

Director of Discipleship Job Description Prince of Peace Catholic Church

Job Title: Director of Discipleship
Reports To: Pastor
FLSA: Exempt

1. General Description

The Director of Discipleship (DOD) is responsible for coordinating and overseeing all parish ministries related to discipleship and catechesis. This includes all ministries to and for children, families and adults. It includes sacramental preparation programs for Baptism, First Reconciliation, First Holy Communion, and Confirmation. All this must be addressed under prayerful discernment and with a deliberate emphasis on intentional discipleship. The DOD is also responsible for mentoring the Associate Director of Discipleship (ADOD) in fulfilling the responsibilities of his/her position, while also helping prepare him/her for professional advancement as a Catholic Church professional.

2. Accountability

As a member of the parish staff the DOD works closely with the staff under the direction of the pastor. The DOD will have a particularly comprehensive working relationship with the ADOD.

3. Responsibilities (including but not limited to the following)

A. Personal Spiritual Life

- Maintain a healthy, Catholic spiritual life of prayer, sacraments and Mass.
- Live humbly but visibly as a disciple of Christ; give witness by your life as well as your words. Participate fully in the spiritual life of the parish.
- Participate in regular (yearly) opportunities for spiritual and professional development.

B. Parish Staff Member

- Work as a team member with the entire parish staff.
- Attend and fully participate in staff meetings.
- Maintain open, two-way communication with the staff. Provide information to, and seek input from the pastor and the staff concerning all religious education matters.
- Serve as the liaison between the pastor, staff, and the families of the parish.
- Prepare and execute a yearly budget for all programs for which you are responsible.
- Maintain an appropriate working relationship with parish organizations/departments as needed.

C. Religious Education for Children and Families

- Develop, direct, oversee and/or coordinate the evangelization and catechesis efforts of the entire parish with the assistance of the ADOD and the parish staff under the direction of the pastor.
- Build and maintain relationships with the families of the parish even if they do not attend organized events.
- Plan and implement dynamic and effective religious education programs (discipleship training) for Pre-K through 5th grade.
- Recruit and train catechists and volunteers for all related ministries using seminars, conferences, retreats, etc.
- Work with a team to develop ACCESS with the possibility that it will become our primary catechetical program for families with children of all ages. {ACCESS is a new program of

family catechesis being developed in our parish. The DOD, ADOD, parish music minister, parochial vicar and pastor are the lead team for this adventure with the rest of the parish staff in support. It is intended to provide catechesis and spiritual growth while connecting families with children grades K through 12 and beyond. }

- Develop, coordinate and promote adult religious education opportunities within the parish toward the goal of establishing a community of intentional disciples.
- Provide appropriate catechetical and discipleship opportunities for parents.
- Coordinate the Married Couples Ministry and help organize regular family friendly events.
- Coordinate and oversee Children's Liturgy of the Word.
- Collaborate with Director of Music and the priest(s) to plan and implement a monthly children's/family Mass.
- Plan and implement a yearly summer Vacation Bible School for children.
- Maintain and update the Parish Database for sacramental records, attendance, etc.
- Develop and implement effective communication, announcements, advertising of all parish events and opportunities via the parish website, bulletin, emails, social media etc. with a conscious and deliberate emphasis on discipleship.
- Prepare and provide feedback opportunities for all programs and events.
- Work with internet livestream programs to offer virtual religious education to those who need it, and to help parish offer Mass and other spiritual and instructive opportunities to our parishioners.
- Work with and mentor the ADOD on all programs.

D. Sacramental Preparation

- Plan and implement, directly and indirectly, sacramental preparation for Baptism, First Reconciliation, First Holy Communion, and Confirmation.
- Schedule Confirmation dates with the diocese.
- Maintain and update parish sacramental records, and any other pertinent information on the parish database.

E. Family Life Ministry

- In collaboration with the ADOD and other appropriate staff members, continue the development of a vibrant Family Life Ministry. Events include but are not limited to: Trunk or Treat, Children's Christmas Pageant at the Vigil Mass, Christmas Card Contest, Easter Egg Hunt, May Crowning of Mary, Lenten Children's Stations of the Cross, Parish Family Picnic (our closing program), Married Couples Ministry, and an Annual Livestream Parish Retreat.

F. Relationship with Associate Director of Discipleship (ADOD)

- The relationship between the DOD and the ADOD will always be a work in progress depending on the talents, professional development and experience of the individuals holding these positions. Presumably for both, the talents and experience will be constantly multiplied while the professional development never ceases.
- The relationship of the DOD to the ADOD is best understood as a service of mentorship which includes assistance as needed, and some degree of administrative oversight and guidance. The DOD will do the yearly evaluation for the ADOD.
- The DOD is preparing the ADOD to advance his/her career as a professional in Catholic Church ministry.

- The ADOD has the primary responsibility for Edge (middle school), LifeTeen (high school), and young adult ministries, including retreats, summer camp experiences, and fund raising efforts. The DOD assists where necessary, presumably in things like: the yearly budget, relating to parents as well as teens, communication, recruiting and training team members to work in these ministries, follow ups, etc.
- The DOD is to provide opportunities for the ADOD to participate in the full spectrum of parish religious education events.

G. Diocesan Connections

- Work with bookkeeper to be 100% sure that your ministries follow all diocesan requirements for fingerprinting.
- Administer, oversee, and submit records to the Diocese of Orlando in a timely fashion for the “Circle of Peace” safe environment program as mandated by the diocese.
- Administer any diocesan assessment instruments, including evaluation and follow up actions.
- Serve as the liaison with the diocesan office of religious education and their programs, services, and resources.
- When possible, participate in professional development opportunities provided by the Diocese of Orlando for professional ministers.

4. Professional Relationships

a.) Parish Staff

- Seek staff involvement and input when appropriate and keep the staff apprised of what is happening in all ministries
- Contribute to the overall well-being of the Prince of Peace Parish.
- The parish staff is a team for discipleship. You are part of that team.

b.) Parish Committees

- Communicate and collaborate with appropriate committees and ministries (i.e. liturgy, finance, social services, etc).

c.) Parents and Parishioners

- Foster regular communication, seek input as appropriate, and provide opportunities for catechesis. Keep parents informed about everything, ahead of time.

d.) Diocese

- Establish and maintain good communication with all diocesan offices.

e.) Pastor

- Maintain open, two-way communication with the Pastor. Keep him informed about everything, ahead of time, particularly in, but not limited to, all the areas of responsibility mentioned above. Do not expect him to read your mind and let him know when you can't read his.

5. Education and Experience

- Master's Degree in a related field preferred
- 7 – 8 years of experience in a related field preferred
- Must have a valid driver's license and the ability to travel as required
- Must pass diocesan Safe Environment Requirements and background screening