

Position Description: Director of Evangelization

Full Time, Exempt

Summary: The Director of Evangelization works with the pastor and parish staff to create opportunities for people to encounter Jesus Christ and His Church and grow as disciples. Primary focus will be on fostering small group ministry, parish retreat, and kerygmatic presentations of the faith.

Reporting Relationships:

- Reports to: Pastor
- Collaborates with: Parish Staff
- Facilitates Ministry of: volunteers

Duties

- Assist the Pastor to implement a Discipleship Path that helps people Encounter Jesus Christ, Grow in their knowledge and love of Christ and His Church, and live out their discipleship as they Serve in the parish and community
 - o Implement programming and opportunities at key stages (Encounter, Grow, Serve) to help people progress along a path
 - Examples:
 - Kerygmatic Presentations (e.g. Alpha, The Search, etc....) see below
 - Retreats
 - Small Groups
 - Called and Gifted
- Establish and Support a Small Group program for the parish
 - o Vision: within five years, it will be the norm for all active parishioners (adults and youth) to have some connection to a small group program (Bible study, topical study, prayer group, life group, divorce care, grief share, etc....)
 - o Recruit, Train, and Support Leaders
 - o Create “menu” of Small Group opportunities (topical, ongoing, time-limited, etc....)
 - o Help parishioners see the importance of being connected to a Small Group
 - o Help people get connected to a group that meets their needs
- Facilitate Kerygmatic Programming
 - o Recruit and Train Leadership Committee
 - o Facilitate work of the committee to:
 - Select curriculum (e.g. Alpha, The Search, etc....)
 - Recruit and Train Leaders
 - Invite Participants
 - Provide for ancillary needs (food, setup and cleanup, etc....)
 - Host events
 - Provide follow-up for participants
- Facilitate Parish Retreat Ministry
 - o Recruit and Train Retreat Leadership Committee
 - o Facilitate work of the committee to:

- Select or create retreat curriculum
 - Schedule retreat on at least an annual basis
 - Recruit and Train retreat leaders
 - Invite retreat participants
 - Provide for ancillary needs (food, setup and cleanup, etc....)
 - Provide follow-up for participants
- Serve as a resource to parish staff and volunteers
 - Help communicate a vision for Discipleship, particularly as it pertains to Evangelization
 - Provide insights and training to help align events, programs, processes with parish vision for Discipleship
- Coordinate the Sunday Morning Experience
 - Assist hospitality ministers and other liturgical ministers in making sure Sunday Mass is a welcoming, positive experience for parishioners and guests

Qualifications:

- An actively practicing Catholic with a strong sense of the importance of a life of discipleship
- Strong grounding in Catholic theology and ecclesiology, as evidenced by a minimum of a Bachelor's Degree in Theology, Catholic Studies, Religious Education, or a related field, or other relevant coursework
- Demonstrated experience in relevant professional ministry settings
- Ability to relate effectively with staff, volunteers, parishioners, guests, adults, and young people
- Ability to work flexible hours, including nights and weekends as required
- Proficiency with or ability to learn Microsoft 365 applications
- Fluency in Spanish or experience working in Hispanic or multi-cultural setting desired but not required
- Successful candidate will be required to submit to a criminal background and credit check, and complete VIRTUS Safe Environment Training

Hours and Compensation:

- Full time, year-round, FLSA exempt position
- Will require evening and occasional weekend duties
- Eligible for benefits package, including health insurance and 401(k) match
- Compensation to be commensurate with experience

For More Information:

- Contact:
 - Fr. Chris Weber
cweber@marymathias.org
215 W 8th Street
Muscatine, IA 52761