

Our Lady of Lourdes Catholic Parish

Position Description: Evangelization & Ministry Coordinator

The Evangelization & Ministry Coordinator is responsible for assisting the Ministry Team in coordinating, managing and expanding ministry and evangelization activities at Our Lady of Lourdes. S/he reports to the Director of Ministry & Communication. S/he is foremost someone who loves the Catholic faith and is eager to share the faith through evangelization efforts and developing positive relationships with a broad range of parishioners and members of the community. S/he is mission-oriented, with insight and ideas about how to grow current ministry offerings. S/he is comfortable leading and teaching through small group ministry and Bible studies. S/he thrives in a small team environment and is a self-starter with an outstanding ability in organization and administration.

Job Responsibilities

- Assists the Director of Ministry & Communication in managing existing ministry activities, which includes, but is not limited to, small groups, young adult ministry, men's and women's ministries, family faith formation, RCIA and Adoration.
- Works directly with volunteer leads in each of these areas to maintain the operation of these ministries and help them run smoothly.
- Helps the Director of Ministry & Communication to develop ways to energize these ministries and continue to cultivate them.
- Works with the Director of Ministry & Communication and pastor to develop and launch new ministry offerings, including marriage/couple's ministry, youth ministry, and Sunday hospitality ministry.
- Organizes and hosts launch nights and supplemental events to build and promote these ministries alongside Director of Ministry & Communication and Event Coordinator.
- Recruitment of additional volunteer leads, as needed.
- Guides evangelization efforts through leading Bible studies and/or small group studies in areas that need growth at the parish, i.e. youth ministry, RCIA alum, et. al.
- Works with the Director of Ministry & Communication and pastor to develop service programming (i.e. outreach to the poor) and mission trips.
- Supports preparation and followup of the annual, parish-wide Prayer & Participation campaign.
- Recruits and aids in signing up new volunteers and participants for faith formation classes, liturgical ministers, small groups, and more.
- Meets one-on-one with parishioners and ministry participants to better invite

them into the community and mission of the parish.

- Helps the Director of Ministry & Communication with administrative needs of ministry offerings.
- Maintains an accurate database of leaders, volunteers and participants in ministries.
- Advises Director of Ministry & Communication on annual budgetary needs.

Qualifications

- Associate's or Bachelor's Degree preferred
- 1-5 years experience preferred in evangelization and/or parish environment
- Experience in sharing faith through teaching and/or leading small groups a plus.
- Superior communication skills, including pastoral and interpersonal communications; comfortable being in front of a crowd and in one-on-one/small group informal settings with parishioners
- Collaborative team player
- Exceptional skills in administration and organization
- Flexibility to work nights, weekends and travel as necessary; 40-hour work week expected
- Fully initiated Catholic in communion with the Catholic Church who is intentionally living out the five precepts of the Church (CCC 2041-2043) and refraining from promotion, approval or living out of conduct in contradiction with Catholic moral teachings.

How to Apply

Send cover letter & resume to: admin@lourdesdenver.org