

## JOB DESCRIPTION

### Diocese of Orange - Saint Joseph Catholic Church - Placentia, CA

Date Prepared: 11/18/24	Prepared by: Dcn. Nick Sherg
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Date Revised: N/A	Approved By:

- Position Title:** Director of Evangelization
- Job Classification:** Exempt, Fulltime (40 hours/week)
- Department:** Administration
- Reports to:** Pastor
- Pay Scale:** \$30.00/hour to \$40.00/hour depending on experience.
- Supervisory Responsibility:** Oversee and direct assigned staff members and volunteers as needed.
- Summary Overview:** Under the direction of the Pastor, this position plans, organizes, and directs the Evangelization initiatives, Faith Formation programs, liturgical life, and ministries of the parish. Additional responsibilities include direct support in strengthening the parish's mission in meetings and events with internal and external groups. Serves as a member of the parish's Senior Leadership Team.

#### REQUIRED FUNCTIONS

- Ability to facilitate experiences, events, and encounters with Jesus Christ.
- Upholds and supports the vision, values, and mission of St. Joseph Catholic Church and School.
- Develops, directs, and implements all Evangelization initiatives, Faith Formation programs, and spiritually based programs, which includes bible studies, workshops, parish retreats, and educational seminars. (Collaborates with the pastor to provide adequate and sufficient programming.)
- Responsible for the assessment of needs, setting goals and priorities, and periodic evaluations of all Parish Faith Formation programs, including curriculum development and the selection of texts and materials.
- Directs and implements all liturgical and Sacramental celebrations of the parish.
- Oversees and maintains annual budgets for Faith Formation programs, including purchasing and expenditures.
- Prepares and submits annual departmental reports to Pastor and Diocesan administrators.
- Supports the Diocese of Orange Faith Formation Department by maintaining policies and programs, and by attending workshops, seminars, and meetings, as requested.
- Leads, develops, and evaluates leadership skills among Evangelization, Faith Formation, and Liturgy staff members, leaders, and volunteers.
- Executes Hospitality of parish events including staff events, Liturgical receptions, ministry needs, PSA, Dinner, and Parish Missions.

- Oversee, schedule, and provide ongoing direction, training, and formation to all ministries, including Evangelization initiatives, Liturgical life, and Faith Formation.
- Collaborates with the Parish Safe Environment Coordinator to ensure adherence to the Safe Environment Training and Diocesan Fingerprinting protocols of all adult catechists and volunteers.
- Collaborates with Parish Communications Coordinator to promote Faith Formation and all aspects of Parish Life.
- Assumes additional responsibilities and activities after mutual discussion and agreement with Pastor/Administrator, Parochial Vicar, and/or Business Manager.

### **ESSENTIAL FUNCTIONS**

- Compassionate, ethical, self-driven, strong work ethic, punctual, reliable, and professional manner with strong organizational, interpersonal, and communication skills.
- Creates a welcoming environment and maintains organization in program offices and storage areas.
- Ability to effectively communicate and promote parish ministries and events in a creative manner and with attention to detail.
- Maintain a strict level of confidentiality regarding parishioners, donors, and employees.
- Elevated level of enthusiasm and committed to creating a dynamic and spiritual environment.
- Proven ability to be a leader with a positive outlook and be results-motivated.
- Ability to identify and develop others into leadership roles.
- Ability to manage multiple projects strategically and efficiently.
- Strong problem-solving and ability to prioritize and multi-task.
- Willingness and ability to be flexible with varied hours to accommodate Parish events.

### **DESIRED FUNCTIONS**

- Ability to communicate effectively in English and Spanish both orally and in writing with staff, parishioners, and the public.
- Invest in the Spiritual, Intellectual, Human, and Pastoral growth pillars of the parish.
- Continued personal faith and professional development through opportunities offered at the diocesan and parish levels.
- Advanced level of website and social media management.

### **PHYSICAL REQUIREMENTS & EQUIPMENT OPERATED**

- Typical Working Conditions: Office environment, exposure to weather during outdoor events.
- Equipment Used: basic computer or laptop, keyboard, mouse, telephone, copier, scanner, and audio-visual devices.
- Essential Physical Tasks: Ability to sit at a desk for extended period with some walking, standing, bending, lifting 30 lbs.

## **QUALIFICATIONS AND EXPERIENCE**

### Job Knowledge, Skills, and Abilities:

- Membership and active participation in a Roman Catholic Church required, including the Deposit of Faith and adherence to Catholic Church teachings.
- Knowledge of principles of organization, administration, budget, and personnel management.
- Possess strong interpersonal and professional leadership skills with knowledge of group dynamics and the ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to make independent and good judgment decisions within the established policies and procedures of the Roman Catholic Church, Diocese of Orange, and the Parish.
- Ability to exhibit dependable and reliable work habits, including initiative and self-direction of assigned responsibilities and maintain a high level of discretion and integrity.
- Good computer application skills in MS Word, Excel, and Outlook.

### Education and Experience:

Any combination of experience and education that would provide the required knowledge and abilities are qualifying. A typical way to obtain knowledge and abilities would be:

#### Education:

- Bachelor of Arts in sociology, psychology, religious education, or related field.
- Possess an initial catechist certification.
- Obtain or possess master catechist certification or master's degree in religious education.

#### Experience:

- Two or more years' experience in coordination of religious education programs.
- Five or more years teaching experience in religious education.
- Two or more years in facilitating experiences, events, and encounters with Jesus Christ by promoting Catholic values and deepening relationships within the community.