



DIOCESE OF DALLAS

PASTORAL CENTER		JOB DESCRIPTION
Position Title: Coordinator of Evangelization		Evangelization
Reports to: Assoc. Director of Evangelization		Date: August 2024
Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt (Hourly) <input type="checkbox"/> Non Exempt (Salaried)		

General Summary of the Position

The Evangelization Coordinator is responsible for assisting the Associate Director of Evangelization in coordinating, managing and expanding ministry and evangelization activities. The position reports to the Associate Director of Evangelization and is foremost someone who loves the Catholic faith and is eager to share the faith through evangelization efforts and developing positive relationships with a broad range of parishioners and members of the community. Mission-oriented, with insight and ideas about how to grow current ministry offerings. Comfortable leading and teaching through small group ministry and Bible studies and thrives in a small team environment and is a self-starter with an outstanding ability in organization and administration.

Essential Duties and Responsibilities/Requirements of the Position

- Assists the Associate Director of Evangelization in managing existing ministry activities, which includes, but is not limited to, small groups, young adult ministry, men's and women's ministry that are under the evangelization umbrella, and Eucharistic Adoration
- Works directly with volunteer leads in each of these areas to maintain the operation of these ministries and help them run smoothly.
- Assists the Associate Director of Evangelization to develop ways to energize these ministries and continue to cultivate them.
- Recruitment of additional volunteer leads, as needed.
- Guides evangelization efforts through leading Alpha, Bible or book studies and Wild Goose programs
- Supports preparation and follow up of annual parish-wide missions and events
- Recruits and aids in signing up new volunteers and participants for small groups, and new programs.
- Meets personally with parishioners and ministry participants to better invite them into the community and mission of the parish.
- Assists the Associate Director of Evangelization with administrative needs of ministry offerings and in the preparation of annual budgetary needs.

Qualifications:

- Associate or bachelor's Degree preferred
- 1-5 years' experience preferred in evangelization and/or parish environment
- Proficiency in Microsoft Office, such as Word, Excel, PowerPoint, Publisher, Outlook
- Experience in sharing faith through teaching and/or leading small groups a plus.
- Superior communication skills, including pastoral and interpersonal communications; comfortable being in front of a crowd and in one-on-one/small group informal settings with parishioners
- Collaborative team player
- Exceptional skills in administration and organization
- Flexibility to work nights, weekends and travel as necessary; 40-hour work week expected
- Fully initiated Catholic in communion with the Catholic Church who is intentionally living out the five precepts of the Church (CCC 2041-2043) and refraining from promotion, approval or living out of conduct in contradiction with Catholic moral teachings.
- Bilingual preferred, not required.

Judgment Exercised/Decisions Made:

Employee is highly encouraged to take initiative and to help make decisions based on the mission and vision of parish and/or school under the direction of the Asst. Director or Senior Director of Faith Formation

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.