

**Job Title:** Director of Discipleship

**Location:** St. Benedict Cathedral

**Reports To:** Pastor

**FLSA Status:** Full-time; Hourly Non-exempt

**Last Revised:** May 2024

### **Summary:**

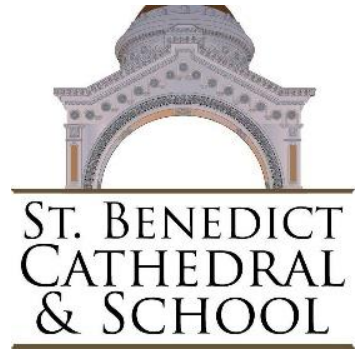
The Discipleship Director, under direction of the pastor, is responsible for the overall direction of the parish's vision for making disciples of all. Envisions, plans, develops, and then organizes and evaluates all facets of the parish's formation programming.

### **Essential Duties and Responsibilities:**

- Develops and implements a coherent and sustainable plan for forming disciples and sending them out on mission.
- Directs and oversees various catechetical programs that support a comprehensive, systematic, lifelong, and ongoing discipleship in the Catholic faith for all parishioners in accordance with Church teaching and practice as outlined by Sacred Scripture, the Catechism of the Catholic Church (CCC), the General Directory for Catechesis (GDC), the National Directory for Catechesis (NDC), church law diocesan guidelines, and parish needs.
- Responsible for the recruitment and training of catechists/volunteers and assures that they fulfill diocesan Safe Environment and certification requirements.
- Responsible for administrative functions such program registrations, evaluations, and other pertinent data or information.
- Welcomes families and helps them to engage in the parish using the Stewardship Renewal process.
- Utilizes the parish bulletin, weekly Flocknotes, website, social media and other media to communicate and market catechetical programming, best practices, and milestones.
- Keeps current in developments/changes with diocesan policy.
- Acts as a resource person in the area of discipleship for the parish staff, pastor, and parish school.
- Prepares annual budget for review by the pastor and parish finance council and oversees expenditures to maintain budget within parameters.
- Attends and participates in staff meetings.
- Attends meetings/events convened by the diocese as related to catechetical ministry.
- Performs any other job-related duties as required.

### **Education & Experience**

- Master's Degree in Theology, pastoral studies, religious education or a related field (or equivalent) preferred.
- At least three (3) years of ministry experience in a parish or diocesan position (related degrees and comparable experience will be considered) and a minimum of three (3) years of supervisory experience.
- Must pass diocesan Safe Environment Requirements and background screening.



### **Knowledge, Skills & Abilities:**

- Knowledge of Catholic doctrine and beliefs as presented in the documents of the Second Vatican Council, the Catechism of the Catholic Church and other relevant ecclesial documents and publications.
- Possess excellent planning, organizational and collaborative skills.
- Practicing Catholic with sufficient knowledge and training in Theology, liturgy, and ministry in the Roman Catholic Tradition.
- Ability to work under pressure; to initiate, be creative, and to anticipate solutions to problems; to exercise good judgment in emergency situations and when working with varied personalities and cultures; must be able to work with frequent interruptions and to multi-task.
- Ability to interact with individuals and groups and to maintain appointments or meetings on parish grounds.
- Is expected to work 40 hours per week including evenings and weekends in order to fulfill requirements of the job.

### **Other Skills:**

- Must have good problem-solving skills. Excellent communication and interpersonal skills required.
- Must be able to use basic office computer hardware and peripherals, with or without reasonable accommodation.

Applicants must be practicing Roman Catholic and exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Those interested in the position can email Fr. Alex at [azenthoefer@evdio.org](mailto:azenthoefer@evdio.org).