

**Christ the King Church**  
Haddonfield, NJ

COORDINATOR OF EVANGELIZATION

**Division:** Pastoral Staff  
**Supervisor:** Director of Stewardship  
**FLSA Status:** Non-exempt, 24 hours a week

**Summary**

The Coordinator of Evangelization organizes the parish's ministry to youth, young adults, and other new parishioners. The coordinator also coordinates home-based faith-sharing groups. The coordinator should regularly attend a diversity of Sunday Masses and parish events.

**Key Responsibilities**

Youth Ministry

- Develop a relationship with the DRE and school principal
- Build rapport with eighth graders in the months before and after Confirmation by visiting the classroom to introduce self and role and promote youth ministry
- Contact parents of the recently confirmed asking for permission to remain in contact during high school
- Keep in personal communication with "registered" high school students (those who gave their permission above) at least twice a year through all four years of high school
- Maintain the ParishSOFT records of all high school students in the parish, updating them with students' service in parish ministries, participation in youth programs, and other information that will aid the parish's pastoral care of the students
- Regularly promote opportunities for high school students through both personal and general communications (including parish website and social media accounts)
- Provide parents resources for spiritually supporting their children through the high school years
- Nurture leadership potential in high school students
- Perform all back-office support for youth ministry
- Work with the Director of Stewardship to develop a budget for youth ministry expenses
- Serves as a liaison to the diocese on youth ministry
- Do or delegate current programming: Blaze, Strive, Project Serve, and the Teen Mass (in the latter case, the Coordinator remains the ministry's staff liaison)
- Annually evaluate current programming and suggest changes to increase engagement

Young Adult Ministry

- Invite recently married couples and new parents to deeper engagement with the parish following weddings and baptisms

- Recruit, train, and supervise young adult couples to provide leadership and support for youth ministry

#### Evangelization

- Develop and lead *or* supervise kerygmatic presentations for use in the religious education program, OCIA, and other cases like baptism and wedding preparation for young adults
- Recruit, train, and supervise parishioners to assist the parishioner orientation program (currently called the Welcome Ambassadors)
- Collaborate with the Director of Stewardship on development of welcome materials for new parishioners
- Provide two bulletin cover articles a month highlighting parishioners' faith journeys

#### Small Groups

- Promote faith-sharing groups as an important vehicle for deeper engagement for current parishioners as well as a means of evangelization for *prospective* parishioners
  - Help parishioners find the right small group to join
- Recruit, train, and supervise small group leaders
- Offer a small group for homebound parishioners
- Promote the Question of the Week
  - Recruit, train, and supervise the parishioners who write the Question of the Week

Other duties as assigned.

Some general protocols are particularly relevant to this position and worth including here:

- Work with the Director of Religious Education to ensure that all stewards working with minors comply with the diocese's Safe Environment protocol
- Update stewards and participants in ParishSOFT

This position requires nights and weekends. Remote work is possible for up to 25% of work time.