



8624 West Normal Avenue

Niles, Illinois 60714-2361

Job Title: Director of Evangelization

Reports To: Pastor

Job Summary

The director of evangelization and ministry assists the pastor with the overall ministry and evangelization efforts in the parish to ensure that everyone encounters Jesus Christ and deepens their commitment to Him and His Church. The person is responsible for the development, implementation, evaluation and ongoing improvement of the evangelization initiatives, and may be responsible for managing other ministry staff. This role also includes training and scheduling the Sunday Mass Greeters.

Responsibilities:

Evangelization

- Collaborate with the Pastor and others on discernment and implementation of the vision that best enables parishioners to become intentional Catholics disciples of Jesus Christ.
- Assist the Pastor with the implementation of the strategic plan for parish mission and vitality and ensures that parish ministries are aligned with it.
- Direct the recruitment, training and assessing of staff members and volunteers entrusted with leadership of the parish ministries.
- Can build and support teams for ministry (e.g. Rescue Project, Chosen series, Bible or Catechism classes...)
- Direct special projects or ministries as requested by Pastor.
- Spread the gospel through communications via social media, parish bulletins, and other avenues.
- Trains and schedules the greeters for Sunday Mass as a first point of contact to welcome and engage new parishioners and seekers.

Qualifications

- Practicing Catholic with understanding and support for Catholic Church teaching, mission, and values.
- Demonstrates ability to engage parishioners and non-parishioners in the process of evangelization and community building.
- Ability to direct the work of other staff and volunteers to drive key initiatives and programs.
- Mature discipleship evidenced in ability to comfortably witness to one's own faith.
- Developed skills in leadership and management; strong commitment to collaboration and teamwork.
- Excellent interpersonal, oral, and written communication skills.
- Capable of communicating and presenting with technology.

Preferred Job Skills and Experience

- Master's Degree in Pastoral Studies, Theology, Faith Formation or equivalent.
- Work experience in a parish or school staff.

Hours and Compensation:

- Salary Range: \$55,000-80,000, commensurate with education and experience
- Full-time, year-round, Exempt position
- May require evening and occasional weekend duties
- Eligible for benefits package, including health insurance and 401(k) match

TO APPLY:

Send a cover letter, resume, and three references to Fr. Michael Grisolano, Pastor:
mgrisolano@archchicago.org