**POSITION DESCRIPTION**

**Position Title:** Evangelisation Coordinator

**Location:** Saint Catherine of Siena Catholic Parish

**Employment Status:** Part Time – 12 month contract (20 hours per week)

**Reports to:** Parish Priest

**POSITION PURPOSE**

The Evangelisation Coordinator is responsible for leading a culture change at St Catherine of Siena Catholic Parish that builds a parish community committed to evangelisation and mission: bringing people to Christ and the Gospel to the world.

Critical to the position is a capable “missionary disciple”, knowledgeable and well connected to the guiding magisterial teachings on the New Evangelization. This position has a dual leadership role in forming disciples who make disciples:

1) Evangelisation which advocates the implementation of Christ’s proclamation “Go, Therefore and Make Disciples of all Nations (MT 28:19)” within the parish community, the inactive community, and the unchurched.

2) Evangelise through discipleship and catechesis of children, youth and adults incorporating new media and communication methods, and exploring new approaches to Christian Formation to form disciples who make disciples

The aim is to support Priest by identifying and addressing evangelisation needs.

**KEY ACCOUNTABILITIES**

1. **Evangelisation**

* Engage the active community, the inactive community and the unchurched in the parish region to build relationships with and invite these individuals into our community more fully and ultimately into a relationship with Jesus. (Evangelii Gaudium)
* To establish an Evangelisation Team and develop an effective overall parish evangelisation plan that aims to sequentially develop the five systems of Evangelisation, Fellowship, Worship, Discipleship and Outward Focussed Service (with support from the Melbourne Archdiocese Proclaim: Office for Mission Renewal).
* Coordinating Alpha
  + Evangelisation team
  + Welcome and hospitality team
  + Ensuring training of hosts and helpers (with Archdiocese and Alpha Australia)
  + Establishing an effective leadership pipeline to grow leaders for other parish ministries
* Monitors and adjusts the evangelization plan to reflect the parish’s growth towards evangelization incorporating new learnings as needed and reviewing plan no less than annually.
* Collaborates with clergy, staff and volunteers (such as Liturgy, Music and Administration) to advance evangelizing goals in all facets of Parish life.
* Collaboration with Playgroup Coordinator as the Playgroup is one of the greatest evangelistic opportunities for reaching non-members of our parish communities.
* Overseeing the baptism preparation program.  
  Implement ways to reach out to those active, inactive and the unchurched in our community.
* Offers regular support, encouragement and presence to volunteer ministers and promote on-going evangelization opportunities for them.

1. **Discipleship**

* With the Parish Priest, Parish Leadership Team and Evangelisation Team, to develop an effective parish discipleship pathway which seeks to grow passionate disciples into lifelong faith and relationship with Jesus
* With the Parish Priest, Parish Leadership Team and Evangelisation Team to start and create adult, young adult and youth ministry at the parish, providing regular formation opportunities for those involved.
* To explore new approaches, to Christian formation that work in our culture in order to form disciples who then make disciples.

1. **Worship:**

* With Evangelisation Team, to guide and recommend liturgical elements which reinforce evangelising themes and initiatives.
* With Evangelisation Team, supports the clergy and liturgical ministries in implementing practices, events, music, devotions and other opportunities that bring people closer to Jesus.
* Any other relevant duties assisting the Parish Team
* Other tasks as directed by the Parish Priest

1. **Communication**

* Responsible for overseeing communication via social media (including the Parish Facebook and Instagram account) and updating the parish website regularly/

1. **Other Responsibilities:**

* Guides the recruiting, training, and support for lay volunteers to assist with evangelisation and formation efforts.
* Attend regional and diocesan conferences for continuing education and spiritual formation.
* Other duties as assigned

**SKILLS FOR SUCCESS**

* Catholic in good standing with the Church’s teachings.
* A missionary disciple with the resolve and confidence to develop an evangelising culture.
* An understanding of the cultural challenges impacting the faith of youth, millennials and young families, as well as knowledge or experience in ways to address these challenges.
* Bachelor’s Degree in Religious Education, Theology or other related field is preferred.
* Five years or more professional experience
* Must be flexible in working days and hours; weekend work will be required as needed.
* Ability to interact well with many people.
* Assess, plan and implement programs in a timely manner.
* must be proficient in computer programs (Word, Excel, Power Point, etc.) and traditional and innovative communication technology; willing to learn new software and programs.

**PERSONAL ATTRIBUTES**

* Respect for the mission, identity and core values St Catherine of Siena Catholic Parish community, hospitality and service to all who engage with the parish
* Understanding of the churches teaches and ability to incorporate in their daily activities
* A welcoming “Can do” attitude
* Professional personal delivery and appearance
* Ability to see when something needs to be done and proactively address the area of concern
* An enjoyment of continuous improvement – always looking for better ways of doing things
* A strong sense of pride around efficiency and quality (accuracy) of delivery
* The ability to build positive and collaborative relationships with other employees
* Openly seeks feedback on own performance with a willingness for personal development
* A strong focus on ensuring all employees at St Catherine of Siena Catholic Parish work in a Healthy Safe environment both physically and psychologically
* A high level of integrity, honesty and confidentiality

**OTHER REQUIREMENTS**

* Working with Children Check
* Police Check

**INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

**1. Are committed to justice and equity**

**2. Uphold the dignity of all people and their right to respect**

**3. Are committed to safe and supportive relationships**

**4. Reach out to those who are poor, alienated and marginalised**

**5. Strive for excellence in all their work**

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Evangelisation Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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