



Coordinator of Adult Evangelization

St. Cecilia Catholic Church Ames, Iowa

Reports to Pastor

12 month, full-time exempt

St. Cecilia Catholic Church is looking for a Coordinator of Adult Evangelization to form and engage parishioners of a diverse Catholic community in the implementation of the New Evangelization. This position will be part of a vibrant Faith Formation Team passionate about advancing the Gospel in collaboration with each other and the faithful.

We are a parish of approximately 1,500 families and are located in Ames, Iowa - a mid-size city that is home to Iowa State University. This is a 12 month, full-time exempt position. Please visit stceciliaparish.org to view the job description. Submit Cover Letter & Resume to Father Don Czapla at dczapla@stceciliaparish.org

Formation

- Promote Evangelization of parishioners and the local community
- Form an Adult Evangelization Team
- Organize parish wide initiatives for Advent & Lent
- Partner with Pastor to coordinate Parish Mission events
- Lead and support weekly Bible classes & presentations
- Initiate and support small groups

Engagement

- Invite new adults into parish life and host newcomer events in collaboration with Welcome Committee
- Connect adults into parish ministries
- Collaborate with Parish Life Committee to develop parish events

Staff Relations

- Be part of the Faith Formation Team
- Partner with Pastoral Associate
- Attend weekly staff meetings
- Attend weekly Faith Formation Team meetings
- Attend quarterly & special Faith Formation Commission meetings

Administrative Responsibilities

- Prepares and manages a budget
- Organizes a calendar of events for area of responsibility

- Remains connected in relationship with Archdiocesan Pastoral Center Staff and policies/procedures

Expectations

- Have a strong daily prayer life
- Regularly attend Mass and other events at St. Cecilia to build relationships with parishioners
- Available some evenings
- Be an active part of the parish community
- Continues professional development & spiritual growth

Qualifications

- Roman Catholic in good standing with the Church
- Bachelor's degree in Theology and/or related field
- 3+ years of ministry experience preferred
- Teach the Bible, engaging adults in diverse ways
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.
 - *The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Submit Cover Letter & Resume to Father Don Czapla at dczapla@stceciliaparish.org

St. Cecilia Catholic Church
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515-233-3092