

JOB DESCRIPTION

Position Title: Director of Discipleship Training & Family Ministry Status: Exempt

Department: Parish Rank: _____

Supervisor's Title: Pastor Approval Date: January, 2018

Job Summary:

The Director of Discipleship Training & Family Ministry leads parish discipleship and evangelization initiatives. This position provides leadership to help individuals grow in their discipleship and evangelization capacity once the basic tenets of the Catholic faith have been learned.

The Director of Discipleship & Family Ministry also leads the parish in providing support to parish families as they walk through various stages of life either through providing direct support or through trained care ministers.

Abilities, Skills, & Knowledge:

Abilities: Displays spiritual maturity; possesses a compassionate, open, nonjudgmental and flexible pastoral presence; maintains confidentiality; is able to work independently and with a wide variety of personalities; understands basic conflict resolution skills.

Skills: Possesses exceptional leadership and change-management skills; is comfortable working in undefined ministry areas; has strong training skills.

Knowledge: A Masters Degree in Pastoral Ministry, Theology, or related field is preferred, but not required. Knowledge of Canon law as it relates to baptism, marriage, annulments, etc. is helpful.

Duties and Responsibilities:

- A. In coordination with the pastor, Director of Religious Education, St. Margaret Mary School Principal and Pastoral Council, bring leadership to opportunities for parish discipleship growth and evangelization. (40%)
(Examples of current ministries might include, but not limited to: Staff liaison to Faith Enrichment committee, oversees Monday/Wednesday/other Bible studies, oversees TMIY group, leads Alpha program training, if desired by parish, Legion of Mary)
- B. Leads baptismal and marriage preparation (10%)
- C. In coordination with the pastor, plan and/or assist with funeral masses, vigil and committal services. (10%)
- D. Leads training of care ministers (volunteers) who provide support to individuals as they walk through various life events (divorce, death, birth of child, other life-changing events) (20%)
- E. Is an active member of the parish pastoral team and is present at many weekend liturgies (15%)
- F. Assists the pastor as he requests, which may include Liturgy of the Word with communion and anointing services at area care facilities (5%)

Nature of Supervision Received:

Works/ministers under the direction of the pastor.

Physical/Visual/Mental Demands:

Is able to move throughout campus buildings; has visual ability and physical strength to handle routine office materials and equipment.

Typical Working Conditions:

Has private office with computer and phone in the Parish Center; has flexible work hours as position requires some daytime, evening and weekend hours.

Signature: _____

Date: _____

To apply, please send a copy of your resume to:

Juanita Harder
Director of Business Affairs & Operations
439 Washington Avenue
Neenah, WI 54956

Or

Email: jharder@smcatholicschools.org