



Blessed Sacrament Church

Job Description – Director of Evangelization and Catechesis

Department: Evangelization/Formation
Reports To: Pastor
Prepared By: Parish Administrator
Prepared Date: March 8, 2019
Approved By: Parish Pastor
Status: Fulltime Exempt



Summary:

The Director of Evangelization and Catechesis (DEC) will assist the Pastor in the care, guidance and growth of the parish community. The **primary mission** of the DEC is to bring others to Christ by evangelizing, teaching, forming, and guiding the faithful in their faith journey. The **primary focus** will be on encountering the joy of Jesus and equipping disciples. The **primary goal** of the DEC is to provide effective leadership, planning and execution of evangelization and formation resulting in the formation of intentional disciples among families, youth and the greater ministerial geographic region. The DEC will work with the pastor, associate pastor, and parish administrator, as well as oversee parish directors of religious education and formation, and other parish leaders to unify and support the fulfillment of the mission.

Essential Duties and Responsibilities:

- Develop/continue to grow, with the Pastor, an effective plan for evangelization within and outside the parish church.
- Draw on personal strengths and creativity to develop new avenues to form and evangelize the faith community.
- Ensure the evangelization and formation program(s) in concert with the pastor's vision (ie: Alpha, Life Teen, Edge, RCIA, Catechesis of the Good Shepard, Confirmation, Baptism, Religious Education).
- Develop and implement a formation and catechesis Action Plan which includes measurable short and long-range goals, objectives and action steps with specific times and people responsible for completion.
- Guide and support efforts meant to bring about conversion and renewal of the parish, especially through RCIA, Baptismal catechesis, and other evangelization/formation initiatives.
- Plan and implement spiritual and educational programs that promote practice of Christian virtues in the parish (such as frequent reception of the sacraments, the Liturgy of the Hours, the Rosary, Eucharistic adoration) and the wider community including ecumenical outreach and cooperation.

Supervisory Responsibilities:

Supervises paid employees and volunteers working in evangelization and formation ministries. Carries out supervisory responsibilities in accordance with the parish's policies and applicable guidelines and goals. Responsibilities include training employees and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Live the Core Values – **Prayer** (seek a daily encounter with God in Christ through the Holy Spirit), **Stewardship** (live a life of generous hospitality, lively faith and dedicated discipleship), **Solidarity** (recognize and accept all people as brothers and sisters in Christ; being responsible for the common good of all), **Mercy** (the steadfast kindness, compassion and forgiveness received from God and extended to others), **Charity** (love God and others because God has first loved us), **Family** (the domestic church, the foundation of society, and communion of persons called to reflect the life of the Trinity).

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional parishioner related situations; Responds promptly to parishioner needs; Solicits parishioner feedback to improve service; Quickly responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills - Ability to read, analyze, and interpret formation and catechesis related periodicals, professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parishioners, community agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to parish leadership, public groups, and/or boards and councils.

Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, and percentages.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Knowledge of the Church documents on formation and catechesis, and the ability to implement the *Joy of the Gospel*, the GDC and the NDC.

Demonstrated leadership skills with the ability to inspire others to carry out the mission and ministry of formation in a pastoral manner.

Other Qualifications - Practicing Catholic with a personal relationship with Jesus Christ, a love for the Catholic Faith, a Catholic Worldview, and a passion for sharing the Faith with others. Must understand, support and articulate the Catholic Faith as taught by the Church. Bachelor's degree required, preferably in theology, catechetics, or related field. Prior experience in parish pastoral ministry helpful. Must have excellent organizational, communications, and leadership skills, and ability to relate to parishioners of all ages. Must make themselves available for planned evangelization or catechesis activities scheduled on evenings and weekends and, within established guidelines. Must successfully complete Safe Environment training and a background screening prior to employment.