



Job Title: Director of OCIA and Adult Evangelization

Reports To: Pastor

FLSA Status: Exempt (Full-Time / 40hrs. per week)

Salary: \$85,000 to \$100,000

Position Summary

The Director of OCIA and Adult Evangelization is responsible for developing, implementing, and overseeing comprehensive programs that foster ongoing spiritual growth and discipleship among adult parishioners. This role seeks to build a vibrant culture of evangelization, helping adults deepen their relationship with Jesus Christ and become active participants in the life and mission of the Church.

Key Responsibilities

1. Adult Faith Formation Programming

- Design and implement a cohesive vision for adult faith formation aligned with parish and diocesan priorities
- Oversee and coordinate Bible studies, small groups, sacramental preparation for adults, and seasonal offerings (e.g., Advent, Lent, Fish Bake, Alpha)
- Evaluate and update curriculum and programming to meet the needs of a diverse adult community

2. Evangelization Initiatives

- Develop and lead evangelization efforts to engage inactive Catholics, seekers, and the unchurched
- Create welcoming pathways into parish life and ongoing formation
- Promote a culture of invitation and missionary discipleship within the parish

3. OCIA Leadership

- Direct and oversee the Order of Christian Initiation of Adults (OCIA) process
- Recruit, train, and support catechists, sponsors, and team members
- Ensure a meaningful and well-organized experience for candidates and catechumens

4. Leadership Development

- Recruit, train, and mentor volunteers and ministry leaders
- Provide formation and support for catechists and small group facilitators
- Foster collaboration among parish ministries

5. Collaboration & Communication

- Work closely with clergy, staff, and ministry leaders to integrate adult formation into overall parish life
- Promote programs through parish communication channels (bulletin, website, social media)
- Maintain clear and consistent communication with participants and volunteers

6. Administrative Responsibilities

- Develop and manage program budgets
- Maintain records of participation and sacramental preparation
- Ensure compliance with diocesan policies and safe environment requirements

Qualifications

- Practicing Catholic in good standing with a strong commitment to the teachings of the Church
- Bachelor's degree in Theology, Religious Studies, Pastoral Ministry, or related field (Master's preferred)
- Minimum 5–7 years of experience in parish ministry, adult formation, or evangelization
- Strong leadership, organizational, and interpersonal skills
- Excellent written and verbal communication skills
- Ability to work evenings and weekends as needed
- Proficiency with Microsoft Office including Word, Excel, Power Point, Publisher; knowledge of Google Drive Suite (Sheets, Docs, Forms, Slides, etc.) and skills to navigate data-based programs (i.e. Camino)

Key Competencies

- Passion for evangelization and forming disciples
- Ability to engage and inspire adults at various stages of faith
- Strong pastoral sensitivity and relational skills
- Strategic thinker with the ability to implement vision into action
- Collaborative team player with a servant-leadership approach

Work Environment

This position requires a flexible schedule, including evenings and weekends, to accommodate parish programming and events.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Frequent walking, standing, and moving around the parish campus to support programs and events
- Must be able to lift 25 pounds at times
- Must be able to access and navigate each department at the organization's facilities

Compensation

Salary and benefits are commensurate with experience and in accordance with diocesan guidelines.

Benefits included, but not limited: medical, dental, vision, life insurance, 403B