

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION - DIRECTOR OF FAMILY EVANGELIZATION

I. Identifying Information

Position Title: Director of Family Evangelization
Status: Full-time, Exempt, 12 months
Reports to: Pastor, or Director of Evangelization

II. Overview of Position

The Director of Family Evangelization is responsible for all efforts to accompany families through a [discipleship path](#), so that they encounter Jesus and become missionary disciples. The Director emphasizes the mission of the family to guard, reveal, and communicate love through initiatives that strengthen marriage and the family, also known as the “Domestic Church.”

III. Job Responsibilities

- Create and implement a comprehensive approach to evangelization for families, taking into consideration the need for mentorship and accompaniment of men and women during their immediate preparation for marriage and throughout their married lives
- Articulate a clear vision/mission for family evangelization to parents, youth, staff, and parishioners
- Provide a variety of evangelization initiatives to engaged and married couples at different stages along the path of discipleship (for example: Natural Family Planning, Witness to Love, Fully Engaged, anti-pornography initiatives, etc.)
- Recruit, form, equip, send, and accompany engaged and married couples for personal apostolate, so that they can live out the unique and unrepeatable call God has placed on their life and also serve people at every stage of the discipleship path
- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities
- Oversee the marketing and advertising of programs and events for dating, engaged, and married couples
- Conduct program evaluations and assessments to determine effectiveness of initiatives and refine efforts (including the evaluation of volunteers and direct reports)
- Coordinate registration and collection of fees for programs (working with Director of Evangelization and/or administrative assistant)

IV. Candidate Expectations

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must participate in continuing education and formation in marriage and the family. This can be accomplished through events such as:
 - National marriage and family conferences (for example: NACFLM)

- Online platforms
- Archdiocesan trainings
- Personal retreats
- Highly recommend staying connected to and collaborating with the family ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

V. Education, Training, and Experience

- Strongly prefer a bachelor’s degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience.
- 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
- Must have a broad understanding of and ability to articulate Church teaching the sacrament of marriage and Catholic sexual morality
- Must have knowledge of Natural Family Planning (NFP) and chastity in marriage; being an NFP instructor is a plus
- Must have experience mentoring and accompanying adults at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- 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

VI. Working Environment

This position requires frequent evening, weekend and off-site work.

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

VII. Acknowledgement

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

Employee Signature

Date

Supervisor Signature

Date

