



## Position Description

<b>Position Title:</b>	<b>Director of Evangelization</b>
<b>Reports to:</b>	Director of Operations, Pastor
<b>Direct Reports:</b>	None
<b>Provides work direction to:</b>	None
<b>Receives work direction from:</b>	Director of Operations, Pastor
<b>FLSA:</b>	Exempt; Administrative/Executive
<b>Date:</b>	December 2024
<b>Schedule:</b>	12 months, Full Time. 40+ hours per week. The nature of the work and the Church's schedule of activities requires scheduling flexibility, and the incumbent will work with the team leader to arrange a schedule that meets the needs of both the Parish and the individual.
<b>Benefit Eligible:</b>	Yes

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**PURPOSE OF THE POSITION:** This position is two-fold: to vision and implement a plan for evangelization within our Parishes on the Prairie Area Catholic Community (ACC), and to oversee and facilitate communication efforts. This position will provide support to the Pastor, Parochial Vicar, Director of Operations, ACC staff, committees, and others as needed.

*This position will be employed by St. Paul's Catholic Church for payroll purposes. The Parishes on the Prairie Area Catholic Community consists of six parishes including: St. Donatus, Brooten; St. Alexius, West Union; St. Francis de Sales, Belgrade; Sts. Peter and Paul, Elrosa; Our Lady of the Angels, Sauk Centre; St. Paul's, Sauk Centre.*

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**GENERAL RESPONSIBILITIES (\*):** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is required that this employee be an active, participating Catholic.

### **REPRESENTATIVE RESPONSIBILITIES:**

- To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.

- Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
  - Maintain professional standards of confidentiality.
  - Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
  - Stewardship way of life. Practice and advocate the definition, the 4 pillars and the 3 T's of stewardship.
  - Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.
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## **DIRECTOR OF EVANGELIZATION DUTIES**

Work collaboratively with the Pastor, Parochial Vicar, Director of Formation and Outreach, and ACC team members to move forward the vision and plan to help our community encounter Jesus, deepen their faith, and live as disciples. Responsible for facilitating a welcoming and dynamic evangelization and formation culture filled with zeal for Christ to evangelize parishioners, volunteers and the broader community. Main responsibilities of this position:

### **Vision and Leadership**

- Develop and implement a strategic, long-range plan for parish-wide evangelization and adult faith formation across the ACC.
- Create measurable goals and annual priorities to grow in missionary discipleship, hospitality, engagement and participation.
- Build and support a consistent evangelization culture across our ACC in alignment with the ACC Handbook.

### **Discipleship & Formation**

- Coordinate all evangelization and adult formation including OCIA and small group ministries.
- Collaborate with clergy and formation leaders to ensure doctrinally sound and pastorally effective programming.
- Create clear “next step” discipleship pathways for parishioners from first contact to active participation and living out the mission.

### **Outreach**

- Create initiatives to connect with and welcome back inactive Catholics, young adults, and families.
- Coordinate events, retreats, and parish missions to evangelize our ACC community.

### **Volunteer Recruitment and Training**

- Recruit, train, and support volunteers to become effective evangelists, small group leaders, and missionary disciples.

- Work with ACC Safe Environment coordinator to update records for volunteers related to Diocesan Safe Environment standards, ensuring compliance of all volunteers when engagement includes youth and vulnerable adults.

## **Collaboration**

- Collaborate with pastor, parochial vicar, and parish and school staff to have non-competing event calendars, promoting unity and a consistent mission of evangelization.
- Attend Formation and Outreach team meetings, ACC staff meetings and staff development as directed.
- Assist with keeping the ACC calendar up to date regarding all evangelization/formation activities, programs and events, including reserving spaces and keeping calendars accurate.

## **Digital Outreach & Communications**

- Oversee the development, management, and ongoing maintenance of all digital communication platforms including social media, website, and digital media to effectively share the Gospel and invite participation in parish life.
- Lead and coordinate all parish communications efforts by collaborating with appropriate staff to plan, produce, and maintain the bulletin, stewardship newsletters, website content, social media, texting/email tools, and other communication channels, ensuring accuracy, consistency, and alignment across platforms.
- Serve as the central point of contact for parish communications, gathering information from staff and ministry leaders and translating it into clear, compelling, and timely messages and invitations for parishioners and the wider community.

## **Administrative and Budget Support**

- Assist in creating and planning an annual budget for each year related to evangelization and adult formation.
- Coordinate accurate and timely collection of program/activity fees and provide deposit detail to the ACC bookkeeper along with detailed logs as applicable.
- Follow structure in place pertaining to paying any visa charges or invoices generated by your activities.

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## **OTHER RESPONSIBILITIES:**

- Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, trainings, in-services and any other meetings deemed necessary by the Pastor.
- Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- Meet all Safe Environment requirements.

- Attend required workshops offered by the Diocese as requested. Maintain active membership in appropriate ministry and professional associations as applicable.
- Recognize, understand and undertake all responsibilities listed above with a positive attitude that is consistent with the ACC Play Book. The ACC Play Book guides the ACC and trust is foundational for any team.
- Use discretion and take great care to keep appropriate information confidential.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “\*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

**EMPLOYEE:** I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the parish change.

Employee’s signature \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor’s signature \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION TITLE:** Director of Evangelization

**DATE:** May, 2026

**QUALIFICATIONS:**

- Practicing Catholic, Required.
- Minimum of Bachelor's degree in related field such as theology, pastoral ministry, public relations, communications or web/graphic design
- At least 3 years of experience preferred in communications or church-related ministry.
- Demonstrates effectively and collegially working with others.
- Demonstrates skills, knowledge, and experience in effectively promoting, teaching, and spreading the Catholic faith.
- Demonstrates skills, knowledge, and experience in the design and execution of utilizing communication tools such as website, social media, bulletin, graphic design, and audio/video production.
- Experience overseeing the design and production of printed materials and publication.
- Computer, internet, and social media literacy and ability in working with their systems, such as Microsoft Word, Canva, Excel, Power Point, Adobe, and audio/video recording platforms.
- Strong oral and written communication skills.
- Ability to manage multiple projects at a time and meet deadlines.
- Demonstrates ability to make decisions and work without supervision.
- Able to effectively engage and guide volunteers.
- Able to pass required background check and complete required initial training.

**MENTAL DEMANDS:**

- Integrity, honesty and confidentiality in all situations and matters.
- Ability to communicate positively with volunteers, staff and public in a proactive manner.
- Ability and desire to work as a team player with Parish and School staff and volunteers.

- Must have good interpersonal and strong verbal communications skills and be sensitive, adaptable, professional, and articulate when dealing with staff, volunteers, parishioners and public.
- Must be creative in graphics and design layout.
- Strong engagement in social, written, audio and video media
- Able to deal with difficult and/or emotional situations in a calm, dignified and respectful manner.
- Be active, knowledgeable and supportive of Catholic Church teachings and witness this to the community.
- Must be able to work with variety of different personalities with a wide variety of expectations.
- Ability to work in a busy and occasionally noisy environment.
- Ability to maintain a positive demeanor and cheerful disposition at all times.
- Must possess a high proficiency in the English language in both spoken and written forms.
- Must be willing to learn emerging technology in computer, software and social communication tools and devices.

**Spiritual Demands:**

- Daily prayer life.
- Living the five precepts of the church:
  1. Attend Sunday Masses and Holy days of Obligation.
  2. Confess your sins sacramentally at least once a year
  3. Receive the Eucharist at least once a year.
  4. Observe days of fasting and abstinence.
  5. Provide for the needs of the church.