

Nativity Catholic Church
Archdiocese of Indianapolis

Pastoral Associate for Evangelization and Discipleship

Identifying Information

Position Title	Pastoral Associate for Evangelization and Discipleship
Location	Nativity Catholic Church, Indianapolis
Status	Full-time, exempt, 12 months
Reports to	Fr. Eric Augenstein, Pastor
Collaborates with	Faith and Spiritual Formation Commission Parish Life and Social Activities Commission
Supervises	Volunteer catechists and coordinators in areas of responsibility

Primary Functions

The Pastoral Associate for Evangelization and Discipleship serves the community by articulating the vision of missionary discipleship and evangelization for infants, children, adults, and families. This pastoral minister strives to grow the parish by outreach to the unchurched and alienated as well as deepen the disciple relationship of each practicing Catholic with Jesus Christ. Specific areas include: outreach and evangelization; the Rite of Christian Initiation of Adults; sacramental preparation for children, families, and adults; and faith formation for children and adults. This role is filled by a person who serves as both a pastoral minister who possesses a vision of how a local Church can develop its potential and a professional minister who holds specialized credentials in ministry.

Major Responsibilities and Regular Activities

Area A: Continuing Human, Spiritual, Intellectual and Pastoral Formation

1. Utilizes a process for self-growth based on the skills series as offered by the Office of Catechesis
2. Participates in parish catechetical leader (PCL) meetings, formation opportunities and retreats offered by the Office of Catechesis
3. Participates in deanery meetings
4. Participates in yearly personal retreat and regular spiritual direction
5. Participates in one or more professional organizations (Association for Parish Catechetical Leaders and/or National Conference for Catechetical Leadership)
6. Participates annually in a performance appraisal process

Area B: Programming for Evangelization and Discipleship

1. Rite of Christian Initiation of Adults (RCIA)
2. Faith formation for children and adults
3. Sacramental preparation
 - a. Baptism of infants
 - b. First Communion and First Reconciliation
4. Outreach and Evangelization, especially to the unchurched and alienated
5. Retreat and Renewal ministries

Within these major areas of ministry, the Pastoral Associate for Evangelization and Discipleship:

1. Articulates a vision of catechesis as stated in contemporary catechetical documents of Church
2. Implements programs based on the general principles of the National Directory for Catechesis

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3. Implements archdiocesan curriculum guidelines
4. Addresses chastity education in accordance with archdiocesan guidelines
5. Chooses catechetical material in conformity with the Catechism of the Catholic Church
6. Follows diocesan guidelines in implementing sacramental preparation
7. Utilizes guides developed by the Office of Catechesis for elementary, adolescent, and adult catechesis

Area C: Administration

1. Participates as a member of the pastoral team
2. Assists the pastor as needed in providing pastoral care and support to parishioners
3. Provides information to pastor, pastoral staff, and parish pertaining to matters regarding faith formation and sacramental preparation
4. Pursues a quality working relationship between self and pastor as supervisor
5. Identifies budgetary needs and requests funds for faith formation and sacramental preparation
6. Manages a corps of volunteer catechists and small group leaders

Area D: Relating to the Faith and Spiritual Formation Commission

1. Works with the Faith and Spiritual Formation Commission in identifying goals and objectives for faith formation
2. Implements commission policies
3. Serves as a resource person for commission
4. Serves as an administrative officer for commission

Area E: Relating to the Parish Life and Social Activities Commission

1. Works with the Parish Life and Social Activities Commission in identifying goals and objectives for parish social activities
2. Implements commission policies
3. Serves as a resource person for commission
4. Serves as an administrative officer for commission

Position Specifications and Requirements

Knowledge, Skills and Abilities

1. A professed and practicing Catholic with knowledge of Church teachings and structure
2. Has potential talent to be an effective religious educator as evidence by informational interview with archdiocesan Director of Catechesis
3. Excellent planning and organizational skills
4. Demonstrated interpersonal and problem-solving skills
5. Ability to work independently and highly self-motivated
6. Ability to maintain confidentiality of information

Education, Training and/or Experience

1. Newly-hired PCLs typically have at least the equivalent of a bachelor's degree in Catholic theology
2. Compensation and/or specific job title at parish are influenced by the Archdiocesan Guide for Computing Salary for Parish Catechetical Leaders

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3. Three to five years of professional experience in parish ministry, preferably in areas of faith formation or evangelization
4. Experiences related to administration, which include working with people and program planning in church or civic group

Working Environment

Lay ministers are vital ministers sharing the mission of the Church. They are expected to be role models and are expressly charged with leading parishioners toward Christian maturity and with teaching the Word of God. As role models, the personal conduct of every lay minister, both at Church and away from Church, must convey and be supportive of the teachings of the Catholic Church. These teachings include, but are not limited to: honoring the dignity of each human life from conception to natural death, care for God's creation, and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God's love and fidelity to His Church. Determining whether a lay minister is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.

1. The employee is expected to attend evening and weekend events as necessary
2. Travel may be required
3. The need of the position may require extra hours beyond the normal schedule

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.