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| Assistant Director of Evangelization and Catechesis  Pre-School through 5th Grade Religious Education |

**Department:** Evangelization/Formation

**Reports To:** Director of Evangelization and Catechesis

**Prepared By:** Director of Evangelization

**Prepared Date:** May 2, 2023

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| **Approved By:** |  | Pastor |
| **Status:** |  | Full-Time |

**Summary:**

*The Assistant Director of Evangelization and Catechesis (ADEC) will assist the Director of*

*Evangelization and Catechesis (DEC) in the care, guidance and growth of the parish community. The* ***primary mission*** *of the ADEC is to bring others to Christ by evangelizing, teaching, forming, and guiding the faithful in their faith journey. The* ***primary focus*** *will be on encountering the joy of Jesus and equipping disciples. The* ***primary goal*** *of the ADEC is to assist with the planning and execution of evangelization and formation resulting in the formation of intentional disciples among families, youth and the greater ministerial geographic region. The ADEC will work with the Director of Evangelization, the pastor, and associate pastor and other parish leaders to unify and support the fulfillment of the mission.*

**Essential Duties and Responsibilities:**

* Develop/continue to grow, with the Director of Evangelization, an effective plan for evangelization within and outside the parish church.

* Draw on personal strengths and creativity to develop new avenues to form and evangelize the faith community.

* Ensure the evangelization and formation program(s) are in concert with the DEC and pastor’s vision (ie: Catechesis of the Good Shepard, Sacramental Preparation, Religious Education, Family Faith Formation, Alpha, and Adult Bible Studies).

* Coordinate, guide and support efforts meant to bring about conversion and renewal of the parish, especially through Baptismal catechesis, Sacramental Preparation and PreK-5 Faith Formation.

* Assist with the formation of program team members (ie: Baptism,Catechesis of the Good Shepherd, Sacramental Preparation, Religious Education, Family Faith Formation, Alpha, and Adult Bible Studies), particularly Faith Formation and Religious Education for children Pre-school through 5th grade.

* Assist with the planning, implementation, actualization, and review of Faith Formation programs (ie: Catechesis of the Good Shepherd, Sacramental Preparation, Religious Education, Family Faith Formation, Alpha, and Adult Bible Studies).

**Supervisory Responsibilities:**

Supervises volunteers working in evangelization and formation ministries. Carries out supervisory responsibilities in accordance with the parish's policies and applicable guidelines and goals. Responsibilities include training volunteers; planning, assigning, and directing work.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

*Live the Core Values* – **Prayer** (seek a daily encounter with God in Christ through the Holy Spirit),

**Stewardship** (live a life of generous hospitality, lively faith and dedicated discipleship), **Solidarity** (recognize and accept all people as brothers and sisters in Christ; being responsible for the common good of all), **Mercy**

(the steadfast kindness, compassion and forgiveness received from God and extended to others), **Charity** (love God and others because God has first loved us), **Family** (the domestic church, the foundation of society, and communion of persons called to reflect the life of the Trinity).

*Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

*Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

*Customer Service* - Manages difficult or emotional parishioner related situations; Responds promptly to parishioner needs; Solicits parishioner feedback to improve service; Quickly responds to requests for service and assistance; Meets commitments.

*Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

*Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

*Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

*Diversity* - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment- free environment.

**Qualifications:**

To perform this job successfully, a teacher’s certificate would be ideal, however the appropriate experience is also acceptable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Language Skills -* Ability to read, analyze, and interpret formation and catechesis related periodicals, professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parishioners, community agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to parish leadership, public groups, and/or boards and councils.

*Mathematical Skills -* Ability to calculate figures and amounts such as discounts, interest, and percentages.

*Reasoning Ability -* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

*Computer Skills -* To perform this job successfully, an individual should have knowledge of internet software, spreadsheet software and word processing software. Knowledge of the Church documents on formation and catechesis, and the ability to implement the *Joy of the Gospel*, the GDC and the NDC. Demonstrated leadership skills with the ability to inspire others to carry out the mission and ministry of formation in a pastoral manner.

*Other Qualifications -* Practicing Catholic with a personal relationship with Jesus Christ, a love for the Catholic Faith, a Catholic Worldview, and a passion for sharing the Faith with others. Must understand, support and articulate the

Catholic Faith as taught by the Church. Prior experience in parish pastoral ministry helpful.

Must have excellent organizational, communications, and leadership skills, and ability to relate to parishioners of all ages. Must make themselves available for planned evangelization or catechesis activities scheduled on evenings and weekends and, within established guidelines. Must successfully complete Safe Environment training and a background screening prior to employment.