

St. Pius X Catholic Parish and School

Director of Evangelization

JOB TITLE: Director of Evangelization

POSITION TYPE: Full-Time, Exempt

REPORTS TO: Pastor

SUPERVISES: Communio Relationship Culture Team Leader, Youth Ministry Coordinator, Sacramental Preparation Leaders, Family Faith Formation Team, Summer Faith Formation Program Coordinator (Totus Tuus), and OCIA Team Leaders

SALARY RANGE: **\$55,000 - \$65,000 annually**, Benefits include health insurance, retirement contributions, paid vacation, and professional development opportunities.

POSITION SUMMARY

The Director of Evangelization leads the parish's mission to make disciples by cultivating a comprehensive approach to evangelization, faith formation, and discipleship across all ages and stages of faith. This position oversees all evangelization and formation efforts, including the OCIA process, the Communio Relationship Culture Team, Youth Ministry, Family Faith Formation, Sacramental Preparation, and Summer Faith Formation Programs (such as Totus Tuus).

KEY RESPONSIBILITIES

Evangelization Strategy & Oversight

- Develop and implement a comprehensive evangelization plan aligned with the parish's mission and vision.
- Foster a culture of discipleship through collaboration with all parish ministries.
- Oversee and support the Communio Relationship Culture Team Leader to implement relationship-centered outreach and engagement strategies.

Faith Formation Leadership

- Supervise and direct Family Faith Formation for grades 1-5, with a focus on family-integrated catechesis.
- Coordinate and supervise Youth Ministry for middle school and high school students.
- Transition and lead Sacramental Preparation for First Reconciliation, First Holy Communion, and Confirmation for 2nd and 3rd graders, ensuring it is fully parish-based and family-focused, distinct from school catechesis.
- Oversee Summer Faith Formation Programs such as Totus Tuus, ensuring alignment with parish goals.

OCIA (Order of Christian Initiation of Adults)

- Direct the OCIA process ensuring a thorough, welcoming, and engaging catechetical and formational experience for inquirers and candidates that conforms to the OCIA ritual process.
- Recruit, train, and support OCIA team members, sponsors, and catechists.

Volunteer Recruitment & Support

- Identify, recruit, train, and provide ongoing formation for catechists, team leaders, and volunteers in all formation and evangelization programs.

Collaborative Parish Leadership

- Work closely with the Pastor, Parish Staff, Deacons, and ministry leaders to ensure consistency and unity in parish evangelization efforts.
- Collaborate with the Director of Communications to promote all evangelization and formation opportunities.
- Participate actively in parish staff meetings, strategic planning, and key parish events.

Administration & Budgeting

- Prepare and manage budgets for each formation and evangelization program area.
- Maintain accurate records of participants, sacraments received, and attendance.

KEY COMPETENCIES AND REQUIREMENTS

- A practicing Catholic in good standing with the Church, with a commitment to ongoing formation.
- A bachelor's degree in Catholic studies, theology, catechesis, or at least a deep understanding of Catholic teaching, evangelization, catechesis, and discipleship.
- Proven experience in parish ministry leadership, particularly in evangelization and faith formation.
- Strong interpersonal, leadership, and team-building skills.
- Proficiency in organizational management, budgeting, and volunteer coordination.
- Ability to work evenings and weekends as needed.
- Spanish/English bilingual capabilities strongly preferred.

PHYSICAL & WORKING CONDITIONS

- Ability to stand, walk, and sit for extended periods.
- Ability to lift up to 25 pounds for event setup.
- Flexibility to attend evening and weekend events.