

**Position:** Director of Evangelization  
**Agency:** St. Peter the Apostle Catholic Church, Itasca, Illinois  
**Reports to:** Pastor  
**Work Schedule:** Part-Time, Approximately 20 hours per week  
**Salary:** \$25,000 annual (based on experience)

**Job Purpose:**

The Director of Evangelization is responsible for efforts of accompanying young adults, adults and families throughout the Process of Evangelization so that the church is creating missionary disciples. The Director must be able to, under the authority of the Pastor, articulate and implement a clear vision/mission of Evangelization for the parish. The Director will serve as a visible leader who will assist the Pastor in catechizing the parish by creating an evangelical culture within our parish community.

**Responsibilities**

- Work with and assist the Pastor in implementing the Bishop's vision of evangelization.
- Oversee the ministry and budget of the Evangelization component.
- Establish measurable impacts and outcomes for the department collectively.
- Maintain active networks of various parish personnel and volunteers to ensure ongoing communication, effective partnership, and resource delivery.
- Ensure program's compliance with *VIRTUS/Protecting God's Children*.
- Must support the mission and vision of the Catholic Church and the Diocese of Joliet.

**Qualifications**

- Commitment to personal faith and the Church.
- Evidence of a strong background in Catholic theology, liturgy, sacred scripture, and the doctrine of the Roman Catholic Church.
- Bachelor's or master's degree Religious Studies, Pastoral Ministry or related field preferred.
- Strong planning/organizational/problem solving skills, very detailed oriented.
- Strong communication skills for written and verbal interactions with colleagues, volunteers and all parishioners.
- Ability to take initiative, be a self-starter, and follow directions.
- Technology – demonstrates proficiency with Microsoft Office and Outlook, with knowledge or willingness to learn parish database software, Parish Data System.

**Working Conditions**

- This is an on-site position with occasional weekend and evening hours. Flexibility of schedule is required.

**Physical Demands<sup>1</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

***Interested candidates should send their cover letter, resume and proof of education to Rev. Tuan Nguyen at [pastor@stpeteritasca.com](mailto:pastor@stpeteritasca.com)***

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<sup>1</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.