



Position Description

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| Position Title: | Director of Evangelization / Youth Minister |
| Reports to: | Director of Operations, Pastor |
| Direct Reports: | None |
| Provides work direction to: | None |
| Receives work direction from: | Director of Operations, Pastor |
| FLSA: | Exempt; Administrative/Executive |
| Date: | June 2026 |
| Schedule: | 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. |
| Benefit Eligible: | Yes |

PURPOSE OF THE POSITION: This position is to provide, and oversee high quality, faithful parish life encounters for parishioners with the office and administrative staff throughout Parishes on the Prairie Area Catholic Community (ACC) in a manner that is guided by the ACC Play Book. To facilitate with oversight and supervision the smooth, collaborative and successful operation of the finance, human resources, payroll and day to day administration functions of the ACC. To use discretion and take great care to hold confidential information in confidence. Provide support to Pastor, 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.

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.

DIRECTOR OF EVANGELIZATION / YOUTH MINISTER DUTIES

Work collaboratively with the Pastor, Director of Formation and Outreach, and ACC team members to move forward the vision and strategic direction for the ACC. Responsible for promoting a welcoming and dynamic evangelization and formation culture filled with zeal for Christ to evangelize parishioners, volunteers and the broader community in planning and execution of administrative details including but not limited to:

Vision and Leadership

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

Discipleship & Formation

- Manage and/or coordinate adult formation and discipleship pathways including OCIA, adult Confirmation, sacramental preparation supports, 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 mission.

Outreach

- Create initiatives to connect with inactive Catholics, young adults, families and the surrounding community, including welcome pathways and relational outreach.
- Coordinate evangelization events, retreats, and parish missions as appropriate across the ACC.

Volunteer Recruitment and Training

- Recruit, train and support volunteers to become effective evangelists, small group leaders and disciple-makers.
- Work with ACC Safe Environment coordinator to update records for volunteers related to Diocesan Safe Environment standards, ensuring compliance of all volunteers. For chaperones and drivers, ensure completion and collection of additional liability forms as applicable.

Collaboration

- Collaborate with pastors, school staff and other departments to align budgets, calendars, activities and communications with an evangelizing mission.
- 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.

Administrative and Budget Support

- Assist in creating, and planning for annual budget process and spending within budget 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.
- Complete check requests as needed for expenses and submit to supervisor weekly for approval; and subsequent processing by bookkeeper of payables and credit/debit card expense forms.

Youth Ministry

- Collaborate with the Priest to advance the ACC's vision and build a welcoming, Christ-centered youth ministry.
- Plan and lead youth activities, gatherings, trips, conferences, and youth Mass involvement while building strong relationships with teens across the ACC.
- Recruit, train, and support volunteers and small group leaders, while ensuring Safe Environment compliance and proper forms are completed.
- Manage communication, calendars, program fees, expenses, and budgeting in coordination with staff, families, and the ACC team.

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.

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 Communications
DATE: June 2026

QUALIFICATIONS:

- Practicing Catholic, Required.
- Minimum of Bachelor's degree in related field such as marketing, public relations, communications or web/graphic design
- At least 5 years experience in the communication or marketing field.
- Demonstrates effectively and collegially working with others.
- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities.
- Needs strong creative, strategic, analytical organizational and personal communication and marketing skills.
- Demonstrated successful experience writing news/marketing releases, making presentations and implementing effective media channels for communication.
- Experience overseeing the design and production of printed materials and publication.
- Computer, internet and social media literacy and ability in working with their systems.
- Proficient in Microsoft Word, Publisher, Excel, Power Point, Adobe, Quark, electronic communications, graphic design and social media.
- Strong oral and written communication skills.
- Ability to manage multiple projects at a time.
- Demonstrates ability to make decisions.
- Demonstrates ability to work without supervision.
- Able to direct and supervise others.
- 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.
- Must be able to plan, organize and meet deadlines.
- Must be able to supervise and direct other employees, volunteers, students, parishioners and visitor.
- Must be able to work on a number of different projects with concurrent deadlines.

- Ability to work in a busy and occasionally noisy environment.
- Ability to maintain a positive demeanor and cheerful disposition at all times.
- Must be willing to attend on-going and off-site education programs.
- Must possess a high proficiency in the English language in both spoken and written forms.
- Must have proficiency in email/internet and computer software designated by St. Hubert, such as Microsoft Word, Outlook, Logo, Calendar, etc.
- Must be willing to learn emerging technology in computer, software and social communication tools and devices.
- Maintain active membership and attendance in Archdiocesan related organizations.

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.