

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
DIRECTOR OF EVANGELIZATION AND DISCIPLESHIP

I. IDENTIFYING INFORMATION

Position Title: Director of Evangelization and Discipleship
Location: Indianapolis, IN
Status: Full Time
FLSA: Exempt
Reports to: Pastor
Supervises: Part-time Discipleship Mentors for Youth
Part-time Assistant to the DED
Volunteer catechists and coordinators in areas of responsibility

II. PRIMARY FUNCTIONS

1. To foster and nourish the parish community in the Catholic faith
2. To attend to the needs of groups and individuals in all parish ministries, especially in the areas of faith formation and Sacramental preparation
3. To support the Catholic Identity and teaching of the faith in the parish school, especially among the faculty and staff
4. To oversee the coordination of the ministry of evangelization in the parish

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

Sunday Family Faith

- Registration of Families
- Recruitment and Training of Catechists
- Development of Educational Materials corresponding to Archdiocesan scope and sequence
- Cultivate the parent faith formation and Spiritual Reflection Groups
- Schedule classes, Masses, service, and gatherings
- Purchase and sustain materials as necessary

Children's Liturgy of the Word

- Recruit and train catechists
- Develop and keep current materials-text for leaders, bulletins for children, supplies for crafts and biblical reflection
- Secure space and maintain calendar

First Reconciliation and First Eucharist

- Order books, videos, crafts related to sacramental preparation
- Coordinate planning with Pastor, School Faculty and SFF Teacher(s)
- Plan and coordinate Retreats for both sacraments
- Plan, coordinate and assist in all aspects of liturgy for sacraments
- Support the education of parents as the primary educators of the faith

- Assist with sacramental preparation classes in the school

Confirmation

- Order books and other resources related to sacramental preparation
- Oversee planning with volunteer Coordinator and pastor
- Supervise setting the schedule and planning gatherings and the retreat
- Ensure that the policies, procedures and requirements of the archdiocese are fulfilled (Letters to the archbishop, scheduling, liturgical preparation, etc.)
- Support the education of parents as the primary educators of the faith

RCIA

- Plan curriculum and speakers
- Coordinate catechists
- Order materials
- Interview/Confirm registration of Candidates
- Coordinate sacramental schedule
- Coordinate Breaking Open the Word
- Liaison between candidates and parish and Archdiocesan Office of Worship
- Plan and execute all rites and rituals
- Help coordinate the Easter Vigil Mass
- Serve as the primary presenter for RCIA sessions

Staff Liaison

- Family Life and Faith Formation Commission
- Discipleship Mentor program for Youth Ministry
- Serve as a point of contact and coordination for deanery and archdiocesan activities for youth (North Deanery events, Ignite, NCYC, etc.)
- Archdiocesan Offices of Catechesis, Youth Ministry, and Young Adult and College Campus Ministry
- Adult Education/Formation - Bible or Book Studies
- Evangelization initiatives
- Preparation for Infant Baptism
- Engaged Couple Sponsors
- Bereavement
- Vacation Bible School
- Walking with Purpose
- Men's Group

School Ministry Support

- Work with the school Principal to support the Catholic Identity and integration with the full mission of the parish
- Provide opportunities and resources for the faculty and staff for spiritual formation and professional development in teaching and living the Catholic faith
- Advise the Principal on the curriculum and teaching materials utilized for religion classes

Staff Responsibilities and Professional Development

- Meet with Pastor twice per month
- Meet monthly with Parish Staff

- Identifies budgetary needs and requests funds for faith formation, evangelization, and youth ministry
- Attend monthly North Deanery DRE/YM Meetings
- Attend quarterly Catechetical Ministry meetings
- Maintain Membership in pertinent professional organizations
- Maintain alignment with archdiocesan policies, goals and objectives

Policy Adherence

- Ensure area of management operates in accordance with the policies set forth by Immaculate Heart of Mary Parish and Archdiocese. This involves staying informed about and implementing policies related to professional processes, ethics, and organizational conduct
- Other duties as necessary to ensure efficient functioning of the Immaculate Heart of Mary Parish

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. A professed and practicing Catholic with knowledge of Church teachings and structure
2. Willingness to foster the mission of the Church and parish
3. Has potential talent to be an effective religious educator as evidence by informational interview with archdiocesan leadership in the Secretariat for Evangelizing Catechesis
4. Excellent planning and organizational skills
5. Demonstrated interpersonal and problem-solving skills
6. Ability to work independently and highly self-motivated
7. Ability to maintain confidentiality of information
8. Ability to delegate and collaborate effectively with a volunteer corps
9. Understands and adheres to the professional standards of conduct set forth by the Archdiocese of Indianapolis as well as any as outlined by professional degree/license, as applies.
10. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. This position typically requires at least the equivalent of a bachelor's degree in Catholic theology
2. Compensation and/or specific job title at parish are influenced by Archdiocesan guidelines
3. Proven professional experience in parish ministry, in a staff or volunteer role, preferably in areas of faith formation and evangelization
4. Experiences related to administration, which include working with people and program planning in Church or civic groups
5. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
6. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
7. Background screening required

V. WORKING ENVIRONMENT

Lay ministers are vital ministers sharing the mission of the Church. They are expected to be role models and are expressly charged with leading parishioners toward Christian maturity and with teaching the Word of God. As role models, the personal conduct of every lay minister, both at Church and away from Church, must convey and be supportive of the teachings of the Catholic Church. Determining whether a lay minister is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.

1. The employee is expected to attend evening and weekend events as necessary
2. Travel may be required
3. The need of the position may require extra hours beyond the normal schedule
4. There is some flexibility in determining summer work hours

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description: June 12, 2024

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____