

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Associate Director for Adult
Evangelization & Pastoral Ministry

EFFECTIVE DATE: 6/24

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

POSITION SUMMARY:

The Associate Director for Adult Evangelization & Pastoral Ministry helps advance the evangelizing mission of the Catholic Church throughout the Archdiocese of Cincinnati. The Associate Director reports to the Managing Director for Parish Evangelization within the Center for the New Evangelization (CNE) and is an active member of a dedicated team that seeks to form, equip and coach parish evangelists across the Archdiocese of Cincinnati. The Associate Director will have a special focus on coordinating evangelization efforts for adults and pastoral associates as part of an overall mission to renew parish evangelization.

The Associate Director collaborates closely and congenially with the entire staff of the CNE and the Department of Communication & Evangelization, as well as other archdiocesan offices. The Associate 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 strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. Minimum Bachelor's degree in theology, pastoral ministry, religious education or related field and 7+ years of full-time parish evangelization experience.
3. Experience with Alpha, Christ Life, and Rescue Project is preferred.
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. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
7. 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.

DUTIES & RESPONSIBILITIES:

- 1.* Support parish adult evangelists through coaching, training, assisting, and providing opportunities for shared life and prayer.
- 2.* Coordinate the training and implementation of Alpha, Christ Life, Rescue Project, and other effective evangelization programs within Families of Parishes.

- 3.* Consult with pastors and catechetical leaders in parishes to create a comprehensive plan for adult evangelization and discipleship formation.
- 4.* Create and coordinate a network of pastoral associates for the purpose of professional development, formation, and support.
- 5.* Collaborate with the Marriage & Family Evangelization Team of the CNE in the implementation of the marriage catechumenate, especially in the support of married couples in their first five years of marriage.
- 6.* Assist in the planning and execution of CNE retreats, conferences, and training workshops.
7. Actively participate in the ongoing mission of the CNE. Participate in department and Pastoral Center priorities and activities.
8. Carry out any other tasks and responsibilities as assigned by the Managing Director of Parish Evangelization.

SUPERVISION RECEIVED:

Works under the direction of the Managing Director for Parish Evangelization.

SUPERVISION EXERCISED:

N/A.

*** 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