

- Participate in Evangelization Team meetings and events and contribute to the good of the whole Family of Parishes.
- Participate in all required Stella Maris staff meetings and events.
- Other responsibilities as designated by the pastor.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

- **SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**
  - Pastoral leadership and team-building
  - Content and curriculum development
  - Highly organized and capable of managing multiple projects simultaneously
  - Proficiency in writing/communications
  - Experience with managing social media
  - Public speaking
  - Coachable
- **EDUCATION, TRAINING AND/OR EXPERIENCE**
  - Master's degree in theology, catechetics, or a related field (preferred)
  - 5+ years experience with faith formation or education

#### **V. COMPENSATION**

- Compensation will be based upon qualifications and experience. A full archdiocesan benefits package is part of the compensation.

#### **VI. WORKING ENVIRONMENT**

- Regular daytime, evening, and weekend work hours required (40+ hours per week)
- Frequent collaboration with parish and school staff on shared ministry
- Shared office space at St. Bernadette Church with flexibility to work remotely

Please send resume/inquiries to: [HR@stellamarisfamily.org](mailto:HR@stellamarisfamily.org)

*Employees of Stella Maris will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Stella Maris. 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.*

