

Job Description			
Job Title	Director of Evangelization and Adult Faith Formation	Reports to	Pastor
		Position Type	Fulltime
<p>Roles and Responsibilities:</p> <p>The Director of Evangelization and Adult Faith Formation will assist the Pastor in the care, guidance, growth of the parish community by evangelizing, teaching, forming, and guiding the faithful in their faith journeys. The Director of Evangelization and Adult Faith Formation works directly with individuals, groups and oversees volunteers and others as directed by the Pastor. The Director also works collaboratively with the Directors of Religious Education for youth.</p> <ul style="list-style-type: none"> *Develop/continue to grow, with the Pastor, an effective plan for evangelization within and outside the parishes and schools of the collaborative *Direct Ignited in Christ Evangelization Efforts by recruiting, training and mentoring volunteers (Session Leaders, Hosts, Helpers, Food Crews), scheduling courses and coordinating building use/locations, find and monitor appropriate materials and technology, provide on-going support for session leaders during courses (communication, trouble shooting, advising) *Assist in organizing Sacramental Preparation Programs by recruiting and forming RCIA (RCIC) instructors, develop RCIA curriculum and suggest materials and methodology in keeping with diocesan guidelines and best practice in the Church, work with Directors of Religious Education to support preparation programming and ensure the meeting of diocesan guidelines * Assist the Directors of Religious Education in the implementation of Religious Education curriculum and use of materials and will have a working knowledge of the diocesan curriculum, will work with Directors of Religious Education to monitor the on-going implementation of RE curriculum, assist in the choosing of appropriate catechetical materials for use in instruction, assist DRE's in setting guidelines for Religious Education programs account diocesan standards *Recruit and train Collaborative Staff, Directors, and Volunteers by coordinating volunteer and staff participation in Diocesan Convocation and other trainings, provide feedback to and directors, assist in offering catechist training and education when able *Assume Administrative responsibility by working with the collaborative leadership team to coordinate parish and collaborative calendars, work with the Safe Environment Coordinator to schedule Safe Environment/Virtus/Protecting God's Children trainings *Help design and implement Evangelization and Outreach for both within and outside of our parishes and schools, and assist with special projects as assigned by the pastor. *Communicate with parishioners and other stakeholders regularly using various means/media *Keep accurate and complete records as requested *Participate in the liturgical life of the parishes within the collaborative 			

*Facilitate the young adult ministry outreach and team
<p>Education and Training Requirements</p> <ul style="list-style-type: none"> • At least a bachelor's degree in theology, ministry, or religious studies or other Bachelor's degree with certification in theology or ministry.
<p>Qualifications and Experience</p> <p>*Practicing member of the Catholic Church, knowledge of its structure, supporting its teachings and values, and committed to discipleship in word and action and love for its members</p> <p>*Has a living and person relationship with Jesus and a desire to evangelize, make disciples and serve</p>
<p>Other Competencies and Requirements</p> <p>*Skills to work well both independently and with collaboratively with other groups or individuals</p> <p>*Organized, accurate, attentive to detail, able to manage multiple tasks, and meet deadlines</p> <p>*Compassionate and fair, with a heart for service and able to treat all with dignity and respect</p> <p>*Capable of recognizing the gifts of others and enabling them to put those gifts to use for the service of the Church and community</p> <p>*Conduct self in a professional manner with ability to deal with difficult situations appropriately, resolve conflict and maintain confidentiality in all matters</p> <p>*Desire to continue professional, personal, and spiritual development and maintain up to date Safe Environment training. Continual study and development is an expectation.</p> <p>*Working knowledge and skill in the use of a full range of social media and other technology to be used in evangelization and outreach efforts</p>
<p>Physical Demands</p> <p>This job requires sitting, standing, writing, typing, and significant time reading. Traveling to parishes, schools, homes, and other locations within the boundaries of the collaborative and beyond if necessary.</p>
<p>Work Authorization</p> <p>Must be eligible to work in the U.S..</p>
<p>Other Duties</p> <p>This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of an employee in this job.</p>
<p>The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.</p> <p>Employee: _____ Date: _____</p>