

Director of Discipleship Job Description

The director of discipleship's primary responsibility is assisting the pastor in improving parishioners' love and knowledge of Jesus Christ. This is done through directing the catechism program, small groups, and evangelization initiatives.

Pay: Negotiable. The position is hourly, but may advance to salaried and may include benefits.

Hours: 20hrs/week: Sundays, Weekly office hours, some week nights.

Responsibilities:

1. Manage the catechism program in conjunction with the Pastor
 - a. Organizing registration and communication
 - b. Assisting volunteers and teachers
 - c. Communicating with families in the program
 - d. Be the diocesan point of contact for catechism-related communications (DRE)
2. Oversee organization of and communication with parish small groups
3. Assist volunteers in planning and executing retreats and other outreach activities
4. Attend and contribute to weekly staff meetings
5. Use social media to communicate and promote parish activities
6. Provide mentorship to parishioners in the area of faith-sharing and evangelization
7. Develop and carry out initiatives aimed at the evangelization of the local area

Qualifications:

1. A robust knowledge of the Catholic faith and an ability to communicate it effectively
 - a. A certificate or degree in theology is preferred
2. Some experience in Church ministry (youth ministry, catechism, missionary group, etc.)
3. Demonstrable organizational skills
4. Proficiency with Google Suite (docs, forms, sheets, etc)
5. Proficiency with basic social media (X, Facebook, Instagram, etc.)
6. Proficiency in Microsoft office