**St. Brendan the Navigator**

**Job Description**

**Position: Pastoral Associate, Adult Evangelization**

**Status:** 24 hours - negotiable

**Classification:** Exempt

**Reports to:** Director of Mission and Pastoral Care

**Position Overview:** The primary role of the Pastoral Associate, Adult Evangelization, is to plan and administer the evangelization, adult faith formation and OCIA efforts of our parish. The position supports the various ministries that share the evangelization and formation mission.

This position assists other parish staff, coordinators and volunteers to develop appropriate and effective evangelization and catechetical programs and processes for adults, striving always to advance the mission and ministry of the parish. Above all, the work and vision must reflect the three goals of evangelization as given by the USCCB in their document, *Go Make Disciples* (1993) namely:

* **Goal I:** To bring about in all adult Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others.
* **Goal II:** To invite all adults in the area, whatever their social or cultural background, to hear the message of salvation in Jesus Christ so they may come to join us in the fullness of the Catholic faith.
* **Goal III:** To foster gospel values in our society, promoting the dignity of the human person, the importance of the family, and the common good of our society, so that our nation may continue to be transformed by the saving power of Jesus Christ.

The Pastoral Associate, Adult Evangelization is a professional lay ecclesial minister who is responsible to the Director of Mission and Pastoral Care. The ministry is comprehensive, relating to certain and specific aspects of parish life with designated responsibilities, as enumerated in this job description, in conjunction with parameters set by the Director, Pastor, and Leadership Team.

**Position Duties**

1. Ensure that evangelization and mission is at the heart of all adult programs and groups.
2. Assist the Director of Mission and Pastoral Care and the parish community in ongoing development of a vision and plan for evangelization and formation.
3. Administer the current year-long OCIA program, managing inquiries, documentation needs and mentoring the volunteer OCIA team with ongoing formation and support in collaboration with other staff.
4. Coordinate scripture/book study and retreat experiences to assist parishioners in deepening their faith.
5. Plan any events or studies for Lenten and Advent seasons (including Lenten mission).
6. Coordinate and/or have a presence at events that promote a soft-evangelization experience (i.e. Trunk or Treat)
7. Provide support and resources to any volunteer-run adult formation and events, including, but not limited to:
8. Women’s Ministry
9. Men’s Ministry (Esto Vir)
10. Young Adult Ministry
11. Couples’ Ministry
12. Bible Study

**Skills/Qualifications**

* A Bachelor or Masters Degree in theology, religious studies or related field is preferred.
* Minimum of three years’ experience in the development and administration of faith formation and evangelization programs.
* Possess an active and deep Roman Catholic faith and be an active member of a Roman Catholic parish community.
* Have the ability to work collaboratively with other staff and volunteers in further advancing the parish mission.
* Ideally, have attended courses/formation in evangelization, or be willing to engage in these.
* Have knowledge of, and an ability to convey effectively, the official teachings of the Catholic Church, and demonstrate a fidelity to those teachings as well as Diocesan policies and guidelines. The Associate will continue to engage in ongoing formation to ensure that this knowledge and practice is up to date and effective in their important ministry.
* Participate in the communal worship and life of the Church.
* Possess good interpersonal relationship skills.
* Consistently display a strict adherence to a professional code of conduct, observing confidentiality and appropriate/professional boundaries.
* Have the ability to work with adults; persons of all status, education, race, age and gender.
* Possess effective communication skills, both written and oral.
* Must demonstrate and genuinely appreciate collaboration and the ability to be a team member.
* Must possess good organizational and administrative skills.
* Must possess personal and professional maturity and flexibility and also accept, as well as give, appropriate supervision.
* Ability to drive and maintain a valid driver’s license.
* Proficient in Microsoft Office Suite programs and the ability to master parish-specific software for program registration and communication.
* Able to work evenings and weekends when necessary.
* Must successfully pass BCI&I and FBI background checks. Must also attend a Protecting God’s Children class.