

Full-Time Opportunity for Evangelization Coordinator

Our Mission

Our mission is knowing our Catholic faith, living by truth, serving in love, teaching by our words and works thereby strengthening, inspiring and growing our parish family as commanded by our Lord Jesus himself.

“Go therefore and make disciples of all nations; baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything that I have commanded.” (Matthew 28:19-20)

Saint John of the Apostle Parish was recently created through the union of Saint Gregory; Liverpool, Saint Joseph; Bridgewater, Saint Matthew; Elmwood, Saint Norbert; Lunenburg, Saint Philip; Barrington, and Saint Thomas; Shelburne. As the Parish reorganizes to meet the needs of our wider Parish community, a new approach is required. Servicing a predominantly rural area requires an approach that will include community outreach, a communications strategy, and creativity in delivering professional and dynamic programming. The new role will be known as **Evangelization Coordinator**.

Position Relationship

The **Evangelization Coordinator** is a key member of the Parish staff reporting directly to the Pastor and contributing to Parish committees such as the Parish Leadership Team and participating in staff meetings.

The role is considered a leadership position, which will deal with matters of significance for the long-term health of the Parish and is responsible for identifying, developing and leading a group of volunteers to support Evangelization efforts of the Parish.

Working closely with our funding partner, the Archdiocese, a strategy report will be due by the end of the first 90 days. Activity reports will be due at the end of each quarter.

Status

This is a full-time contract (1-year) role that will require a minimum of 40 hours per week, including evenings and weekends when required. Contract extension is based on successful outcomes.

Summary

The Evangelization Coordinator will be responsible to create a communications strategy that will establish a Saint John the Apostle presence on the South Shore and will incorporate a variety of tools including print, social media, website, etc.

Duties and Responsibilities

1. Create and execute a comprehensive communications strategy that will establish Saint John the Apostle presence throughout the South Shore.
2. Develop a comprehensive outreach plan that will foster symbiotic relationships with community partners.
3. Identify and develop a volunteer group to support and sustain evangelization programs on the South Shore.
4. Develop and mentor a “pipeline of leaders” to ensure renewal and excitement in encountering Jesus.
5. Innovate and grow Alpha
6. Follow servant leadership – we lead by serving others

Qualifications

- Degree/diploma-level education, preferably in communications, marketing, journalism or public relations or equivalent education and experience.
- Displays and maintains an active spiritual life rooted in a growing relationship with Jesus Christ, committed to personal prayer, active participation in a church community and a passion for parish renewal.
- Demonstrates above average written and oral communication skills with the ability to maintain a high degree of confidentiality and hospitality.
- Strong organizational and planning skills and the ability to prioritize and work well in a demanding, fast-paced environment.
- Detail oriented, while still able to see the big picture, so to implement systems and processes that support the vision and mission of Saint John the Apostle Parish.
- Ability to manage multiple priorities and work under tight deadlines.
- Able to demonstrate high proficiency with technology including: digital and social media platforms, telephone systems; church database management systems; website design platforms, social media (Facebook, Twitter, Instagram, and Hootsuite), analytics tools, and social media best practices.
- Has the ability to work within a team and receive feedback and direction.
- Desires to contribute to, and be part of, a fun-filled, engaging work environment.
- Has a heart for servant leadership - we lead by serving others.
- Must meet responsible Ministry Criteria: Clear CRC & VSC.

Note: Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, many times, higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church.

Term

This 1-year contract is effective from *Hire Date*, 2021 and can be renewed at the sole discretion of Saint John the Apostle Parish Leadership. The legislative conditions of termination by either party shall be followed.

Compensation

\$45,000-\$50,000 per year (\$20-\$25/hr) whether contract or employment. Employment will be paid on a bi-weekly basis less any statutory withholdings. This position is based on a flexible 40-hour a week work schedule which will require a combination of daytime office presence, multi-church visits, evenings and weekends. Employee Benefits include pension contributions, medical and health as per Archdiocesan policy.

Confidentiality

Personnel will be expected to commit to and comply with the Parish's policies on confidentiality.

Criminal Record Check and Vulnerable Sector Check

This offer is contingent on a clear criminal record and vulnerable sector check which will be arranged by the Parish prior to your start date.

Evangelization Tools and Programs

Alpha: An evangelization program within the Parish open to all, primarily the unchurched, that reveals the rudimentary truths of Christianity, hospitality and fellowship in the search for the meaning of life.

Catholics Come Home: A program for inviting, attracting and engaging Catholics not currently practicing their faith.

Communio: A family and couples Christian engagement program using social media, statistical analysis, and other initiatives for reaching and engaging them.

Divine Renovation: A movement within the Catholic Church to educate and inspire parishes as they renovate themselves from a maintenance to a missionary focus.

Formed: An on-line multimedia site with Catholic content used to engage and support evangelization and discipleship.

Small Groups: A fellowship approach for enriching the faith lives of individuals within a familiar small group of friends who regularly meet.

Youth Programs: To attract, inspire and form youth into disciples of Jesus Christ, including support programs such as NET Ministries and Steubenville Atlantic.