

PARISH: St. Raymond's Church
Menlo Park, CA

TITLE: *Director of Evangelization
& Ministry Formation*

NAME:

REPORTS TO: *Pastor, Fr. Christopher Fadok, O.P.*

DATE: September 15, 2016

GRADE:

Our Mission: St. Raymond Church is a community united by our Catholic Faith as disciples of Jesus Christ. We seek communion with God the Father, Son, and Holy Spirit through ongoing personal and communal conversion to Christ and a deeper commitment to the mission Jesus gives each of us to preach the Gospel. The sacred scriptures and sacraments of the Church sustain us. We dedicate ourselves to Truth and strive to grow in love of God and neighbor through community, prayer, study, and service, as we work by grace to build up in one another and share freely with others the abundance of magnificent gifts God has given us.

Our Vision: As disciples of Jesus, we are "children of God" and "brothers and sisters in Christ." Jesus himself says, "Whoever does the will of my Father in heaven is my brother, and sister, and mother" (Matthew 12:50). We welcome all to belong to our Catholic family and to inherit with us in Christ the mission to preach the Gospel."

I. POSITION PURPOSE

The Director will invite all to belong to our Catholic family and to guide us in our mission to preach the Gospel. The Director, focusing on the theological "big picture," drives our vision through exceptional leadership and communication skills and coordinates across all ministries to develop, implement and direct programs for the spiritual formation and belonging of parishioners at St. Raymond's Church--from those who are taking their first steps toward a relationship with God, to those who are mature in their faith and ready to bring the Good News of Jesus Christ and His Church to others. The key goals of this position are to foster inner conversion among the faithful, to teach the truths of the Catholic faith, and to develop a welcoming community that sustains the practice of our faith through plentiful opportunities for active ministry engagement.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Serves as part of the Pastor's Pastoral Team. Supervises the parish staff and lay ministry commission leaders and collaborates with the pastor, parochial vicar, deacons, staff, and consultative bodies to implement the mission of the parish as a center of evangelization and faith formation.
- B. Has specific responsibility to foster unity across all ministries. Skillfully drives conversion by building collaborative relationships with parochial vicar, deacons, staff and parishioners across all parish demographics.
- C. Leads planning meetings related to ministry formation objectives, strategies, goals and events. Working with our community, the Director will guide our ministry leaders, empowering them to design and to implement programs which will welcome all to join and to become engaged through active ministry participation with our parish family. Ensures that there is a volunteer role for each member of our parish community to be actively involved in our Masses and parish events. Ensures that each role is led by an inspiring ministry lead who eagerly welcomes new members, trains, and schedules them in a timely fashion.
- D. Builds a ministry formation and evangelization "lifecycle" series of pastoral programs moving parishioners and prospective parishioners from "try" to "join" to belong" to "pray" to "share" thus promoting active parishioner engagement in parish life and personal conversion.
- E. Researches and implements ways to engage inactive and prospective parishioners (coordinates parish ministry fairs; develops and implements an outreach approach to newly-registered and prospective parishioners).

- F. Plans, develops and implements a comprehensive program of ministry and faith formation through our ministry small groups as delegated by the pastor (educational series, community-building groups, special events, workshops etc.). Plans and arranges course work, prepares, and teaches retreats and classes in specified areas. Develops and distributes written materials which support faith formation.
- G. Recruits, trains, motivates, and directs volunteers involved with ministry and faith formation activities and programs.
- H. Develops and administers budget for ministry formation and evangelization.
- I. Embodies pastoral care and spiritual leadership. Possesses energy, commitment, courage, and creativity.
- J. Is proficient in planning, organizing, and teaching with exceptional direct and indirect leadership and communication skills.
- K. Maintains a level of knowledge and skills required for this ministry through reading, research, and participation in pertinent workshops, classes, and conferences (e.g., National Leadership Roundtable for Church Management).
- L. Performs other duties as assigned.

Qualifications

A master’s degree in Religious Education, Theology, or Pastoral Studies is preferred, as well as at least five years of related experience in pastoral leadership ideally in Director of Formation, Director of Ministries, or senior Pastoral Associate positions and have management experience. The ability to work effectively and collaboratively with members of the pastoral and administrative staff, parishioners, volunteers and community leaders is mandatory. Flexibility with respect to working evenings and weekends is also required. Computer skills are essential, including competence in Microsoft Office and Google software. The preferred candidate will have the technical skills needed for multimedia presentations and for producing the necessary pamphlets and curriculum support materials required for the formation programs. The candidate must be an active, practicing Catholic. Knowledge of or active interest in Dominican spirituality is a plus. Our expectation is that the Director will become an active member of our parish.

Interview Preparation

Those selected to be interviewed are expected to have researched, as much as is possible, available and existing models of ministry and faith formation for a parish community. Or, lacking an acceptable model, candidates must demonstrate sufficient knowledge for creating an original model, citing examples from their experience, which will demonstrate their abilities in this field. In either case, candidates are expected to articulate how the mission of the parish, as a center of faith formation and evangelization, can be accomplished.

Salary: Fair and competitive. Generous benefits package.

To Apply

To request an application, send your resume to cfadok@straymondmp.org.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____