

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION - DIRECTOR OF EVANGELIZATION

I. Identifying Information

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

II, Overview of the Position

The Director of Evangelization (DoE) is a key member of the Family Leadership Team (FLT) and reports directly to the Pastor. Under the leadership of the Pastor, the DoE shepherds the overall vision for evangelization in the Family of Parishes (Family). The DoE leads the Family Evangelization Team (FET), which is responsible for creating, implementing, and evaluating a comprehensive strategy for evangelization.

III. Job Responsibilities

Leadership Team Responsibilities

1. Aids the Pastor in casting the vision for evangelization to the Family
2. Collaborates with the Pastor and Director of Worship to ensure that all liturgical functions and Family activities are welcoming and engaging
3. Collaborates with the Pastor and the Director of Administration to ensure that the budget is aligned to the evangelizing mission of the Family
4. Collaborates with the Director of Communications in creating an evangelizing plan for Family communications

Evangelization Team Responsibilities

1. Supervise FET members, including regular team meetings and one-on-one supervisory meetings with team members
2. Create a healthy FET culture of prayer and on-going formation and support the Pastor in doing so for the FLT
3. Oversee all efforts of accompanying families, adults, youth, and children through the Process of Evangelization and Discipleship so that the Family creates missionary disciples
4. Create, implement, and evaluate a comprehensive approach to evangelization with the FET for families, adults, youth, and children, including parishioners, inactive Catholics, and those who do not know Jesus

Other Pastoral & Administrative Responsibilities

1. Assist and empower Family leadership and parishioners to be effective evangelizers and disciple makers through training and equipping, focusing on evangelization workshops, relational ministry, mentoring, accompaniment, and discernment of charisms, with the intended goal of individuals seeing themselves as witnesses of their encounter with Jesus rather than solely imparting knowledge
2. Direct or act as an FET liaison to the Love in Action Commission and ensure that Love in Action is an integral part of the evangelization plan.
3. Plan and promote an annual calendar of programming and formational opportunities and oversee their marketing and advertising
4. Conduct program evaluations and Family assessments to determine effectiveness of opportunities and refine efforts, through the lens of evangelization and intentional discipleship
5. Manage and evaluate the budget for all evangelization programming and events
6. Coordinate registration and collection of fees for programs (or works with an administrative assistant to do so)
7. Schedule speakers for presentations, as needed
8. Ensure that all evangelization programs and events adhere to Archdiocesan policies and guidelines, including:
 - a. Overseeing the continuing education and certification for Professional and Volunteer Catechists and their adherence to Archdiocese policies, guidelines, and safe environment protocols

IV. 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. Will be the main point of contact with the Center for the New Evangelization
4. 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

V. Education, Training, and Experience

1. Strongly prefer a Master's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
2. 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
3. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
4. Must have experience mentoring and accompanying people at different stages of the discipleship path
5. Must have knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:

- a. The principles outlined by Sherry Weddell in *Forming Intentional Disciples*, *Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*
 - b. Divine Renovation
 - c. Amazing Parish
 - d. Alpha
 - e. FOCUS or Evangelical Catholic
 - f. NET Ministries
- 6. Proven ability in developing a vision and implementing initiatives designed to create an evangelizing parish culture
 - 7. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
 - 8. 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 off-site work and frequent evening, weekends

VII. Supervision Received: Works under the direction of the Pastor

VIII. Supervision Exercised: Evangelization Team members

IX. Terms of Employment

Salary	7 hours per day	35 hours per week
260 days	12 months	

X. Acknowledgement

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.

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

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date