



Director of Ministry & Evangelization

Position Type: Full-Time, Exempt, Salaried

Schedule: 40 hours/week; evenings, weekends, and holidays as required by parish programming

Reports To: Pastor

Job Description

The Director of Ministry and Evangelization is a key parish leadership position responsible for the development, coordination, and administration of evangelization, discipleship, faith formation, sacramental preparation, and ministry programs.

The Director works closely with the Pastor, parish staff, school leadership, catechists, ministry leaders, volunteers, and families to foster a welcoming, Christ-centered parish community and to lead people toward deeper participation in the sacramental life of the Church and ongoing discipleship.

Areas of Responsibility

Evangelization & Discipleship

- Develop and implement parish evangelization and discipleship initiatives.
- Foster a culture of welcome, belonging, conversion, accompaniment, and missionary discipleship.
- Develop opportunities to engage active parishioners, inactive Catholics, returning Catholics, seekers, and the unchurched.

Faith Formation & Sacramental Preparation

- Oversee faith formation for children, youth, young adults, adults, and families.
- Coordinate sacramental preparation, including First Communion, Confirmation, and OCIA.
- Oversee registration, attendance, parent communication, formation requirements, and program completion.
- Recruit, train, and support catechists and ministry volunteers.
- Supervise and lead staff and key volunteers of the faith formation program.

Youth, Young Adult & Adult Ministry

- Coordinate and develop ministry opportunities for middle school, high school, young adults, and adults.
- Support programs that foster spiritual growth, community, and ongoing participation in parish life.
- Coordinate retreats, formation opportunities, service projects, and other ministry activities.
- Recruit and lead volunteers and program coordinators.

Ministry Leadership & Events

- Recruit, train, organize, and support ministry leaders and volunteers.
- Plan and coordinate parish formation, evangelization, fellowship, and community-building events.
- Develop sustainable systems and processes for recurring programs and large-scale parish events.

Parish-School Collaboration

- Collaborate with school leadership and families to strengthen the connection between parish and school.
- Develop opportunities for school families to participate in parish life, faith formation, and sacramental preparation.

Administration & Pastoral Planning

- Develop and maintain effective ministry systems, schedules, registration processes, records, and procedures.
- Assist with ministry budgets, purchasing, and program administration.
- Evaluate ministry participation and effectiveness and recommend improvements to the Pastor.
- Assist with parish pastoral planning and ministry development.
- Coordinate communication and promotion of ministry programs and events.

Qualifications

Education & Experience

- Bachelor's degree in Theology, Pastoral Ministry, Religious Studies, Religious Education, or a related field required.
- Master's degree preferred.

or

- Minimum three years of experience in Catholic parish ministry, faith formation, evangelization, or related ministry leadership.
- Practicing Roman Catholic in good standing with a strong knowledge of Catholic teaching, Scripture, sacraments, and the mission of the Church.
- Valid California Class C Driver License.
- Basic Catechist Certification or ability to obtain certification within six months.

Skills & Competencies

- Strong leadership, organizational, interpersonal, and communication skills.
- Ability to manage multiple programs, projects, and priorities effectively.
- Ability to recruit, train, supervise, and develop volunteers.
- Ability to work collaboratively with clergy, staff, school personnel, catechists, volunteers, and families.
- Strong written and verbal communication skills.
- Proficiency with standard administrative and digital tools.
- Ability to work independently, exercise sound judgment, and translate pastoral vision into practical ministry.

Work Environment & Expectations

This is a full-time parish leadership position requiring regular evening and weekend availability. The Director is expected to maintain an active presence at parish events, sacramental celebrations, formation programs, meetings, and other ministry activities.

Compensation & Benefits

Salary commensurate with experience. Benefits are provided in accordance with applicable parish and diocesan policies.

Mission Alignment

The Director of Ministry and Evangelization is expected to actively support the mission of the Catholic Church and the parish by making disciples, fostering lifelong faith formation, strengthening community, and helping parishioners encounter Jesus Christ and participate more fully in the life of the Church.

Applications

To apply, please send a resume and cover letter to Fr. Michael Andrade at frmichael@olphclovis.org

