



ST. GERTRUDE CHURCH

POSITION DESCRIPTION

POSITION TITLE: Director of Evangelization

Overview of Position

The director of evangelization is a key member of the parish staff and reports directly to the pastor. Under the leadership of the pastor, the director of evangelization shepherds the overall vision for evangelization in the parish. The director of evangelization is responsible for creating, implementing, and evaluating a comprehensive strategy for evangelization.

I. Leadership Responsibilities

1. Aids the pastor in casting the vision for evangelization to the parish community.
2. In coordination with the pastor and parochial vicars, and assisted by the Evangelization Office staff, create, implement, and evaluate a comprehensive approach to evangelization for youth, adults, and families. This includes parishioners, inactive Catholics, and those who do not know Jesus.
3. Work in close collaboration with the school principal and other school staff to support the evangelization efforts of the school.
4. Assists the pastor in implementing Beacons of Light in the parish, especially in those areas that pertain to evangelization, faith formation, and discipleship.
5. Collaborates with the pastor, parochial vicars, school principal, other staff and relevant parish ministries (pastoral council, hospitality committee, etc.) to foster a culture of hospitality, welcome, and engagement in the parish.
6. Collaborates with the pastor and the business manager to ensure that the budget is aligned to the evangelizing mission of the parish.
7. Collaborates with the coordinator of communications in maximizing the evangelical effectiveness of parish communications.

II. Evangelization Team Responsibilities

8. Supervises the Evangelization Office staff including regular one-on-one supervisory meetings with team members as well as regular team meetings.

9. Foster and lead a healthy team culture of prayer and ongoing formation for the Evangelization Office staff, and support the pastor in similar efforts for the parish staff as a whole.
10. Oversee all efforts of accompanying youth, adults, and families through the Process of Evangelization and Discipleship so that the parish can foster missionary disciples.

III. Other Pastoral & Administrative Responsibilities

11. Recruit parishioners who have a passion for evangelization to form a parish Evangelization Committee.
12. Assist and empower parish leadership and parishioners (especially those on the Evangelization Committee) 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.
13. Direct the efforts of the parish Hospitality Committee to see that they complement and support parish evangelization efforts.
14. Foster the integration of evangelization in the various charitable ministries in the parish.
15. Plan and promote a parish annual calendar of programming and formational opportunities. Oversee the marketing and advertising of programs and events.
16. Conduct and review program evaluations and parish-wide assessments of ministries to determine effectiveness of opportunities and refine efforts, through the lens of evangelization and intentional discipleship.
17. Manage and evaluate the budget for all evangelization programming and events.
18. Direct the efforts of the administrative assistant in the registration and collection of fees for programs.
19. Schedule speakers for presentations, as needed.
20. Ensure that all evangelization programs and events adhere to archdiocesan policies and guidelines, including collaborating with the parish Safe Environment coordinator to ensure all volunteers are in full compliance with archdiocesan safe environment protocols.

IV. Candidate Expectations

1. Must complete and maintain SafeParish training and background check.
2. Must be the main point of contact with the Archdiocese of Cincinnati's Center for the New Evangelization.
3. Connect and collaborate 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 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 and weekend hours; shared work space in the Evangelization Office.

SUPERVISION RECEIVED:

Works under the direction of the pastor.

SUPERVISION EXERCISED:

Evangelization Office staff members.

TERMS OF EMPLOYMENT:

Salary | 8 hours per day | 40 hours per week

VII. Acknowledgement

Employees of St. Gertrude 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. Gertrude 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.