

Job Title: Evangelization and Ministry Coordinator
Reports To: Pastor
Location: Our Lady of Lourdes Catholic Church Denver, CO
Hours: Full-Time

Position Summary:

The Evangelization and Ministry Coordinator will foster spiritual growth and active participation within the parish community. This individual will oversee OCIA (Order of Christian Initiation of Adults), engage with ministry leaders, coordinate small groups, and cultivate new and existing relationships to support a vibrant parish life. S/he possesses excellent organization, time-management, and people skills, has a “can do” attitude, is generous, personable, and candid.

Key Responsibilities:

1. OCIA and Faith Formation Support

- Facilitate the pastoral and relational accompaniment of OCIA candidates and catechumens.
- Assists Pastor with identification and formation of OCIA table leaders.
- Integrate new Catholics into parish life.

2. New Ministry & Volunteer Engagement

- Welcome new parishioners and guide parishioners interested in starting or joining ministries.
- Support the launch and development of new ministry initiatives based on parish needs.
- Serve as a liaison for ministry leaders to ensure alignment with the parish mission.

3. Small Group Coordination

- Establish and support small group opportunities (Bible studies, prayer groups, interest-based groups).
- Train and resource small group leaders.
- Encourage and facilitate lay leadership and spiritual growth within small groups.
- Connect parishioners to small groups.

4. Ministry Calendar Management

- Oversee and maintain a comprehensive ministry calendar.
- Coordinate scheduling of ministry events, meetings, and ministry activities.
- Ensure calendar communication across staff, ministries, and the parish community.

5. Safe environment

- Ensures that volunteers are compliant with Archdiocese of Denver safe environment requirements.

6. Relationship & Community Building

- Actively engage with parishioners to identify talents and invite participation.
- Build meaningful relationships to enhance hospitality, retention, and involvement.
- Work collaboratively with clergy and staff to foster a welcoming and vibrant parish culture.
- Engages with guests at parish events (Gathering at the Grotto, Candlelight Mass, etc.).

Qualifications:

- Practicing Catholic in good standing with knowledge of Church teachings and parish life.
- Is (or will become) an active member of Our Lady of Lourdes parish.
- Strong interpersonal, communication, and organizational skills; someone who is friendly and comfortable with 1:1 interactions.
- Ability to manage multiple responsibilities and work both independently and collaboratively.
- Flexibility to work evenings, weekends, and travel as necessary; 40-hour work week expected.
- Experience in ministry, volunteer coordination, or parish engagement preferred.
- Proficiency with digital communication tools and desktop publishing a plus.
- Refrains from promotion of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, Our Lady of Lourdes, or considered to be in contradiction with Catholic doctrine or morals.

We offer competitive pay and excellent benefits, including generous paid time off, health insurance, retirement plan contribution, and a tuition discount for full-time employees. For more information, visit lourdesdenver.org. Please submit resumes to humanresources@lourdesdenver.org.