

St. Mary, Help of Christians Parish  
Tiffin, OH  
Job Description

**Title:** Director of Prayer, Discipleship, and Evangelization

**Report:** Direct report to Pastor

**Status:** Salary, exempt, full-time (40 hours per week)  
Flexible/non-traditional work hours (evenings and weekends required)  
Health insurance, retirement and vacation benefits provided

**General Description:**

Individual will actively work to implement the Pastor's vision of unleashing a culture of Faithful Prayer, Joyful Discipleship, and Loving Community within the Parish. Will develop and foster "Missionary Disciples" by leading parishioners to encounter Christ, accompanying in discipleship, then sending forth as spirit filled evangelizers.

**Responsibilities:** Organize, coordinate, and implement:

- ✘ *Prayer: The encounter with Christ and deepening Divine Intimacy*
  - Monthly:
    - Non-Liturgical Communal Prayer and Worship Experiences
    - Ongoing prayer groups
    - Weekly Eucharistic Adoration and Adorers
  - Annual/Bi-Annual
    - Parish Mission/Revival
    - Patronal Feast 40 Hours
    - Seasonal Novenas Processions, Holy Hours
  
- ✘ *Discipleship: Accompaniment in walking with Jesus*
  - Monthly:
    - Engagement Groups (3 Conversations: Prayer, Discipleship, Evangelization)
    - Small Faith Group Support
  - Annual
    - Community wide catechetical and social events
    - Parish retreat experience
  
- ✘ *Evangelization: Sending forth with Christ to pass on the gift we have received*
  - Monthly:
    - Support to Missionary Disciples and Group Leaders
    - Communicating opportunities to be involved
    - Parishioner Testimonials
  - Annual:
    - Commissioning of group leaders and missionary disciples.

**Requirements:**

- Dynamic, faith-filled, fully initiated, and practicing Catholic.
- Degree in Theology, Catechesis, New Evangelization, or related field (Master's Level preferred)
- Substantial experience in Parish ministry or Missionary Endeavors.
- Implement the Pastor's vision for unleashing a culture of missionary disciples.
- Collaborate with Parochial Vicar and parish staff to build the culture and further mission.
- Be visible in parish and community when parishioners are present.
- Agree to publicly act, speak and teach in ways that support Catholic moral and doctrinal teachings.
- Agree to refrain from any conduct or lifestyle which would reflect discredit on or cause scandal to the parish or be in contradiction to Catholic doctrine or morals.
- Successfully meet the BCI/FBI background check prior to employment and maintain throughout employment.
- Follow diocesan youth protection guidelines and maintain applicable paperwork.
- Maintain a valid driver's license.

**Skills:**

- Invite and communicate well with parishioners across generations.
- Recruit and train volunteers
- Strong Verbal and written communication abilities to work with parishioners, coworkers, and volunteers.
- Work within a budget for major events and programs.
- Able to stay organized, prioritize workload, and multi-task well.
- Proficiency with Microsoft Office and Google Products.