Archdiocese of Dubuque
JOB DESCRIPTION

POSITION NAME: Director of Evangelization	LOCATION NAME:
REPORTS TO: Pastor	
CLASSIFICATION: Exempt, Full-Time Employee	EFFECTIVE DATE: Sep 1, 2026

GENERAL STATEMENT OF DUTIES:

As a member of the pastorate leadership team and rooted in the Catholic faith, the Director of Evangelization provides vision, leadership, and oversight to all pastorate evangelization efforts and ministries. This role will guide the implementation of evangelization initiatives aligned with the archdiocesan evangelization priorities, goals, and plans to share the Gospel with people who have not encountered Jesus, feel disconnected from their faith, and are seeking a deeper relationship with Christ. The position will oversee pastorate ministries focused on forming people to live as missionary disciples, and help ministry leaders find innovative ways to invite and engage people at various stages in their faith journey into a deeper relationship with Christ.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

- Provide leadership and oversight of all pastorate evangelization efforts and ministries in alignment with the archdiocesan evangelization priority and goals.
- Provide supervision and leadership to assigned staff, including establishing clear expectations, supporting professional growth, promoting accountability, and fostering collaboration across pastorate locations.
- Oversee the implementation of the archdiocesan evangelization plan initially focused on fostering a culture of Intentional Hospitality, Sacred Encounters, and Forming Disciples.
- Spearhead the pastorate's development and implementation of outreach initiatives that invite and engage those who have not encountered Jesus, feel disconnected from their faith, or are seeking a deeper relationship with Christ.
- Recruit, form, and empower others for ministry, including staff and volunteers.
- Serve as an ex-officio member of the Pastorate Pastoral Commission and other groups as directed by the pastor.
- Oversee budgets for all ministries under their supervision.
- Interface with other pastorate Directors of Evangelization and archdiocesan staff, and participates in regularly scheduled leadership formation opportunities.
- Clearly communicate the archdiocesan mission and vision of evangelization as well as the evangelization and formation opportunities available to the pastorate.
- Build intentional relationships by making oneself accessible, present, and visible to people in the pastorate.
- Advance the mission of the pastorate through active participation in pastorate life and collaboration with clergy, staff, parishioners, and volunteers.

JOB SCOPE:

The position encounters a wide range of pastoral and strategic situations requiring sound judgment, initiative, and collaborative leadership. The Director of Evangelization operates under the general direction of the Pastor and is expected to exercise sound judgment according to Church teaching, develop vision, establish priorities, determine appropriate practices and procedures, and guide evangelization ministries with minimal supervision. This role leads staff and volunteers while exercising discretion and pastoral sensitivity.

EDUCATION:

Undergraduate or graduate degree in Theology, Pastoral Ministry, Evangelization and Catechetics, Education, or a related field preferred. Candidates with other formal formation in the Catholic faith (such as seminary formation, diaconate formation, IMPACT, online certificate programs, etc.) or significant ministry experience will also be considered.

EXPERIENCE AND/OR JOB SKILLS:

1. Practicing faithful Catholic who respects and supports Church teaching, worships regularly, and has passion for furthering the mission of Jesus Christ
2. 5 years of proven experience in evangelization, catechesis, or parish/diocesan ministry preferred
3. Demonstrated ability to supervise staff, lead change, and align structures
4. Proven ability to build and maintain positive, collaborative relationships with diverse individuals, fostering trust, respect, and effective communication
5. Demonstrated initiative, with little direct supervision
6. Strong planning, organizational, decision-making, facilitation, and problem solving skills with the ability to manage multiple priorities and changing demands
7. Excellent verbal and written communication and relationship-building skills
8. Strong leadership and organizational skills with the ability to bring structure to complex environments
9. Proficient in office technology, including Google Workspace and Microsoft Office Suite

PHYSICAL DEMANDS*:

While performing the duties of this job, the employee is required to:

Sit for extended periods *Stand for extended periods* *Walk frequently throughout the day*
Lift and carry up to 20 lbs *Repetitive hand/wrist motions*
Keyboarding and computer use *Writing or note-taking*
Ability to speak clearly *Ability to hear normal conversation* *Ability to write clearly*
Visual acuity for reading *Visual acuity for computer work*

WORKING ENVIRONMENT*:

Work is performed in a combination of office, parish, school, and/or off-site settings
Evening and weekend work is required to support events or meetings
Ability to drive to multiple sitesAbility to work around noiseAbility to lift and set up tables/chairs for events (Parish/School/PC)Ability to move equipment such as sound systems or supplies

**The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

POSITION SUPERVISES:

- Liturgy/Worship Director
- Stewardship Development
- Faith Formation Staff (children, youth, young adult, adult)
- Communications staff (if desired)
- Other (as needed at the pastorate level)

Employee Acknowledgement Section

I have read and understand the duties and responsibilities described above, and I acknowledge that I am capable of performing the essential functions of this position with or without reasonable accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____