

**JOB DESCRIPTION - Director of Adult Discipleship
Our Lady of Light Family OF Parishes
Incarnation and St. Francis of Assisi Campuses
Centerville, OH**

I. IDENTIFYING INFORMATION

Position Title: Director of Adult Discipleship
Status: Full-time (40 Hours/Week), Exempt
Reports to: Director of Family Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Adult Discipleship is a person who is passionate about making and maturing disciples by uniting a basic understanding of Church teaching with a great love for people at any step in their walk with Jesus.

The ideal candidate should be an inspirational leader with excellent relationship skills, and a strong vision for building community groups where people can get connected with one another and grow in an intentional way. The Director of Adult Discipleship should be a committed Catholic disciple with experience shepherding and developing small group ministries, comfortable and energetic in front of large groups of people, and must be able to recruit, train, care, and shepherd leaders. This person should also be a team player who understands ministry in a large church context, a self-starter, reliable, and driven who is excited to join a growing Catholic community with a vibrant culture. The role will require a firm understanding of our parish mission, vision, and discipleship pathway.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- Collaborates with the Managing Director of Evangelization and Adult Evangelization Team to discern what programs, events, and avenues are necessary to help accompany adults along the earliest stages of the discipleship pathway.
- Has direct responsibility in supporting the first step of the Discipleship Pathway, using the Rescue Project. This includes training and equipping leaders and providing hand-offs for next steps in discipleship.
- Directs, supports, and helps launch new small faith-based community groups. This includes, but is not limited to, overseeing the formation of small group leaders, recruiting adult participants, content production (as needed), vetting, formatting, and distribution of resources.
- Provides support to existing small faith-based community groups and helping to raise up leaders and missionary disciples
- Plans and promotes an annual calendar of programming and formational opportunities.
- Conducts program evaluations and assessments to determine effectiveness of opportunities and refine efforts; includes evaluating volunteers.
- Manages and evaluates the budget for all adult discipleship programming and events for which the position is responsible for.
- Coordinates registration and collection of fees for programs (or works with an administrative assistant)
- All other related tasks as designated by the Managing Director of Evangelization

IV. QUALIFICATIONS

- **CHRISTIAN COMMITMENT**

- 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.
- Must be a full participant in Our Lady of Light family of parishes culture and parish to include worshipping, participating in communal life, serving, and giving.
- 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.

- **SKILLS AND ABILITIES:**

- Ability to work effectively under time constraints and deadlines.
- Ability to set priorities, plan, organize, and delegate.
- Ability to work on weekends and evenings *as needed*.
- Comfortable learning new technology & computer applications.
- Working knowledge of Microsoft Office, including Word and Excel.
- Ability to build/lead healthy teams and processes to carry out program objectives.
- Outstanding oral and written communication skills.
- Ideal Team Player: Humble, Hungry and Smart
- Ability to engage and build relationships with people of different cultures and ages.

- **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.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. It is the right of the employer to revise this job description and to require that other tasks not listed be performed as needed.

Please send your letter of interest along with your resume to Debbie.field@incarnation-parish.com