

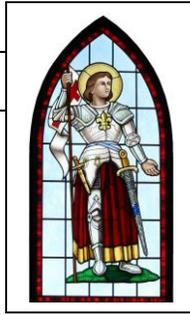
ST JOAN OF ARC CATHOLIC CHURCH

JOB DESCRIPTION

Job Title: Evangelization Program

Coordinator

Responsible To: Director of Evangelization



Written/Revised: May 4, 2022

FLSA Code: Salary-Exempt
Full Time

I. JOB SUMMARY

The Evangelization Program Coordinator has responsibility for the following areas of parish pastoral ministry:

- 1) Youth Ministry – led by Damascus Youth Ministry Programming
- 2) Adult Faith Formation – organized mostly by volunteers
- 3) Safe-Environment/Volunteer Coordination
- 4) Assist the Parish School of Religion Staff

This position is expected to use personal judgement in carrying out routine duties and responsibilities of the parish mission. This position coordinates and maintains these efforts with technical expertise within the framework of shared ministry in Catholic and Christian values by performing the following duties personally or through assistance of other parish personnel.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish and diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Serves as a standing member of the St. Joan of Arc Evangelization Committee.
2. Creates, designs, maintains and evaluates areas of pastoral ministry to youth, and adults.
3. Collaborates with Damascus Staff and parish volunteers in coordinating the parish's vision for pastoral ministry among youth.

4. Supervises volunteer program leaders within Adult Faith Formation.
5. Maintains the parish Safe-Environment files and database and completes the yearly Diocesan Safe-Environment Audit.
6. Works in close collaboration with PSR, Youth Ministry and other parish programs, to ensure Safe-Environment compliance within all parish activities including Missionary Discipleship and St. Teresa's Outreach, the Parish Festival, and initiatives of the Parish Life groups.
7. Participates and shares in community, deanery and diocesan Evangelization opportunities.
8. Acts as liaison between the parish and Diocese for youth ministry.
9. Coordinates all summer Youth Programming including Totus Tuus and Vacation Bible School.
10. Consults with the Director of Evangelization in reviewing materials and designing programs.
11. Attends all leadership, staff and Diocese meetings as required.
12. Develops and maintains a yearly events calendar.
13. Regular attendance and punctuality are essential for this job.

III. OTHER POSITION RESPONSIBILITIES

1. Administers parish business operations in accordance with the parish and Catholic Church's mission.
2. Understands Catholic social teaching and applies it to parish policies and practices.
3. Ensures the parish is compliant with federal, state, local and regulatory bodies.
4. Maintains a neat and safe work area.
5. Appropriate office attire is required.
6. Maintains all information as highly confidential.
7. Supportive of the Pastor's vision.
8. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: BS or BA in Religious Education/Catholic Theology or equivalent is required. Certification in youth ministry from the Diocese or an accredited national youth ministry program is preferred. Knowledge and understanding of the Catholic Church and its mission is also required.

Experience: Minimum of 3 to 5 years parish or active ministry experience is preferred; familiarity with principles and dimensions of youth ministry and Adult Faith Formation programs is required; proven administrative skills, including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative effort.

Job Related Skills: Project planning and tracking skills, budget preparation and tracking skills along with the ability to multitask are needed for this position. Solid understanding of youth ministry/AFF principles and practices along with youth ministry/AFF experience on the parish and diocesan level are helpful in developing this role. Strong writing skills, excellent speaking and teaching skills, along with the ability to speak to a diverse audience from priests, to parents and to youth is required. Computer, audio/visual and video production skills are all necessary in creating youth ministry programs on a large scale.

Interpersonal Skills: Excellent human relations skills when dealing with co-workers, other parish or Diocesan employees, families and the general public. The ability to work with others in a collaborative team environment.

Language Skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence and memos.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed, involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: Regular evening and weekend work hours are required.

V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds constantly to move objects. Physical demand requirements are in excess of those for light work.

VI. ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution, Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, employees agree to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including, but not limited to, the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss the Employee for violation of these standards, thereby terminating any and all rights the Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of the standards, or any conduct which appears to reject or offend the teachings, doctrines or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically

supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church”, which is on-line at <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with an “X” are the physical and mental job requirements that are essential for this position.

Physical

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
 - X Stairs
 - Ladders
 - Scaffoldings
 - X Ramps
 - Poles
 - In-Out Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
 - Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-Line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
 - Driving

Interpersonal

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling people
- X Judgment
 - Bilingual
- X Imagination
- X Initiative
- X Patience

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Pastor’s Approval

Date
