



St. Patrick Parish

Coordinator of Evangelization and Discipleship

Title: Coordinator of Evangelization and Discipleship	Name:
Title of position serving you: Pastoral Associate	Parish Vision: To transform lives by making church matter, building disciples and seeking and saving the lost.

GENERAL DESCRIPTION:

St. Patrick Parish is a healthy, growing Catholic faith community with a vibrant culture looking for a high-energy and passionate individual who wants to use his or her gifts to further our vision of transforming lives by bringing others to know Jesus. In consultation and cooperation with the parish Senior Leadership Team ("SLT"), the Coordinator of Evangelization and Discipleship will be responsible for oversight and leadership of the Pastoral Ministry Team to develop a culture of evangelization and intentional discipleship within the parish. This role is responsible to serve the team to reach the goals that fulfill the vision placed within the heart of this parish.

RESPONSIBILITIES:

- Oversee the Pastoral Ministries Team (pre-evangelization, evangelization, and discipleship).
- Give direct oversight to Alpha and Discipleship groups.
- Conduct goal setting and performance reviews of the pastoral Ministry Team that helps assist the St. Patrick Parish vision.
- Facilitate staff meetings and training events.
- Departmental budget planning and management.
- Raise up new leaders and coach teams to be developing leaders.
- Facilitate spiritual growth and shepherd the members of the Pastoral Ministry Team.
- Work with ministry leaders to integrate evangelization into their efforts and initiatives, especially during opportunities where large numbers of non-evangelized families are present at our church.
- Work in collaboration with other teams (SLT, Operations, Communications, Clergy, etc.) to develop tracking and follow up systems for all ministries.
- Develop a system to help measure growth in each area of ministry.
- Encourage and promote partnering with other ministries and groups to align resources where it makes sense to further the parish vision.

QUALITIES AND KEY ATTRIBUTES:

- Fully embrace the vision of Saint Patrick Parish.
- Practicing Catholic who models Christian character at home, work and in social life.
- Ability to work within a team and receive direction and feedback.
- Maintain confidentiality in dealing with information.
- Desire to contribute to and to be part of a fun-filled, engaging work environment.
- Have a passion for the unchurched and dechurched people who don't have a relationship with Jesus Christ.
- Have a passion for people who have a relationship with Jesus and a strong desire to encourage them to grow deeper in that relationship.
- Include the following among their personal traits:
 - Servant leadership: we lead by serving others.
 - Personal Improvement: a passion for life-long learning.
 - Authenticity: be yourself every day.
 - Team player: achievement is a team sport.
 - Relational management: connect, build and nurture a broad range of relationships.
 - Discipline: strong organizational skills.
 - Integrity: demonstrate solid judgement.
 - Strong character: represent St. Patrick Parish in the community.
 - Results-oriented: set and achieve goals.
 - Self-aware and teachable.
- Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, in many times, higher standards of conduct. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church.

POSITION REQUIREMENTS (AS APPLICABLE):

EDUCATION and EXPERIENCE:

- Bachelors Degree preferred
- 4 years parish work experience
- Or equivalent combination of education and work experience
- Willing to mentor the right individual

SPECIAL SKILLS & KNOWLEDGE AREAS:

- Basic computer skills and an openness to new technology
- People-oriented and service minded
- Skills in organization, time management and leadership
- Good communication skills, both oral and written
- Able to delegate and supervise volunteers