



Catholic Diocese of Baton Rouge

Diocesan Director of Evangelization and Catechesis

General Statement of Duties

The office seeks to enlighten, empower, and enable the faithful to live, to the fullest, their baptismal call as the People of God. It provides assistance through a variety of means to assist the faithful in growth and development in the fields of faith formation and pastoral ministry.

The Director of Evangelization and Catechesis has the responsibility for all that pertains to the ministry of evangelization, RCIA, and catechesis in the diocese. This includes overseeing and offering guidelines and policies, providing information, consultation, direction and training for parishes and parochial schools regarding evangelization efforts, RCIA implementation, and religious education programs in the diocese. In consultation with office staff, Secretariat and Head of Secretariat identifies and prioritizes the goals and objectives of the office in accordance with the diocesan vision and in collaboration with the related diocesan agencies and organizations.

Education and Experience Requirements

- Master's degree in Theology, Pastoral Ministry, Religious Education or a related field required.
- A minimum of five years' experience in Catholic parish ministry.
- Demonstrated knowledge of principles and dimensions of Catholic evangelization, life-long faith catechesis, adult, young adult, and youth faith formation, catechist formation, lay ministry formation, and Catechumenate formation.
- Acquainted with and capable of articulating theological and pastoral vision of Vatican II; universal church and United States Conference of Catholic Bishop's documents related to the ministries under the Office of Evangelization & Catechesis.
- Due to the nature of this position, it is required that the incumbent a practicing Roman Catholic, in good standing, who is registered and active in a parish and possesses a working knowledge of Catholic teachings and doctrine.
- Valid, current driver's license and own, reliable transportation.

Other Requirements

- Ability to represent the diocese locally, regionally and nationally in areas of RCIA, Evangelization & Catechesis.
- Ability to coordinate, schedule and provide leadership in ecclesial settings and demonstrate sensitivity to a multi-cultural church.
- Requires strong administrative and communication skills essential including interpersonal relations, strong written and oral skills conflict resolution, management and supervision, budget preparation, and collaborative ministry.
- Organizational, analytical, and problem solving skills required; superior verbal, written, and presentation skills; and attention to detail a must.
- Strong background in technology with the knowledge and ability to demonstrate experience with Moodle, Blackboard, Adobe Connect, Microsoft Office 2010 (Word, Outlook, Excel, PowerPoint), and use of Social Media and Website as tools for formation.
- Demonstrate experience in developing technological methods of communication and formation, developing and facilitating workshops, training events, presentations, and public speaking.
- Flexibility to work evenings and long hours when necessary.

Please submit letter of interest, resume, and references to hr@diobr.org
Application Deadline is Sunday, March 20, 2016