

## **Associate Director of Children's Evangelization Job Description**

### **For the St. Paul the Apostle Family of Parishes**

**All Saints Church**  
**8939 Montgomery Road**  
**Cincinnati, OH 45236**

**and**

**St. Vincent Ferrer Church**  
**7754 Montgomery Road**  
**Cincinnati, OH 45236**

Status: Full-time, Exempt, 12 months

Reports to: Pastor and/or Director of Operations

**Position Title:** Associate Director of Children's Evangelization      **Effective Date:** 05/2024

#### **I. Overview of the Position**

The Associate Director of Children's Evangelization (Associate Director) reports to the Pastor and/or the Director of Operations and is a key member of the Evangelization Team. The Associate Director accompanies children, grades K-8, and their families, through a discipleship path, so that they encounter Jesus and become missionary disciples.

#### **II. Responsibilities**

1. To create, implement, and annually evaluate a comprehensive program that evangelizes our children in our parish family religious education program (FLOCK).
2. Recruits, forms, and supervises and evaluates our volunteer catechists.
3. Coordinates yearly ARK Assessment
4. Provide a variety of evangelization initiatives to children and families at different stages along the path of discipleship (for example: religious education, small groups, bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebration of feast days, opportunities to evangelize, opportunities for justice and service activities etc.)
5. Developing, overseeing and implementing programs for the Sacramental Preparation for First Communion, First Reconciliation and Confirmation.

#### **III. Candidate Expectations**

1. Must complete and maintain SafeParish training and background check
2. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
3. Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

#### **IV. Education, Training, and Experience**

4. Bachelor's Degree in Religious Studies, Pastoral Ministry, or equivalent required.
5. Master's Degree Preferred
6. Minimum of three years ministerial experience in a Catholic parish/Family.
7. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
8. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
9. Must have experience mentoring and accompanying children at different stages of the discipleship path
10. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
11. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings

#### **V. Working Environment**

This position requires Sunday Morning work (during FLOCK) and occasional evening work.

#### **VI. Acknowledgement**

Employees of St. Paul the Apostle 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 Catholic Church. 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.

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

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Employee Signature

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Date