**[Parish / Parish Family Name]**

**Job Description**

**Position Title:** Associate Director of Children’s Evangelization **Effective Date:** MM/DD/YYYY

1. **Overview of the Position**

The Associate Director of Children’s Evangelization (Associate Director) reports to the Director of Evangelization (DoE) and is a key member of the Evangelization Team. The Associate Director accompanies children, grades PK-5, and their families, through a discpleship path, so that they encounter Jesus and become missionary disciples.

1. **Responsibilities**
2. To create, implement, and annually evaluate a comprehensive approach to evangelization for children, taking into consideration families and the Sacraments of First Communion and First Reconciliation
3. Provide a variety of evangelization initiatives to children and families at different stages along the path of discipleship (for example: religious education, 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.)
4. Overseeing and implementing the Sacramental Preparation for First Communion and First Reconciliation
   1. Coordinates with the Parish School, if applicable
5. Recruit, form, equip, send, and accompany adults for children’s evangelization
   1. Plan and promote an annual calendar of programming and formational opportunities and oversee the marketing and advertising of programs and events
   2. Coordinate registration and collection of fees for programs, working with DoE and/or administrative assistant
   3. Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan
6. Additional responsibilites as assigned by the Pastor and/or DoE
7. **Candidate Expectations**
8. Must complete and maintain SafeParish training and background check
9. Must be certified as a Professional Catechist with the Center for the New Evangelization and meet annual continuing education requirements
10. 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
11. **Education, Training, and Experience**
12. Strongly prefer a Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
13. 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
14. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
15. Must have experience mentoring and accompanying children at different stages of the discipleship path
16. Must have knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:
    1. The principles outlined by Sherry Weddell in *Forming Intentional Disciples*, *Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*
    2. Divine Renovation
    3. Catechesis of the Good Shepherd
    4. Models of Family Catechesis
17. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
18. 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
19. **Working Environment**

This position requires off-site work and frequent evening, weekends

1. **Supervision Received**

Works under the direction of the DoE

1. **Terms of Employment**

Salary | 7 hours per day | 35 hours per week | 260 days | 12 months

1. **Salary Range**

$##,### – $###,###

1. **Acknowledgement**

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.

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

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Employee Signature Date