

Job Posting: Director of Evangelization

Location: St. Leo Parish

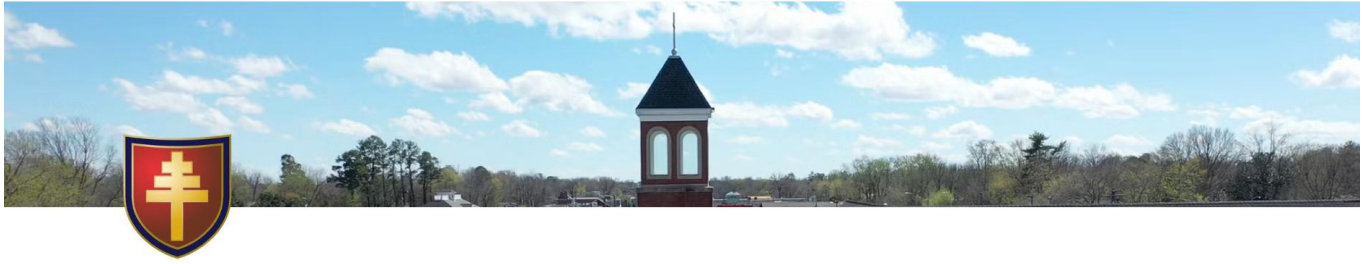
Position Type: Full-time (25 hours/week)

About the Role: St. Leo Parish is seeking a passionate and dedicated **Director of Evangelization** to lead efforts in fostering a vibrant, integrated parish community. This role is essential to expanding our parish and engaging both English and Hispanic parishioners in deepening their faith and community involvement. As the Director of Evangelization, you will collaborate with parish leadership and ministry groups, promote Catholic faith formation, support sacramental preparation, and lead community outreach initiatives.

Key Responsibilities:

Evangelization & Community Building:

- Collaborate with parish faith formation leaders to plan and coordinate adult faith formation programs for both English and Spanish-speaking parishioners, as well as the Newman Center (e.g. retreats, parish missions, celebrations).
- Oversee the Community Life Committee, ensuring successful events and activities.
- Work closely with the Hispanic Leadership Committee and Director of Hispanic Ministry to promote inclusivity.
- Oversee the Coordinators of OCIA, ensuring availability for both English and Spanish ministries.
- Organize outreach events twice a year to engage those interested in learning about the Catholic faith.
- Serve as a visible and approachable leader at parish events and activities, fostering community and engagement.
- Communicate parish news and activities, emphasizing personal invitations and outreach, especially during weekend Masses.
- Collaborate with the Diocesan Office of Evangelization to develop local opportunities for parish growth and engagement.



Sacramental Support:

- Manage liturgical ministries, including scheduling, training, and communication with volunteers.
- Assist individuals preparing petitions for decrees of nullity as an advocate.
- Provide staff support for one weekend Mass each weekend, assisting with preparations before and after Mass.
- Oversee the worship space, ensuring its suitability for liturgical events.
- Assist with baptismal preparation as needed.

Minimum Qualifications:

- Bachelor's degree in Theology or equivalent experience.
- Active, practicing Roman Catholic in full communion with the Church.
- Strong knowledge of catechetical, pastoral, and liturgical practices.
- Excellent organizational, interpersonal, and communication skills.
- Proficient in technology, including Parish Database (PDS), Microsoft Office, and Google Suite.
- Ability to handle confidential information with discretion.
- Experience working with diverse groups of people, staff, and volunteers.
- Successful completion of a criminal background check.
- Availability to work Sundays for at least two hours.

This role offers the opportunity to serve a growing, dynamic community, making a meaningful impact on both English and Hispanic parishioners. If you're passionate about evangelization and are eager to lead and collaborate within a parish environment, we invite you to apply.

To Apply:

Please submit your resume and a cover letter outlining your qualifications and experience to the Chair of the Selection Committee for St. Leo at info@stleoky.org by October 16, 2024.