



COORDINATOR OF ADULT EVANGELIZATION AND PROGRAMMING

Bread of Life / Pan de Vida Family of Parishes

Position Title: Coordinator of Adult Evangelization and Programming

Status: Full-time, Exempt, 12 months

Reports to: Pastor

II. Overview of Position

The Coordinator of Adult Evangelization and Programming, in collaboration the Pastor and parish staff, is responsible for coordinating the religious, charitable, and social events in the Bread of Life / Pan de Vida Family of Parishes. Responsibilities include streamlining the various evangelization and social groups to work together with each other, and in some cases, uniting them towards greater effectiveness in ministry.

III. Job Responsibilities

- Articulate a clear vision/mission for evangelization to parents, youth, staff, and parishioners.
- Organize and attend meetings for unity within evangelization and event coordination.
- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities (for example: small groups, bible studies, retreats, devotional prayer experiences, celebrations of feast days, provide opportunities to evangelize, Thanksgiving dinners, parish picnic, grief share, etc.
- Assist in the development of new programs for the Family of Parishes working in collaboration with parish staffs.
- Communicate with the various evangelization and faith formation groups for consistent planning and streamlining events without duplication or in competition.
- Recruit, form, equip, send, and accompany adults 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 coordination with the Communication Coordinator, oversee the promotion, 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 with Parish Staff and Business Managers.
- Have an oversight of Love in Action events and ministries – food pantry, Christmas Giving Tree, Thanksgiving food collection, and other parish ministries.

IV. Candidate Expectations

- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
 - National/local conferences
 - Personal retreat and online platforms
 - Archdiocesan 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 the ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology.
- Must have experience mentoring and accompanying 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.
- Must have computer skills, organizational skills, be a team-player, multi-tasker and self-motivated.

VI. Working Environment

- This position requires frequent evening, weekend and sometimes 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 and of the Archdiocese of Cincinnati. 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. Employment Conditions

Employees must be in full compliance with Archdiocese of Cincinnati Decree on Child Protection. This includes staying current with reading quarterly *SafeParish* bulletins. Employee must pass background checks and fingerprinting.

VIII. Acknowledgement

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

Employee Signature/Date _____

Supervisor Signature/Date _____

Submit resume by September 30, 2026 to:

Fr. Satish Joseph, Pastor

satishjoseph@icparishdayton.org