

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 Position

The Director of Evangelization creates, implements, and oversees a comprehensive and unifying vision for evangelization in the parish, including adult, family, and youth evangelization.

III. Job Responsibilities

General Responsibilities

- Collaborate with the pastor and any evangelization staff and volunteers to shepherd the vision for evangelization in the parish/region
 - Additionally, create team cohesion between staff evangelists
- Articulate a clear vision/mission for evangelization to parents, youth, staff, and parishioners
- Responsible for all efforts to accompany youth, adults, and families along a [path of discipleship](#) so that the parish is creating missionary disciples and empowering people to live out their personal apostolate
 - Offer a variety of programming and initiatives to meet the varying needs of youth, adults, and families, no matter where they are along the discipleship path
 - Assemble/Oversight a team of lay disciples to help with efforts in youth, adult, and family evangelization, which includes recruiting, equipping, accompanying, and evaluating lay volunteers

Additional Adult Evangelization Responsibilities

- Special attention given to the RCIA ("Order of Catechumens") process by:
 - Implementing a year-round process
 - Designing formational experiences appropriate to the specific stages of the catechumenal process: pre-catechumenate, catechumenate, purification and enlightenment, mystagogy, and the neophyte year
 - Recruiting, equipping, and accompanying lay disciples to serve as RCIA sponsors and RCIA team members (for example, in the role of catechist, small group leader, hospitality leader, etc.)
 - With the pastor and/or Music Director, ensuring that the rites of the process are celebrated with reverence, cultural sensitivity, and attention to logistical details

Additional Family Evangelization Responsibilities

- Offer opportunities to serve and support the Domestic Church through programming done both at the parish and at home
- Ongoing communication between the parish and families
- Support and accompany couples in Natural Family Planning and fertility awareness
- Engage with parents through Sacramental preparation (Baptism, Reconciliation, Eucharist, and Confirmation) to equip and train parents to be the primary catechists in the home
- Walk couples through a Marriage Catechumenate that prepares them to celebrate the Sacrament of Matrimony, to be meaningfully connected to the parish community, and to accompany the couple in the critical first years of marriage

Additional Youth Evangelization Responsibilities

- Build bridges between high school seniors and college campus ministers
- Consult college campus ministers for potential adult evangelization leaders

Other Pastoral and Administrative Responsibilities

- 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
- 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 (or works with an administrative assistant)
- Adhere to Archdiocesan policies and guidelines including, but not limited to:
 - Continuing education and certification for volunteer evangelists
 - Administering of the ACRE test to students
- Coordinate recruitment, hospitality and payment for out-of-parish speakers and presenters

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 catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
 - National/local conferences
 - Online platforms
 - Archdiocesan trainings
 - Personal retreats

- 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

- Strongly prefer a master'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 regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying youth, adults, and families 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/mentoring situations and in large group settings

VI. Working Environment

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

Employees of St. Carlo Acutis 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 St. Carlo Acutis 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