

PARISH:

POSITION TITLE: *Pastoral Assistant for Evangelization*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE

The purpose of this position is to develop, implement and direct the evangelization process and efforts of the parish.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. Designs, implements, and evaluates the RCIA(right of catholic initiation for adults) process for adults and children on an ongoing basis. This includes:
 - 1. Develops and implements a variety of methods to advertise, inform and invite adults who are interested in becoming members of the Catholic faith.
 - 2. Provides information regarding the parish RCIA process.
 - 3. Recruits, trains, and supports members of an RCIA team.
 - 4. Is responsible for recruiting, training, and assigning of sponsors.
 - 5. Contacts and meets with potential candidates and screens them according to RCIA norms with the guidance of the pastor.
 - 6. Develops an RCIA program based upon the liturgical year and follows the guidelines of the Archdiocese and the U.S. Conference of Catholic Bishops.
 - 7. Prepares and celebrates the RCIA rites in collaboration with the Pastor and Pastoral Associate.
 - 8. Schedules all RCIA activities and events on the parish calendar.
- C. Creates, implements, oversees, and evaluates a program for Adult Confirmation.
- D. Develops an Evangelization Program that includes a comprehensive plan for adult faith formation. This is accomplished by gathering information about the needs of

the parish and implementing a variety of offerings such as: small faith sharing groups, bible study, guest presenters, etc.

- E. Is responsible for overseeing the annual Parish Mission.
- F. Co-chairs the Parish Life Celebration with the Pastoral Associate.
- G. Prepares, submits, and oversees a budget for the RCIA program, Adult Confirmation program, and Evangelization program.
- H. Participates in staff meetings on a regular basis.
- I. Maintains a level of personal spiritual and profession growth required for this position by reading, attending workshops, conferences and participating in deanery and archdiocese activities as approved and appropriate.
- J. Performs other duties as may be assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____