



# CHRIST THE KING CATHOLIC CHURCH

## JOB DESCRIPTION

### Associate Director of Missionary Discipleship

**Accountability:** Reports to Director of Missionary Discipleship

**FLSA Status:** This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.

**Hours:** Full Time, Exempt

**General Summary:** Supports the Director of Missionary Discipleship in developing and implementing discipleship and evangelization opportunities so that parishioners and those seeking the faith may come to a deeper relationship Jesus Christ. The Associate Director of Missionary Discipleship will develop, support, and oversee various small group ministries and assist in parish wide events like retreats and conferences or other responsibilities as determined by the Director of Missionary Discipleship.

### Principle Duties and Responsibilities include:

- Prayerfully discern, coordinate, and implement parish adult discipleship opportunities including:
  - Parish small groups and seasonal discipleship groups
  - Men's and women's ministry
  - Marriage and family ministry
  - Young adult ministry
  - Support of pro-life and Marian ministries Post catechesis Neophyte formation
  - Life in the Spirit Seminars
  - Upper Room
  - Living Waters
- Assist the Director of Missionary Discipleship in implementing parish wide events including:
  - Men's and women's retreats
  - Parish Missions
  - Parish wide outreach efforts



## CHRIST THE KING CATHOLIC CHURCH

### JOB DESCRIPTION CONTINUED

#### Associate Director of Missionary Discipleship

#### Knowledge, Skills and Abilities

**Education:** Bachelors in Theology preferred; equivalent combination of education and experience will be considered.

**Experience:** 2+ years experience in ministry

**Requirements:**

- Be a practicing Catholic, in good standing with the Church and fully committed to Catholic moral teachings and traditions.
- Become a parishioner of Christ the King (if not already) and be fully aligned with its mission and charismatic identity
- Very good verbal and written communication skills
- Strong team player
- Dependable, responsible, self-motivated and creative
- Employee is expected to work primarily onsite during business hours.
- Work includes some evenings and weekends, as needed.

**Physical Demands:** While performing duties, employee may have to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires standing, stooping, walking on uneven ground and stairs, bending. Must be able to lift a minimum of 40 pounds.


The above statement describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

In addition to a resume, applicants should submit a 400-500 word letter of interest expressing their qualifications for the job and commitment to Christ the King's core values: Personal Transformation, Holy Joy, Spirit-Led Boldness, and Parish as Family. Please elaborate on how you see these values illustrated in your life and faith. Information on these core values can be found on the following pages.

Please submit resume and cover letter to [jdudek@ctkcc.net](mailto:jdudek@ctkcc.net).

Our core values describe the heart of our parish. They guide how we worship, grow in faith, welcome others, and respond to the Holy Spirit as we live out our mission together.

Core Value no. 1



*Personal Transformation:*

*Allowing the Holy Spirit to transform us more closely to the image of Christ.*


*Guiding Scripture:*

*“... be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect.”*  
—Romans 12:2

*Ways we live this out...*

- Regular reception of the Sacraments
- Daily personal prayer—charismatic and contemplative
- Reading and allowing the Word of God to dwell in us richly
- Cultivating a relationship with Mary and the Saints
- Regularly sharing testimony of personal transformation
- Intentional cultivation of spiritual growth which may include retreats, spiritual direction, spiritual reading, Adoration, etc.
- Intentionally pursuing growth in the charismatic gifts
- Wisely stewarding the gifts of time, talent, and treasure the Lord has entrusted to us

Core Value no. 2



*Holy Joy:*

*Confidence, buoyancy, and hope that comes from abiding in Jesus’ presence.*

*Guiding Scripture:*

*“The joy of the Lord is your strength”*  
— Nehemiah 8:10

*Ways we live this out...*

- Living out of our identity as beloved sons and daughters of God
- Keeping our eyes fixed on Jesus regardless of the circumstances
- Having a Kingdom mindset: seeking to see people and situations as Jesus sees them
- Worshiping in joy and freedom: full, conscious, active participation using our bodies, voices, and the charismatic gifts as the Spirit leads
- Rejoicing together, especially as we celebrate our Sacramental life
- Serving the Lord and each other with gladness
- Welcoming others: “Let all who arrive be received as Christ.” — St. Benedict



Core Value no. 3

### *Spirit-led Boldness:*

Asking for and responding to the promptings of the Holy Spirit to make Jesus better known to the world.

#### *Guiding Scripture:*

“You will receive power when the Holy Spirit comes upon you, and you will be My witnesses...”  
—Acts 1:8

#### *Ways we live this out...*

- Seeking God’s heart for others; loving them as the Father loves them

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- Stepping out of our comfort zone to make Jesus known

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- Intentionally participating in the Church’s work of evangelization through relationships, events, parish initiatives, etc.

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- Regularly ministering with the charismatic gifts

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- Regularly listening for and sharing Jesus’ word for the person in front of us and for our community

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- Praying with others (not just for others), especially for healing

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- Acknowledging and celebrating each other’s acts of Spirit-led boldness



Core Value no. 4

### *Parish as Family*

A parish in which we know and love each other, and together are formed and sent on mission by Jesus.

#### *Guiding Scripture:*

“They devoted themselves to the teaching of the apostles and to the communal life, to the Breaking of the Bread and to the prayers.”  
—Acts 2:42

#### *Ways we live this out...*

- Cultivating human connections by spending time together, engaging with one another, and speaking words of encouragement

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- Fostering a culture of belonging and accompaniment

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- Seeking to live in unity; “one in heart and mind”

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- Practicing charitable accountability; seeking and extending forgiveness

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- Rejoicing with those who rejoice; mourning with those who mourn

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- Participating in discipling relationships and encouraging others to do so

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- Incorporating these values and practices into our families as domestic churches

## OUR MISSION

*We exist to joyfully worship God and raise up Spirit-filled disciples.*