

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Evangelization and Catechesis
POSITION:	Coordinator
CATEGORY:	EXEMPT FULL TIME

SUPERVISOR: Admin of the Department of Evangelization and Catechesis

JOB DESCRIPTION:

Coordinate Diocesan evangelization efforts by:

- Developing an integrated action plan for evangelization efforts in the Diocese based on the Synodal Initiatives and the directives of the Church.
- Acting as liaison with Catholic movements and small Christian communities.
- Coordination retreats at all levels of the diocese.

Communicate the Church's vision of herself as an essentially evangelizing community by:

- Providing education concerning the context and role of evangelization in the Church.
- Communicating (audience-sensitive) models of evangelization and catechesis that are sensitive to age, gender, ethnicity and the culturally specific issues of the Diocese of Sacramento.
- Presenting at workshops, institutes, retreats and other Diocesan events.

Support Deaneries and parishes throughout the Diocese by:

- Collaborating with the Coordinator for Catechesis to provide innovative means, methods and resources for evangelization and the spiritual development of the faithful throughout the diocese (including means to promote the development of small Christian communities).
- Developing and promoting a Ministry of Hospitality (Hospitality teams) to ensure that our parishes are true communities of faith that reach out and welcome the larger community.
- Assisting in developing programs that strengthen the Domestic Church, including whole community catechesis and family catechesis.
- Developing and promoting programs of Biblical catechesis that better acquaint the faithful with the Scriptures and the Scriptural bases of their faith.
- Visiting Deaneries and parishes on a scheduled basis.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: M.A in Pastoral Ministry, Theology, Religious Education, or equivalent.

Experience: Five years administrative experience in pastoral ministry and adult religious education; experience in working in evangelization.

Skills / Knowledge: Applicant must be Roman Catholic with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service. Applicant must: be well versed in the documents of the Church regarding evangelization; have a working knowledge of ministry formation methodology of catechetics, liturgy and spirituality; have effective leadership skill; possess excellent communication and organizational skills; have willingness to travel and work occasional evenings or weekends.