

**The Catholic Parishes of St. Charles Borromeo and Holy Redeemer, St. Charles, Minnesota**

## **Director of Evangelization and Christian Formation**

The Director of Evangelization and Christian Formation upholds the mission of the Church to evangelize and bring others to Christ. This position has a dual leadership role that works simultaneously:

1. Evangelization which advocates the implementation of the goals of Go and Make Disciples within the active community; the inactive community and the unchurched.
2. Catechesis which is the overall responsibility for the parish catechetical formation of children, youth and adults.

Critical to the position is the ability to utilize and incorporate new media and communication methods and explore new approaches to Christian Formation to form disciples who make disciples.

### **Responsibilities:**

#### **Evangelization**

- Effectively establish an overall evangelization plan pursuant to the current pastoral plan.
- In collaboration with the Pastor, the Staff, Parish Council and other committees, help to shape, formulate and direct activities that fulfill the Parish's vision for lifelong growth in faith (i.e. promoting an active prayer life; focus religious education on living God's word; promoting charitable works within the religious education programs; promoting small Christian communities, etc.).
- Implement ways to reach out to those active, inactive and the unchurched in our community.
- Works with other parish ministers to promote cohesive, effective evangelization programming.
- Offers regular support, encouragement and presence to volunteer ministers and promotes on-going evangelization opportunities for them.

#### **Catechesis/Formation**

- Approves and coordinates the various curricula for preschool through high school; adult; and the Hispanic community.
- Evaluate the effectiveness of Faith Formation for preschool through high school; adult; and the Hispanic community.
- Ability to form catechesis so that those formed are formed as evangelists.

- Collaborate with clergy, staff (such as Liturgy and Music and Administration) and volunteers.
- Partner with faith formation leaders of other local parishes and the diocese to maintain training and certification for catechists.
- The Director is responsible for the formation of catechists and adherence to Diocesan policies for those ministering to children.
- Directs (with shared responsibility with other staff):
  - Baptism of children
  - Children's Liturgy of the Word
  - Religious formation for children 1-10th grades: Catechesis for children and parents.
  - Vacation Bible School and/or Totus Tuus Program
  - Sacrament preparation for first Reconciliation.
  - Sacrament preparation for first Eucharist
  - Sacrament preparation for Confirmation; Ensure compliance with Diocesan policies and National Directory for Catechesis.
  - Rite of Christian Initiation of adults
  - Adult Faith Formation
  - Work with volunteer Hispanic communicator to ensure Spanish families are being catechized.

**Supervision:**

- The Director will work collaboratively with a full-time paid Faith Formation Co-Coordinator (this person will help in the interview process for the Faith Formation Co-Coordinator as it will also a new position). The Director will also work with numerous volunteers (including Catechists, Hispanic communicator, etc.).
- The Director is responsible for input and overseeing the Evangelization and Christian Formation budget.

**Other Responsibilities:**

- Recruits, trains, and supports volunteers to assist with evangelization and formation efforts.
- Attend regional and diocesan conferences for continuing education and spiritual formation.
- Other duties as assigned.

**Performance Appraisal:**

Pastor will conduct an initial appraisal within 180 days of employment followed by an annual appraisal.

**Working Condition:**

Position is full time (35 hours per week). Evenings and weekends will be necessary as well as day time

**Qualifications:** Catholic in good standing; Bachelor's Degree in Religious Education/Theology or other related field is required. A Master's Degree in the New Evangelization or Religious Education or Theology or other related field is preferred. Five years or more professional experience and ongoing formal education may substitute for a Master's. Must be flexible in working days and hours; ability to interact well with many people; assess, plan and implement programs in a timely manner. Compliance with background check and VIRTUS is necessary. Director must be proficient in computer programs (Word, Excel, Power Point, etc.) and traditional and innovative communication technology, including social media; willing to learn new software and programs.

**How to Apply:** Send cover letter, resume and three (3) references to: [teb7189@gmail.com](mailto:teb7189@gmail.com) or mail to: Fr. Timothy Biren, St. Charles Borromeo, 1900 E. 6<sup>th</sup> St., St. Charles, MN 55972.

Job Application Deadline: June 1, 2018.