

## PERSONNEL POLICY GUIDELINES FOR PARISHES

### JOB DESCRIPTION

#### I. IDENTIFYING INFORMATION

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

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

**Reports to:** Pastor, or Director for 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 that 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
- Special attention given to the RCIA (Order of Catechumens?) 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
  - Recruit, equip, and accompany lay disciples to serve as RCIA sponsors and RCIA team members (for example: catechists, small group leaders, hospitality leaders, etc.)
  - With the Director for Liturgy, ensure that the rites of the process are celebrated with reverence, with cultural sensitivity, and with 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.)

**Commented [1]:** This job description would change if the Director had a team of employees/volunteers in charge of family formation, RCIA, and young adult ministry.

- 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 life 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 (working with 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

**Commented [2]:** How is "Candidate Expectations" distinct from "Education, Training, and Experience"?

#### 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

**Commented [3]:** We should discuss what kind of education and experience we want for these positions

- 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

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