

Director of Evangelization Job Description

Position Overview

The Director of Evangelization, reporting to the St. John Bosco Parish Life Director, is responsible for leading parishioners, youth and all community members into an active and ongoing personal relationship with Jesus.

The position of Director of Evangelization is responsible for:

- Inviting parishioners and seekers into a personal relationship with Jesus
- Fostering inner conversion of all parishioners and community members, providing opportunities for encounter, growth and ongoing discipleship
- Teaching and promoting the truths of the Catholic Faith to the community
- Developing leaders who serve the community with their time, talents and treasure
- Seeking out new opportunities to evangelize and connect with parishioners and community members
- Equipping parishioners for the mission of evangelization

Position Summary by Three Areas of Responsibility

1 – Evangelization / Outreach

Duties Include:

- Coordinating and running Alpha
- Recruiting volunteers to assist with Alpha
- Overseeing Alpha Connect small groups
- Participation in the New Evangelization Summit
- Leading the Impact Evangelization small group
- Liaison between St. John School and St. Dominic School
- Equipping and empowering volunteers

2 – Faith Formation

Duties Include:

- Organizing seasonal/transitional “Discipleship Small Groups”
- Running Baptismal Preparation
- Assisting with Sacramental Preparation
- Participating in the Sunday Mass experience

3 – Youth & Children’s Ministry

Duties Include

- Preparing materials and lesson plans for weekly Children’s Liturgy
- Recruiting and organizing Children’s Liturgy volunteers
- Supporting and overseeing youth ministry volunteers for Senior Youth (gr. 8 – 12)
 - The applicant does not need to be capable of running youth events, but it is a plus
- Being a support for youth ministry volunteers

Working Conditions

- Part-Time position of 35 hours per week
- Job hours will fluctuate between daytime and evening work, depending on scheduling
- 15 paid holiday days per year from the 1st to the 5th year of continuous employment and 20 paid holiday days per year after the 5th year of continuous employment
- Remunerated monthly salary according to the Pastoral Grid of the Roman Catholic Diocese of Saskatoon (1-500 Families – ‘A’ Stream for Pastoral Associates)
- Extended health and dental benefits and employer matched pension, in accordance with the Diocesan Personal Policy

Job Specification

- Working Knowledge of Microsoft Office (Word, Excel, Publisher, Outlook, & Dropbox)
- Collaborative mindset and willingness to work with staff and volunteer teams
- Connecting with parishioners during the Sunday experience and welcoming guests
- Ability to be discreet with sensitive information and to maintain confidentiality
- Strong time management, communication and prioritizing abilities: ability to receive information from multiple people, prioritize and ask questions as needed
- Spiritual awareness and sensitivity: basic knowledge and understanding of the Catholic Church, but also open, welcoming, and receptive to people who are encountering the Church from outside of it
- Helps form and support small-faith sharing groups
- Ability to work on evenings and weekends in a flexible workplace environment
- Have a valid driver’s license

Applicants will receive the necessary support, training and mentorship from the Staff Team in order to accomplish the tasks assigned by the job description.