CHRIST OUR LIGHT FAMILY OF PARISHES
JOB DESCRIPTION - DIRECTOR OF EVANGELIZATION

I. Identifying Information

Position Title: Director of Evangelization
Status: Full-time, Exempt, 12 months
Reports to: Pastor

II. Overview of Position

The Director of Evangelization is a key member of the Family Leadership Team (FLT) and reports directly to the Pastor. Under the leadership of the Pastor, the Director of Evangelization shepherds a comprehensive and unifying vision for evangelization in the Christ Our Light Family of Parishes, including adult, family and youth evangelization. The Director of Evangelization leads the Family Evangelization Team, which is responsible for creating, implementing, and evaluating a comprehensive strategy for evangelization.

III. Job Responsibilities

General Responsibilities

- Collaborate with the pastor, FLT and any evangelization staff and volunteers to shepherd the vision for evangelization in the family of parishes
- Articulate a clear vision/mission for evangelization to parents, youth, staff, and parishioners
- Responsible for all efforts to accompany youth, adults, and families along a path of discipleship so that the parish is creating missionary disciples and empowering people to live out their personal apostolate
    - Offer a variety of programming and initiatives to meet the varying needs of youth, adults, and families, no matter where they are along the discipleship path
    - Assemble a team of lay disciples to help with efforts in youth, adult, and family evangelization, which includes recruiting, equipping, accompanying, and evaluating lay volunteers

Additional Adult Evangelization Responsibilities

- Foster adult engagement and evangelization
- Liaison for adult bible studies and other faith enrichment
- Coordinate periodic Parish Missions, TBD
- Oversee the OCIA ("Order of Catechumens") process by:
    - Overseeing and working with the OCIA Coordinator
    - Overseeing implementation of a year-round process
    - Oversee design of 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 OCIA sponsors and OCIA team members (for example, in the role of catechist, small group leader, hospitality leader, etc.)

- With the pastor and/or Music Director, ensuring that the rites of the process are celebrated with reverence, cultural sensitivity, and attention to logistical details

Additional Family Evangelization Responsibilities

- Offer opportunities to serve and support the Domestic Church through programming done both at the parish and at home
- Ongoing communication between the parish and families
- Support and accompany couples in Natural Family Planning and fertility awareness
- Engage with parents through Sacramental preparation (Baptism, Reconciliation, Eucharist, and Confirmation) to equip and train parents to be the primary catechists in the home
- Assist couples through a Marriage Catechumenate, to be meaningfully connected to the parish community, and to accompany the couple in the critical first years of marriage

Additional Youth Evangelization Responsibilities

- Build bridges between high school seniors and college campus ministers
- Consult college campus ministers for potential adult evangelization leaders
- Foster young adult engagement and evangelization

Other Pastoral and Administrative Responsibilities

- In collaboration with the pastor and other evangelization staff, plan 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 (or works with an administrative assistant)
- Adhere to Archdiocesan policies and guidelines including, but not limited to:
  - Continuing education and certification for volunteer evangelists
  - Administering of the ACRE test to students
- Coordinate recruitment, hospitality and payment for out-of-parish speakers and presenters

IV. Candidate Expectations

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
  - National/local conferences
  - Online platforms
  - Archdiocesan trainings
  - Personal retreats

- Highly recommend staying connected to and collaborating 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

- Prefer a 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 ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying youth, 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

VI. Working Environment

Employees of Christ Our Light Family of Parishes of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Christ Our Light Family of Parishes 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.

Position requires frequent evening and/or weekend work including participation in meetings, volunteer staff meetings, and presence during youth events/catechetical sessions and special programs.

VII. Acknowledgement

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

Employee Signature	**Date**
Supervisor Signature	**Date**