



### Job Description

**POSITION TITLE:** Evangelization Coordinator  
**DEPARTMENT:** Parish Staff  
**REPORTS TO:** Pastor  
**EFFECTIVE DATE:** July 2025  
**POSITION STATUS:** Salary Exempt Full Time

**Position Summary:** In union with the Archdiocesan Pastoral Vision and the goal to become a missional community, the Evangelization Coordinator promotes the mission to evangelize and catechize active parishioners, inactive Catholics, and all searchers and seekers of Jesus Christ, with a focus on adults. To this end, the Evangelization Coordinator will direct evangelization efforts within St. Joseph Family of Parishes primarily through equipping parish leaders for evangelization. The incumbent will oversee a team of staff and volunteers responsible for developing and maintaining the steps of the family's Clear Path of Discipleship. The role includes program creation & management as well as discipleship formation. This position plays an active role in parish leadership, volunteer coordination, and program and ministry support.

### **Essential Duties and Responsibilities:**

- Assists the pastor to develop and oversee the parish's Clear Path of Discipleship so that any current parishioner, new parishioner, or seeker of Christ can be provided with a clear, accessible process to deepen their encounter with Christ, grow in discipleship, and engage in the mission of evangelization.
- Recruits, trains, and leads a family Evangelization Team of staff and volunteers to build the steps of the family's Clear Path of Discipleship, ensuring cooperation and cohesion between the steps.
- Assists family Evangelization Team members and other key staff and volunteers in each parish to identify, recruit, and coach other leaders involved in evangelization initiatives.
- Gives direct oversight to leaders of faith-sharing groups, discipleship small groups, bible studies, and any other disciple-forming programs and activities that support a lifelong deepening of the Catholic faith.
- Serves as the Marriage Prep coordinator, overseeing the Witness to Love program and other elements of the marriage preparation process in the family of parishes.
- Develops, trains, and oversees a team to lead the family's OCIA process.
- Identifies, trains, and oversees leaders of the baptism preparation process within the family of parishes.
- Coordinates the process of welcoming newcomers to the parishes.
- Collaborates with Directors of Religious Education, Youth Ministers, and Principals of

the schools to ensure all parish and school programs, ministries, and events are effectively helping people encounter Jesus and be equipped as disciples.

- Carries and communicates pastor's vision to key constituents and groups within the parish and school.
- Plans and administers the budget around all evangelization and discipleship efforts for adults.
- Assumes additional responsibilities as needed or directed by the Pastor.

### **Required Education & Experience:**

- Active, practicing Catholic in full communion with the Catholic Church, with a demonstrated commitment to prayer and continued formation.
- Undergraduate or graduate degree in Theology, Philosophy, or Religious Education preferred, but experience in directing evangelization programs will be acceptable for the right candidate.
- Knowledge of and enthusiasm for the "New Evangelization," as well as current trends and methods in evangelization.

### **Essential Skills:**

- Displays and maintains an active spiritual life rooted in a growing relationship with Jesus Christ.
- Demonstrated leadership skills with the ability to inspire others to carry out the mission and ministry of evangelization in a pastoral manner.
- Self-motivated and able to take initiative in building relationships, teams, and programs.
- Capable of developing relationships with a broad range of parishioners.
- Ability to work within a team and receive direction and feedback.
- Demonstrated organizational skills with an ability to plan, design and assess programs in a timely manner.
- Ability to adapt and apply knowledge and skills to a variety of parish situations that may occur.
- Ability to address key contemporary moral and social issues with a pastoral approach, centered in Church teaching.
- Strong communication skills and effective use of social media and Microsoft Office suite.
- Maintains confidentiality in dealing with information.

### **Hours of Work:**

- This is a year-round, full-time position that will routinely require evening and occasional weekend duties. As such, work hours are flexible in consultation with manager.

**To Apply:** Please submit cover letter, resume, and references to Megan Mary at [mmcook@archomaha.org](mailto:mmcook@archomaha.org) by May 15, 2025.

- **Working Conditions - Physical Requirements**

	N/A	Less than 10%	11% to 49%	Greater than 50%		N/A	Less than 10%	11% to 49%	Greater than 50%
Work Environment					Work Environment				
Stand		X			Other: Running	X			
Walk			X		Quiet environment		X		
Sit				X	Other: Environmental noise			X	
Talk or hear		X							
Displays manual dexterity		X			Weight demands				
Climb or balance	X				Up to 10 lbs.		X		
Stoop, kneel, crouch or crawl	X				Up to 20 lbs.	X			
Reach with hands and arms		X			Up to 40 lbs.	X			
Lifting / Pulling / Pushing	X				Up to 100 lbs.	X			
Visual: Looking at computer screen				X	More than 100 lbs.	X			

### **Signatures**

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_