



ST. PIUS X

CATHOLIC CHURCH

CALLED TO BE THE EYES, HANDS AND HEART OF THE RISEN JESUS

POSITION TITLE: Director of Evangelization

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| PARISH: St. Pius X Catholic Church | POSITION TYPE: Full Time, Wednesday- Sunday | OPENING DATE: 6/30/2022 |
| REPORTS TO: Pastor/Parish Coordinator | CLASSIFICATION: Exempt | CLOSING DATE: When Filled |

Position Summary: The Parish Director of Evangelization provides coordination, formation, implementation and direction to evangelization efforts in the parish community. The Director will attend to active and inactive parishioners, and the unchurched, and therefore is involved in the renewal and formation of ministries within the parish. Goals of the position include fostering conversion and growth in discipleship among the faithful, develop a welcoming community, animate and equip parishioners to evangelize by witness, and action, and enhance communication within and beyond the parish community.

Required Knowledge, Skills & Abilities:

- Knowledge in Scripture, Catholic theology, and spirituality methods
- Bilingual Preferred (Spanish & English)
- Familiar with Church documents relating to evangelization
- Program research and development (visioning and applying methods)
- Active Catholic in good standing, participating in the sacramental life of the Church
- Professional working attitude and collaborative approach
- Proficient with MS windows (word, publisher, excel)
- Strong verbal and written communication skills
- Team player and works with other staff members to integrate religious education towards the overall mission of the Parish.
- High level of organizational skills and presentation skills
- Ability to multitask and prioritize workload
- Ability to make decisions, attention to detail with ability to maintain confidentiality.
- Project management skills

Education:

- BA in catechesis, pastoral ministry, or related field preferred- or an educational field and/or certificate in ministry or theology from a Catholic institution or higher learning preferred.
- Education or experience in training, delegation, empowering and supervision preferred.

Duties and Responsibilities:

Evangelization and Discipleship

- Aids others to develop a personal relationship with God as the heart of their Catholic Faith.
- Plan and coordinate adult inquiry and faith formation opportunities
- Coordinate, lead or serve as resource to ministries of outreach, welcome and renewal:
 - Evangelization/Outreach initiative
 - New member welcome
 - Hospitality/Funeral ministry
 - Baptism preparation and follow-up with families
 - Prayer Ministry
 - Plan, coordinate and communicate with the Parish School teachers to include Confirmation and sacramental preparation of the students.
 - Various Faith sharing groups
 - Parish missions
- Collaborate with other parish ministries, Catholic parishes, and organizations to plan and implement strategies for the greater community.

Planning and Administration:

Collaborates with pastor, staff and appropriate councils and committees to articulate a vision for evangelization in the parish.

- Plan and implement strategies to reach active parishioners, inactive Catholics, and the unchurched in the community.
- Assist and collaborate with other parish leaders to collect and analyze data for pastoral planning, parish census, needs assessment, or area demographic research.
- Evaluates programs to determine strengths, areas for improvement, and future needs.
- Assist and collaborate with parish staff and ministry groups in the use of parish facilities.
- Prepares and monitors the budget and maintains supplies for parish evangelization.

Communication and Public Relations:

- Public speaking in small and large groups
- Collaborates in parish communications, using multiple means (web, bulletin and social media), to create engaging and creative content, enhancing communication with the local community.
- Promotes programs and events using digital and print media, including email, website, flyers, bulletin and social media.
- Reviews and updates parish communications on a regular basis

Other:

- Attends parish, staff and other various meetings
- Visibly engaged at parish events
- All other duties as assigned

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, hear and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please send cover letter and resume to Nicki Caro, ncaro@stpious.org to apply.