

Job Title: Office of Catechesis Program Manager

Location: Diocese of Evansville

Reports To: Director of Catechesis

FLSA Status: Full-Time, Exempt

Date: September 2022

We, the Catholics of the Diocese of Evansville, are committed to continuing the mission of Jesus Christ in the world today by joyfully living the gospel, ministering to all in justice and charity, and inviting people into a personal encounter with the living God through Word, Sacrament and Service.

Summary:

The Office of Catechesis Program Manager assists the Diocesan Director of Catechesis in the implementation, coordination, communication and execution of events, resources and programs oriented toward putting people in communion with Jesus Christ, bringing them more fully into the life of the Catholic Church and in forming them as evangelizing disciples of Jesus Christ in the Catholic Church. This is done primarily, but not exclusively, through the formation and support of faith formation leaders and catechists.

Essential Job Functions:

- Assists in the spiritual, human, intellectual and pastoral formation of Faith Formation Leaders and Catechists:
 - Leads/assists in leading events/programs aimed toward the formation/ongoing formation of all types of catechists in areas related to catechesis and evangelization.
 - Collaborates in the implementation and execution of catechist formation programs.
 - Encourages and fosters the growth of new people to get involved in faith formation ministry.
 - Assists in the coordination of grant monies dedicated toward catechist formation.
- Provides resources/support to Faith Formation Leaders and Catechists:
 - Reviews faith formation programs and resources.
 - Assists in the implementation of faith formation guidelines and curricula.
 - Promotes recommended resources, textbooks, etc.
 - Correlates materials with diocesan curricula.
 - Creates evaluation materials.
 - Assists in the assessment of parish catechetical programs.
 - Coordinates ministry oriented toward the inclusion of persons with disabilities.
- Promotes and markets Office of Catechesis events, programs and activities:
 - Particularly through developing personal relationships and communication.
 - Helps design, update and maintain the Office of Catechesis' pages on the diocesan website.
 - Oversees the development of brochures, flyers and other marketing means and materials.

- Regularly contributes to The Message, as well as other diocesan communications
- Coordinates Office of Catechesis Events:
 - Assists the director in planning and preparing Office of Catechesis events.
 - Oversees hospitality.
- Fosters recognition and appreciation of faith formation leaders and catechists, as well as of special initiatives in evangelization and catechesis.
- Occasionally provides direct service (conferences, workshops, etc.) to parishioners, Catholic schools students, etc., throughout the diocese.
- Maintains ongoing professional formation in evangelization and catechesis.

Skills and Education Requirements:

The successful candidate must be a practicing Catholic in full communion with the Church, and be familiar with Church structure and teaching.

- Bachelor's Degree required, Master's Degree preferred in Religious Education or related field, with a solid understanding of theology, pastoral ministry and catechesis.
- Experience working with others, particularly with parish leadership and catechists, and demonstrate the ability to both lead and work as part of a team.
- Parish experience as a Parish Catechetical Leader and catechist preferred.
- Strong communication, relationship, organization and technology skills.

This position requires a somewhat flexible schedule, at times involving weekends and evenings, travel throughout the diocese and ongoing presence at parishes.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular, as well as being a practicing Roman Catholic. 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.

To apply, please send a cover letter, resume, salary history and list of three professional references to:
humanresources@evdio.org