

**Job Title:** Parish Coordinator of Evangelization & Discipleship  
**Parish:** St. Alban Roe Catholic Church-Wildwood, MO  
**Salary Level:** Full Time, Exempt  
**Position Reports to:** Pastor

### **Position Summary**

The parish coordinator of evangelization exists to assist the pastor in the missionary transformation of the parish of St. Alban Roe. This position is responsible for collaborating with the pastor to create and implement the plan of evangelization and discipleship as well as executing the necessary missionary discipleship formation of parishioners as part of that plan. The candidate should be a person of prayer with good communication skills who has an understanding and love of Jesus and the Catholic Church. The right candidate should be able to collaborate well with staff, ministry leaders, as well as parish volunteers. In addition, those applying should be relational and have the gift of connecting with a people from all walks of life from devout Catholics, lukewarm Catholics, non-Catholics, those suffering, and those on the margins. The right person for this position has a willingness and desire to invest in the lives of those God puts in their path and understands the art of accompaniment.

### **Major Position Responsibilities and Regular Duties**

- Assist pastor in creating and implementing an overall plan to form intentional disciples of Jesus Christ through an integrated program of faith formation and overall programming for adults and youth.
- Create, facilitate, and coordinate community and faith formational events for the parish.
- Collaborate with staff and volunteers responsible for assisting evangelization and discipleship efforts.
- Collaborate with and support existing ministries such as adult faith, parent ministry, family ministry, stewardship, hospitality, RCIA, small faith sharing groups, and outreach efforts to inactive parishioners, non-Catholics, and marginalized.
- Collaborate with the pastor for evangelization and discipleship efforts for the parish staff and parish leaders.
- Form and maintain an evangelization/discipleship team to aid in the execution of parish events and ministries.
- Assist in facilitating parish and staff retreats and days of recollection.
- Collaborate with the parish school and PSR staff in evangelization efforts of parents and families.
- Be present frequently at weekend Masses and significant parish events to know and be known by parishioners.
- Frequently assess effectiveness of evangelization movement within the parish and parish boundaries.

### **Administrative Duties**

- Regularly collaborate with Communications Director to ensure effective marketing and support of evangelization and discipleship opportunities.
- Oversee evangelization budget working with designated staff in keeping with financial guidelines.
- Plan annual calendar of evangelization/discipleship encounters/events.
- Attend staff meetings and other staff activities.
- Follow Archdiocesan policies regarding staff and volunteer interaction with children and vulnerable adults.

### **Skills, Knowledge & Experience Requirements**

- Practicing Roman Catholic in good standing
- Demonstrate understanding and acceptance of Catholic Doctrine
- Skills in group dynamics as well as interpersonal relationships
- Background in or appreciation of missionary discipleship and/or FOCUS programing, adult education, spirituality and formation.
- Excellent computer, strong organizational and time management skills.
- Willing to work flexible schedule.

### **Education, Training, and/or Experience**

- Degree in Catholic Studies, Religious Education, or related field or experience pertaining to the position is preferred.
- Some training in theology, spirituality is helpful.