

**PERSONNEL POLICY GUIDELINES FOR PARISHES**  
**JOB DESCRIPTION**  
**Associate Director of Children’s Evangelization**

**I. IDENTIFYING INFORMATION**

Position Title: Associate Director of Children’s Evangelization  
Status: Full-Time, Exempt  
Reports to: Managing Director of Evangelization

**II. PRIMARY FUNCTION OF THIS POSITION**

The Associate Director of Children’s Evangelization (Associate Director) reports to the Managing Director of Evangelization and is a key member of the Youth Evangelization Team. The Associate Director accompanies children, grades PK-5, and their families, through a discipleship path, so that they encounter Jesus and become missionary disciples. The Associate Director is responsible for the overall running of the PreK-5 Discipleship Formation program, including the homeschool component.

The Associate Director should be a committed Catholic disciple with experience in creating and implementing content, comfortable and energetic in front of large groups of people, able to accompany children and parents along their journey of discipleship, and able to recruit, engage, and form other adults for the critical work of discipleship formation for children. This person should be a team player who understands ministry in a large church context; someone who is a self-starter, reliable, detail-oriented, and driven; who is excited to join a growing Catholic community with a vibrant culture. The role will require a firm understanding of our parish mission, vision, and youth discipleship pathway.

**III. RESPONSIBILITIES**

1. To create, implement, and annually evaluate a comprehensive approach to evangelization for children, taking into consideration families and the Sacraments of First Communion and First Reconciliation.
  - a. Working with the Managing Director to adapt the Pre-K – 5 programs, to align more with requirements from the AOC and more in line with vision for youth and families.
  - b. Looking to create new opportunities to engage the whole family in their child(ren)’s discipleship formation
2. Provide a variety of evangelization initiatives to children and families at different stages along the path of discipleship, which includes, but is not limited to:
  - a. Weekly Discipleship Formation for Pre-K – 5<sup>th</sup> Grade
  - b. Annual Vacation Bible Camp, Totus Tuus (i.e. a summer program for children)
  - c. Providing opportunities for service, social, and other spiritual formation
3. Recruit, form, equip, send, and accompany adults for children’s evangelization, in conjunction with support from the Managing Director of Evangelization. This includes, but is not limited to:
  - a. Meeting at least once a semester with each catechist.

- b. Sitting in on sessions to evaluate and give feedback to catechists;
  - c. Providing a formational opportunity at least once a semester with all catechists (can include a training in conjunction with the youth core teams);
  - d. Providing opportunities for feedback from catechists at the end of the year, and especially with any non-returning catechists;
4. Works collaboratively with the Children’s Evangelization Assistants in preparing materials for weekly sessions, coordinating with catechists, and other special projects as they arise, as well as accompanying home school families.
  5. Assist, as needed, the Coordinator of Youth Sacraments with Sacramental Preparation for First Communion and First Reconciliation
  6. Plan and promote an annual calendar of programming and formational opportunities; oversee the marketing and advertising of programs and events; and work alongside the Registration Assistant
  7. Responsible for regular communication to catechists and to families, as well as utilizing other methods of communication as needed, and working with the Director of Communications (i.e. bulletin, website, social media).
  8. Working collaboratively with the Managing Director of Evangelization to set an annual budget for children’s programming.
  9. Participation in ongoing all-staff meetings and days of formation.
  10. Additional responsibilities as assigned by the Pastor and/or Managing Director of Evangelization

#### **IV. CANDIDATE EXPECTATIONS**

1. Must complete and maintain Safe Parish training and background check
2. Must meet Archdiocesan CNE requirements for continuing education, including the completion of 10 hours per year of continuing education through formal trainings/workshops, conferences, online courses, etc.
3. Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

#### **V. EDUCATION, TRAINING, AND EXPERIENCE**

1. Strongly prefer a bachelor’s degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
2. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one’s prayer life, regularly receiving the sacraments, and able to speak of one’s relationship with Jesus
3. Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
4. Must have experience mentoring and accompanying children at different stages of the discipleship path
5. Should have a working knowledge and understanding of the New Evangelization, including methodology and best practices that have the goal of intentional discipleship. For example:
  - a. The principles outlined by Sherry Weddell in *Forming Intentional Disciples, Becoming a Parish of Intentional Disciples*, and *Fruitful Discipleship*

- b. Divine Renovation
  - c. Models of Family Catechesis
6. Must be able to pray in front of and with others, to lead and participate in spontaneous and intercessory prayer
  7. Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/apprenticing situations and in large group settings

**VI. WORKING ENVIRONMENT**

This position requires ability to drive between campuses, occasional off-site work, and frequent evening and weekends.

**VII. ACKNOWLEDGEMENT**

Employees of \_\_\_\_\_ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of \_\_\_\_\_ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date