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| **Accountability:** | Reports to Pastor |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act. |
| **Hours:** | Full-time or Part-time 1 or Part-time 2 |
| **General Summary:** | Assists the Pastor in the fulfillment of his ministry to spread the Gospel by developing and implementing encounter opportunities so that parishioners and those seeking the faith may come into a deeper relationship with Jesus Christ. |

**Primary Duties and Responsibilities**

* Offer opportunities for parishioners to join small Discipleship groups and provide support to the existing small groups.
* Organize and provide support for various Adult Education Classes and opportunities to support the growth in discipleship of parishioners.
* Support the Men's Ministry, Women's Ministry, and Marriage Ministry in the parish.
* Seek to understand the difficulties of the families of the parish to provide resources and support to them in the early stages of family life particularly but also at other phases of married life.
* Coordinate ministry to young adults.
* Organize mission trips through the parish for youth and adults as well as provide resources for any parishioners looking for such opportunities independent of the parish. Coordinate and offer greater opportunities for charitable outreach for any and all age groups to the local community and region.
* Coordinate and support efforts to provide resources to the parishioners through the resources in back of Church, on the parish app, on the parish website, in the parish library, on the various bulletin boards, etc.
* Envision and coordinate evangelization efforts in the local area with a particular concern for those within our parish boundaries who do not practice their faith.
* Explore the possibility of a parish-wide evangelization course or retreat.
* Maintain contact with the Parish Healing Prayer Team, Parish Intercessory Prayer Team and the Prayer Network.
* Examine possibilities for greater opportunities at the parish for Eucharistic Adoration and then to provide the support for any such initiative.
* Work as part of the Parish Core Team to support the various initiatives taken on by the group or individual members.
* Awareness of Evangelization and outreach opportunities in the surrounding parishes and region and to work in collaboration with such efforts when appropriate.
* Attend monthly Parish Council Meetings as well as Core Staff Meetings.

**Knowledge, Skills, and Abilities**

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| Education: | Requires a bachelor's degree in Catholic Theological Studies, Ministry, Religious Education or equivalent. |
| Experience: | Minimum one year of ministry experience required. |
| Require: | Must be a practicing Catholic in good standing with the Church and fully committed to Catholic moral teachings and tradition. Must pass a background check and attend local training for the protection of children and youth. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending. Must be comfortable giving presentations to groups Employee is expected to work onsite, weekend work is required. Some travel is expected. Must be able to lift a minimum of 40 lbs. |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.