



St. Joseph
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Delphi, IN 46923
765-5642407

Pastorate of the Holy Trinity

Our Lady of the Lakes
543 S Main St
Monticello, IN 47960
574-583-6790

St. Joseph
601 S Kenton St
Reynolds, IN 47980
574-583-6790

A Pastorate of the Diocese of Lafayette-in-Indiana

Director of Evangelization, Family Life and Pastoral Ministries

Reports To: Pastor

FLSA Status: Exempt

Prepared Date: 9/8/2020

Summary: The Director of Evangelization, Family Life, and Pastoral Ministries will assist the Missionary Pastor with the pastoral care of the Pastorate. This role includes pastoral planning along with supervision of Directors and/or Coordinators of the following ministry areas: Lifelong Formation, Liturgy and Music, Pastoral Care and Community Care, other Parish Ministries and Outreach. The Director of Evangelization, Family Life, and Pastoral Ministries supports, accompanies, and equips the leaders in these ministerial areas to focus their attention beyond parishioners and into the community at large as they strive to facilitate making disciples of Jesus Christ, building vibrant communities of faith and inspiring men and women to be witnesses of Christ to the world.

In the context of Uniting in Heart 2030, the Director of Evangelization, Family Life, and Pastoral Ministries serves on the leadership team and ensures the participation and faithful witness of the laity in the Church's pastoral mission and in all ministries of the parish. The director will create opportunities for lay participation, provide them with adequate training when necessary, and trust them with ministries and responsibilities in a Church where all live out their Christian commitment acquired in baptism and confirmation as the people of God in a truly pilgrim Church. The Director accompanies the community in their proper and specific mission in the world for the transformation of situations and just structures according to the criteria of the Gospel.

Essential Duties:

1. Works closely with the Missionary Pastor and in collaboration with the Direct of Operations to discern the needs of the parish and plans accordingly for the future of the community.
2. Leads and manages those performing pastoral ministry in the parish to strategically accomplish parish mission, build a culture of teamwork, and provide coherency across varied programs.
3. Collaborates with the diocesan Director of Evangelization, Family Life and Pastoral Ministries office and their counterparts in other pastorates.
4. Establishes, facilitates, and coordinates traditional management activities for those engaged in pastoral ministry, including recruitment, retention, formation, and performance management.
5. Utilizes strong background in Catholic theology to inform decision making.

6. Develops the annual budget for ministries within the parish in collaboration with the Director of Operations.
7. Fosters an environment of inclusion with multi-cultural and multi-ethnic communities, persons with disabilities, and other groups within the Pastorate and community.
8. Exhibits strong supervisory and management skills and fosters teamwork.
9. Demonstrates and cultivates well-developed human relationship skills.
10. Ensures compliance with Diocesan policies, regulations and budget guidelines.
11. Increases skills and knowledge through continuing education, attending conferences, and reading appropriate literature.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications: *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. 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.*

Education/Experience:

- Bachelor's Degree from an accredited college or university with study in Theology, Divinity, Pastoral Studies or equivalent.
- At least three years of experience in parish ministry and/ or management of a non-for-profit organization. Proven track record coaching or developing others.
- Three or more years of leadership experience in parish ministry desired.
- Three or more years of leadership/management experience.
- Fully committed to the Catholic Church's teaching. Mature discipleship evidenced in ability to comfortably witness the faith. Comprehensive vision and understanding of evangelization and parish vitality. Solid grounding in Catholic identity and the faith tradition. Strong ability to collaborate and work effectively in a team among clergy, staff, volunteers, and parish grouping. Strong ability to form a community of missionary disciples through encounter, accompaniment, and sending forth.
- Strong ability to communicate effectively with a wide variety of people from varied social, ethnic, and cultural backgrounds.
- Comfortable acting as a catalyst and change agent for defining future strategies and goals. Focuses on delivery and motivating others to reach ambitious goals.
- Working knowledge of Microsoft Office programs, including Word, Excel, and PowerPoint.
- Able to honor & maintain confidentiality.
- Able to pass and maintain Diocesan child safety protocols.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to move about the work environment
- While performing this job, the employee is regularly required to talk or hear
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Visual acuity to see computer screen
- Able to move tables and chairs to arrange meeting spaces
- Able to occasionally lift and/or move up to 30 pounds
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required.
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.

Signature

Date