

**St. Michael the Archangel Catholic Parish
Leawood, Kansas**

**Director of Evangelization
Position Information**

This position has been posted as of April 5, 2018 and ideally will be filled with a qualified candidate in time to assume duties no later than the beginning of the 2018-19 academic year. An earlier start date would be preferable if a candidate is available.

Send cover letter and resume to:
St. Michael the Archangel Catholic Parish
Attn: Patty Pearch
14251 Nall Ave.
Leawood, KS 66223

Or to: patty.pearch@stmichaelcp.org

Job Description

Job Title: Director of Evangelization

Reports to: Pastor

General Description:

As a member of the Administrative Team of the parish, the Director of Evangelization is the Pastor's delegate responsible for the planning, organization and implementation of all evangelization and adult faith formation initiatives. This Director must work collaboratively with the Director of Religious Education to assure that as a team, they effectively manage all aspects of the Christian Formation and Evangelization Department.

This Director is charged with managing the staff and resources dedicated to this area of focus, creating new and maintaining existing programs related to these purposes. Current programs include Christ Renews His Parish for men and women, the Vine, various bible studies, the RCIA and RCIC programs, various adult formation presentations and parish wide events such as Parish Missions and speakers.

Duties and Responsibilities include but are not limited to:

1. Implement Plan of Evangelization

- Educate parishioners in their role in the new evangelization.
- Develop outreach to the un-churched, those on the peripheries, and those fallen away from the faith.
- Develop strategies to engage those who are searching.
- Plan ways to announce the Kerygma, the core of the gospel. Utilize modern means of communication to announce the gospel.
- Facilitate retreats to lead people to encounter Christ and develop Christian fraternity.
- Develop a strategy to form missionary disciples, facilitate small group discipleship, spiritual mentorship, faith formation, all in preparation for sending forth missionary disciples.

- Teach people how to pray.
- Plan parish missions and conferences to advance goals of evangelization.
- Oversee and plan all adult faith formation activities, including bible-studies and RCIA.
- Attend weekly Administrative Team meetings with the Pastor, Associate Pastor, Principal, Parish Administrator and Director of Liturgy & Music and Director of Religious Education.
- Attend and help facilitate monthly All-staff meetings.
- Act as staff liaison to Discipleship Commission
- Commit to on-going professional development in religious studies and lay ministry.
- Other duties assigned by the Pastor.

2. Supervise Evangelization Staff

- Provide guidance and support for RCIA/Adult Education Coordinator and Administrative Support staff.
- Conduct and document yearly performance reviews for each employee.
- Coordinate ongoing professional development.
- Meet with staff regularly in routine staff meetings and as otherwise needed.
- Coordinate hiring of new and replacement staff when necessary.

3. Department Management

- Prepare annual budget for Evangelization Department.
- Review and approve department expenditures for payment.
- Work with Parish Accounting Office to review and monitor department expenditures on a monthly basis to assure they are within budget.
- Interact with other Departments to assure that Parish resources are being shared wherever possible and according to the highest and best use for the parish as a whole.
- Accept compliments and handle complaints as they may come in from appreciative or concerned Parishioners.

Qualifications: A Master's Degree in Theology or Religious Studies is preferred, but a Bachelor's degree with experience in directing Formation and Evangelization programs will be acceptable for the right candidate. Must have a current and broad knowledge of Faith Formation trends and methods, an ability to work collaboratively within a pastoral team, and a demonstrated ability to organize, prioritize, multi-task, be detail oriented and self-directed.

Hours and Compensation:

This is a year round, full-time position that will routinely require evening and occasional weekend duties. Compensation will be commensurate with experience. This position is eligible for the full Archdiocesan Benefit Package, which includes health, dental, vision, life and disability insurance, 401(k) and other supplemental voluntary insurance programs.