

Catholic Diocese of Saginaw

Job Description

TITLE: Coordinator of Evangelization and Parish Renewal/Stewardship

Date: July 2025

SUPERVISOR: Director of Parish Life and Evangelization

STATUS: Full-Time, Exempt, Salary (*based on 40 hours per week*)

GENERAL DESCRIPTION

The Coordinator of Evangelization and Parish Renewal/Stewardship develops a vision and strategic plan for evangelization and stewardship in the diocese and regularly communicates with parish leadership in order to inspire personal encounters with Our Lord Jesus Christ; consults with parish leadership in designing and implementing an appropriate evangelization and renewal processes to serve their parish and to effectively reach beyond current membership to proclaim the Gospel all people within their parish boundaries; leading parishes and their parishioners in understanding of God's gifts, how to receive them gratefully, grow them responsibly, how to share them in God's love and in accordance with Catholic Social Teaching, and then return them in growth to our Lord; collaborates with other diocesan offices to incorporate evangelization as a core component of each program; plans and assists with evangelization in diocesan events and offerings.

ESSENTIAL DUTIES & RESPONSIBILITIES

Parish Support and Subject Matter Expertise

Design or modify a framework to make evangelization the primary, preeminent and preferential cornerstone of all pastoral actions, providing on-going communication with parish leadership to develop a vision, roadmap, and strategic plans to share the Gospel of Our Lord Jesus Christ by words, deeds, and Christian joy to all souls in their parish boundaries which develops into parish renewal and a foundation built on each parishioner being a steward giving of time, talent and treasure.

Specific responsibilities include:

Evangelization:

- Develop on-going expertise in the current best practices of evangelization
- Leads and develops a 3–5-year strategic plan for implementing the Mission Leadership Team (MLT) Pillar 2 “*Build Disciples to Be Sent on Mission*” and Pillar 3, “*Go and Retrieve the Lost Sheep*”
- Key resource for parishes, groups, and organizations within the diocese on evangelization best practices
- Develops and updates a framework for evangelization for the diocese incorporating the latest teaching, techniques, best practices, and pastoral strategies within the Catholic Church
- Provides consultation, training, talks, workshops, missions, and retreats to parishes, ministries, and organizations within the diocese on evangelization, on the evangelization framework and its implementation
- Evaluates external programs for implementing the evangelization framework and develops local expertise and experts for successful implementation at parishes (e.g., Alpha, Rescue Project, Called & Gifted, etc.)
- Organizes and executes diocesan days of enrichment, revivals, and other large events associated with evangelization
- Develops and institutes an evangelization communication plan

Parish Renewal/Stewardship:

- Primary contact at the Chancery for parish efforts small to large for renewal and strategic planning, developing a stewardship plan for each individual parish

- Meets with parishes, leadership teams, and pastoral councils as requested to discern desired help and pathway for parish renewal efforts
- Coordinator within the Chancery to align parish renewal efforts with appropriate offices and individuals, including request from the Presbyterate Council or gatherings of priests (e.g. CLI, Mission, Alto Institute, Divine Renovation, Evangelical Catholic, etc.) ****NOTE:** The liaison role here is for interfacing on parish renewal only. Efforts with the same organizations and the Bishop, Chancery, Mission Leadership Team, etc., would be the responsibility of other appropriate staff members
- Organizes and executes workshops and seminars of parish renewal organizations for diocesan wide events
- Develops and provides training, talks, and missions for parishes along their parish renewal journey

Parish Life and Evangelization Team Environment:

- Participate in the department's creation of annual plan and budget for the activities of the department
- Completes all assigned training, including but not limited to safe Environment and Cybersecurity
- Develops expertise and contacts by attending one conference for evangelization and/or parish renewal stewardship per fiscal year, alternating area of focus
- Attends webinars and reads appropriate literature to stay current on evangelization and parish renewal/stewardship
- Reports regularly on the progress and needs to the Director of Parish Life and Evangelization, vicar general, and regional vicars to generate collaboration of parishes
- On-going consultations with parish leadership (at parish locations as appropriate) and other diocesan offices on strategies, techniques, and programs supportive of the evangelization framework and the transformational grace found in our Lord Jesus Christ
- In collaboration with the Director of Parish Life and Evangelization, organize, coordinate, and supervise diocesan-wide efforts related to evangelization
- Contribute to identifying, developing, and sharing resources throughout the diocese to enhance individual's journey to becoming missionary disciples
- Other projects and programs as deemed appropriate and prioritized by the Director of Parish Life and Evangelization

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Director of Parish Life and Evangelization
- Maintain professional relationships with diocesan and parish staff
- Ability to work in a team environment

QUALIFICATIONS & SKILLS

Education: Bachelor's degree or equivalent (and/or Masters) in Catechesis, Religious Education, Marketing or related field

Experience: Knowledge of, comfort and involvement in Evangelization within the Catholic Church, with 5 years of experience preferred

Job Related Skills: Catholic with a gift for assisting others to grow in their faith; Fully aligned with the teachings of the Church and the vision for relationship-focused support for parishes; Thrives in a team environment; Excellent organization, communication, interpersonal and relationship management skills; Excellent public speaking skills; Working knowledge of Microsoft Office suite required

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____