



EVANGELIZATION AND OUTREACH COORDINATOR Ministry Description

February 2019

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)

GENERAL SUMMARY: The position works in close partnership with the pastor and the evangelization team to reach persons on the margins of parish life who have not yet connected to the parish. This ministry creates programs of welcome and formation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Is responsible for the administration of intentional parish evangelization efforts toward inactive Catholics and the unchurched.
- Helps to shape and implement the pastor's vision for lifelong growth in faith.
- Researches and recommends quality resources to promote the parish to everyone in the community.
- Works in partnership with other parish ministers to promote a cohesive and effective evangelization mission.
- Develops Bible studies to help people immerse into the richness of Holy Scripture.
- Works with liturgical ministers to ensure that all liturgical celebrations are welcoming and culturally inviting all parishioners to a deeper conversion to Jesus and his saving mission through the celebration of the sacraments.
- Serves as a resource on the RCIA ministry team.
- Follows up with families after their participation in the sacrament of Baptism.
- Recruits, trains, and supports volunteers for the evangelization ministry in the parish.
- Evaluates the effectiveness of evangelization programs.

- Works cooperatively with the diocesan Director of New Evangelization.

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Bachelor's degree or equivalent in Catholic theology required, master's degree preferred.
<u>Experience:</u>	Must have ministry experience. Must be able to successfully use Microsoft Word, email, and various forms of social media.
<u>Require:</u>	Must be a practicing Catholic in good standing. Must be a Disciple of Jesus Christ. Must have a valid driver's license.
<u>Physical Demands:</u>	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, and lifting. Employee is expected to work onsite, Monday through Friday. Travel is required. Employee must be able to present to groups large and small.

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.