**St. Gregory the Great Family of Parishes**

**[Guardian Angels, Immaculate Heart of Mary, St. John Fisher]**

**Director of Adult Evangelization**

**Job Description**

# IDENTIFYING INFORMATION

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

Overview of Position

The Director of Adult Evangelization reports to the Director of Evangelization and is a key member of the Evangelization Team. The Director of Adult Evangelization accompanies adults and their families through a discipleship path so they encounter Jesus and become missionary disciples.

# Job Responsibilities

* Create, implement, and annually evaluate a comprehensive approach to evangelization for adults, taking into consideration the differing needs of adults (and families) in the various stages of life.
* 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 lives and serve people at every stage of the discipleship path.
* Using the Process of Evangelization and Discipleship as a guide, provide a variety of evangelization initiatives to adults and families at different stages along the path of discipleship. Including, but not limited to:
	+ small groups, Bible studies, and other formational/catechetical activities.
	+ kerygmatic retreats, devotional prayer experiences, Holy Hours, and other experiences focusing on Catholic spirituality.
	+ celebration of feast days, and other liturgical events.
	+ Lenten speaker series, and other social and formational events.
	+ Other opportunities to serve and evangelize, including outreach, justice, and charitable service activities.
* Oversee all aspects of the St. Gregory the Great Family of Parishes Marriage Catechumenate.
* Collaborate with the Family Director of Evangelization in the implementation of a process of Pre-Evangelization that is both inviting and welcoming and that meets the needs of individuals who do not yet know Jesus.
* 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.
* Coordinate registration and collection of fees for programs.
* Collaborate with the Evangelization Team in creating and implementing an Evangelization Plan.
* Duties as assigned by the pastor or director of evangelization.

# 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.

# 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.
* 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.

# 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 the St. Gregory the Great Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the St. Gregory Family of Parishes. 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.

# ACKNOWLEDGEMENT

**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**