



MARY, QUEEN OF PEACE CATHOLIC CHURCH – MANDEVILLE, LOUISIANA
Associate Director of Evangelization, Engagement, and Adult Formation

Mary, Queen of Peace Catholic Church is looking for an Associate Director of Evangelization, Engagement, and Adult Formation. This is a full-time position.

The Associate Director of Evangelization, Engagement, and Adult Formation works with the Director to foster a culture of evangelization and intentional discipleship throughout the parish. This pastoral team member helps create opportunities for people to encounter Jesus Christ, grow in their relationship with Him and His Church, and become intentional missionary disciples.

The Associate Director supports and enhances existing evangelization and adult faith formation initiatives, fosters small-group discipleship, equips lay leaders, and helps parishioners identify and use their gifts in service to the Church. This individual collaborates with the Pastor, Director, pastoral team, ministry leaders, and volunteers to further the mission of Mary, Queen of Peace Catholic Church to foster life-changing encounters with Jesus.

As Associate Director of Evangelization, Engagement, and Adult Formation, the individual's behavior is required to be consistent with the culture and core values of Mary, Queen of Peace Catholic Church:

- **Fundamentally Relational:** As fundamentally relational beings, made in the image of our relational God, we engage in relationships by being attentive and present to those we serve and serve alongside.
- **Mission Driven:** We put the Lamb of God at the forefront of all that we do, aligning ourselves to the collective mission of fostering life-changing encounters with Jesus.
- **Innovatively Excellent:** Ensuring quality and excellence, we transcend expectations by thinking beyond the norm to meet the needs of today.

- **Radically Hospitable:** We are committed to radical hospitality, to be a place for doubters and disciples, for people with deep questions and deep convictions; all have a home here with us.

Ministerial Character

The Pastor is the visible principle and foundation of unity in Mary, Queen of Peace Catholic Church, which the Archbishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or laypeople). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Mary, Queen of Peace Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary

The Associate Director of Evangelization, Engagement, and Adult Formation assists the Director in fostering a parish culture of evangelization, discipleship, engagement, and ongoing adult faith formation. This pastoral team member supports the development, coordination, and enhancement of initiatives that provide opportunities for parishioners to encounter Jesus Christ, grow as disciples, build meaningful relationships, and become equipped to share their faith with others.

The Associate Director engages, equips, and empowers lay leaders; supports small groups, retreats, adult faith formation, and other evangelization initiatives; and helps connect parishioners with opportunities for formation, community, and service. The Associate Director also assists with the administrative and logistical needs of Evangelization, Engagement, and Adult Formation programs, events, and resources.

Essential Duties: (Overarching)

- Support and uphold the teachings of the Catholic Church and the mission of the parish in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church.
- Continuously grow in your ministry by participating in professional and personal faith formation.
- Foster a warm, Christ-centered welcome for all visitors and parishioners, demonstrating our commitment to Radical Hospitality.
- Build relationships by being attentive and present to those served and those you serve alongside, practicing our Fundamentally Relational value.

- Collaborate across departments and ministries with humility and openness, maintaining a mission-first mindset.
- Seek opportunities to improve programs, systems, and processes in a spirit of Innovative Excellence.
- Recruit, equip, and support volunteers and lay leaders involved in Evangelization, Engagement, and Adult Formation initiatives.
- Collaborate with the Director of Communications and Media to promote Evangelization, Engagement, and Adult Formation programs, events, and opportunities.
- Ensure compliance with all Archdiocese of New Orleans policies and procedures, including Safe Environment protocols.
- Participate in parish staff and diocesan meetings and trainings.
- Maintain a work schedule that maximizes availability and accessibility, including weekend and evening initiatives.

Essential Duties: (Associate Director of Evangelization)

- Collaborate with the Director, Pastor, clergy, pastoral staff, and lay leaders to strengthen the parish's efforts to reach active parishioners, inactive Catholics, and the unchurched.
- Support the continued implementation and development of the parish Discipleship Pathway, helping parishioners encounter Jesus Christ, grow in their knowledge and love of Christ and His Church, and live as intentional missionary disciples.
- Coordinate and support established evangelization and discipleship initiatives, including Alpha, ACTS, parish retreats, Summit Nights, kerygmatic presentations, and other formation opportunities.
- Foster opportunities for small-group discipleship, spiritual mentorship, and ongoing formation.
- Equip parishioners with the formation, resources, and opportunities needed to share their faith through witness, word, and action.
- Support lay formation and gift discernment initiatives that help parishioners recognize and live out their unique role in the mission of the Church.
- Cultivate a parish culture in which evangelization and missionary discipleship are understood as part of every Catholic's call.

Essential Duties: (Associate Director of Engagement)

- Develop and strengthen pathways that help new and existing parishioners connect with the parish community and grow in their faith.
- Assist parishioners and visitors in identifying their next step along the parish Discipleship Pathway.

- Collaborate with clergy, staff, and lay leaders to help parishioners identify their gifts and connect those gifts with meaningful opportunities to serve.
- Help parishioners move toward fuller participation in the life and mission of the parish through formation, community, and service.
- Support efforts to welcome, connect, and accompany those who are new to the parish or seeking greater involvement in parish life.

Essential Duties: (Associate Director of Adult Formation)

- Collaborate with the Director in developing and strengthening adult faith formation opportunities in accordance with the mission and vision of the parish.
- Coordinate and support adult faith formation programs, Bible studies, small groups, guest speakers, retreats, and other opportunities for ongoing formation.
- Assist parish staff, groups, and ministries in identifying formation needs and connecting parishioners with appropriate resources and opportunities.
- Assist with the development and coordination of an annual calendar of adult faith formation and discipleship opportunities.
- Evaluate adult formation programs and initiatives to identify opportunities for continued growth and improvement.
- Provide administrative and logistical support for the Christian Initiation of adults and children over the age of seven as needed, including assistance during Holy Week and presence at the Holy Saturday rehearsal and Easter Vigil.

Other Duties

- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of catechesis, evangelization, discipleship, and adult faith formation.
- Skill in communicating effectively with diverse audiences, both orally and in writing.
- Ability to build relationships and work collaboratively with clergy, staff, lay leaders, volunteers, and parishioners.
- Ability to recruit, equip, support, and coordinate volunteers and lay ministry leaders.
- Ability to organize, prioritize, and carry out multiple tasks while meeting deadlines and utilizing effective time-management techniques.
- Ability to plan and coordinate programs, events, and formation opportunities.

- Ability to operate word-processing software, spreadsheets, databases, and other technology necessary to fulfill the responsibilities of the position.
- Ability to exercise good judgment and maintain confidentiality at all times.
- Ability to follow instructions furnished in verbal or written format.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with coursework in theology, religious education, pastoral ministry, or a related field is preferred.
- Experience in pastoral ministry, evangelization, adult faith formation, or a related area is preferred.
- **Must be a practicing Roman Catholic in good standing with the Church.**

Interested applicants should send a cover letter, resume, and at least three references to kbaker@maryqueenofpeace.org. For questions or additional information, please contact our Director of Parish Operations and Stewardship, Karen Baker, at (985) 202-0232.

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