

**St. Agnes Parish, Freeland
Position Description**

NAME:

DATE:

JOB TITLE: Coordinator of Evangelization and Discipleship

SUPERVISOR: Pastor

STATUS: Full-time, Exempt, Salary

The Coordinator of Evangelization and Discipleship forms missionary disciples, who seek to live the call to holiness. The Coordinator fulfills ministerial responsibility in focusing parish functions in a manner that is mission-oriented and to assist parishioners to discern and use their gifts in bringing the Gospel to others, including the unchurched and the alienated.

Job Description Review and Acceptance

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Coordinator of Evangelization and Discipleship

Essential Duties and Responsibilities

- Collaborates with Pastor, staff and volunteers to form an evangelization vision for St. Agnes Parish, using resources which include *Divine Renovation* and *Amazing Parish*
- Invites participation, provides teaching and resources for RCIA
- Evaluates, under the direction of the Pastor, marriage preparation and promotes a process which engages individuals in a manner supportive of sacramental marriage and family life
- Stimulates engagement within the Parish community by active participation in diocesan and parish events
- Supports adult catechesis through giving talks, or providing programs or speakers, especially in Sacred Scripture, Sacred Tradition, prayer and the Sacraments
- Supervises all adult faith formation volunteers at St. Agnes Parish, inviting collaboration and educational opportunities which enhance teaching and evangelization efforts in the Parish

Working Conditions

- Involves public speaking, meeting with diverse groups
- Must be proficient in preparing
- Hours of work involve evenings and weekends
- Collaborates with the Parish Pastoral Council, Parish Worship Committee and Parish Faith Formation Committee
- Regular, reliable attendance is required.

Physical Requirements

Work is performed primarily in an office setting. Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.

Skills

- Expertise and education (Master's Degree preferred) in Catholic theology and active participation in the Catholic Church
- At least 5 years' experience in Catholic faith formation and evangelization preferred
- Valid driver's license required

NOTE: This description is intended to indicate the kinds of tasks that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Dated: