

## **PERSONNEL POLICY GUIDELINES FOR PARISHES JOB DESCRIPTION**

### **I. IDENTIFYING INFORMATION**

**Position Title:** [Associate] Director of Adult Evangelization

**Status:** Full-time, Exempt, 12 months

**Reports to:** Pastor, or Director of Evangelization

### **II. Overview of Position**

The [associate] director of adult evangelization reports to the director of evangelization (if applicable) and is a key member of the Evangelization Team. The [associate] director of adult evangelization accompanies adults and families through a discipleship path so they encounter Jesus and become missionary disciples.

### **III. Job Responsibilities**

- Create, implement and (annually) evaluate a comprehensive approach to evangelization for adults, taking into consideration young adults and families.
- Give special attention to the RCIA/OCIA) program 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/OCIA sponsors and RCIA/OCIA team members (for example, catechists, small group leaders, hospitality leaders, etc.).
  - Ensuring, with the director of liturgy, that the rites of the process are celebrated with reverence, cultural sensitivity and attention to logistical details.
- Provide a variety of evangelization initiatives to adults and families at different stages along the path of discipleship (for example, small groups, Bible studies, kerygmatic retreats, devotional prayer experiences, Holy Hours, celebration of feast days, opportunities to evangelize, opportunities for justice and service activities, etc.).

- 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 lives and serve people at every stage of the discipleship path.
- Plan and promote 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 (with the director of evangelization and/or administrative assistant).
- Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan.
- Duties as assigned by the pastor or director of evangelization

#### **IV. Candidate Expectations**

- Must complete and maintain SafeParish training and background check.
- Must participate in continuing education and formation in catechesis, theology, spirituality and methodology.
- Highly recommend staying connected to and participating with the ministers at surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship and training.

#### **V. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Bachelor's degree in pastoral ministry, religious studies, theology, religious education or related field
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church, faithful to the Magisterium, consistent prayer life, regular recipient of the sacraments and a desire to speak of one's relationship with Jesus Christ.
- Must have a broad understanding of Church doctrine and pedagogy, along with the ability to articulate it, especially regarding evangelization, catechesis, prayer, sacraments and ecclesiology.
- Must have experience mentoring and accompanying adults at different stages of the discipleship path.

- Must be able to pray in front of and with others — lead and participate in spontaneous prayer.
- Ability to communicate effectively with a wide variety of people using the spoken word within one-on-one coaching/apprenticing situations and large group settings..

**VI. WORKING ENVIRONMENT**

- This position requires frequent evening, weekend and off-site work.
- This position requires close collaboration with other members of the Evangelization Team.

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.

**VII. ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date