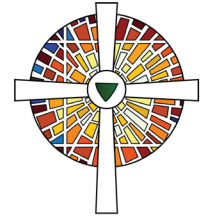


ST. PATRICK OF HEATHERDOWNS CATHOLIC CHURCH POSITION DESCRIPTION



St. Patrick of Heatherdowns
CATHOLIC CHURCH

Title: Director of Evangelization

Reports to: Pastor

Contact: Lydia.Ellinwood@toledostpats.org

General Purpose

The Parish Director of Evangelization is responsible for helping our parish bring the presence of Jesus to our local and virtual communities. This includes ensuring our weekend experience is the best it can be for all who enter our doors or worship online. This includes the coordination of multiple ministries that are involved in our weekend experience. It also includes the execution of all audio, visual, live streaming, lighting, and technology needs for the church. This position would also be responsible to lead, engage, and form a core team of people who can help implement the needs of our digital media ministry, outreach to young adults, engagement of married and engaged couples, and new parishioners.

DUTIES AND RESPONSIBILITIES

Evangelization

- Attend weekend liturgies. This includes helping people register to become new parishioners, guiding people around the building, and being a friendly and helpful presence.
 - Working alongside and planning with the Director of Music and Liturgy to ensure our weekend liturgies are well planned and thought through.
- Young Adult Ministry Coordinator
 - Lead and engage a core team of people to reach out and engage young adults in our parish.
- Married & Engaged Couples Coordinator
 - Reach out and engage married and engaged couples through ministering to them and connecting them to the parish.
- Create digital media to evangelize within our public community as well as our parishioners, through utilizing video equipment we have to create attractive and compelling media to advertise and inform.

Digital Media Ministry

- Foster a welcoming and hospitable atmosphere in our parish through Audio and Visual Excellence.
- Coordinate and execute audio, visual, lighting, and live streaming needs for all liturgies and events in the church.
- Be present on weekends to engage the people who are coming to church.
- Recruit, train, and support core team leaders for the digital media ministry

Knowledge, Skills, and Abilities Required

- Practicing Catholic with a solid commitment to Gospel values, Catholic moral and social teachings, Church doctrine.
- Motivated self-starter with a strong desire to share his/her Catholic faith. Pursues this ministry with energy and drive.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Advanced computer skills in Microsoft suite products. Equipped in other technology and software to help with parish communications, social media, and video technology.
- Ability to empower and delegate responsibilities to volunteers.
- Must successfully pass the required BCI/FBI background check prior to employment