

**DIOCESE OF YAKIMA PASTORAL OFFICE**

**Position Description**

**JOB TITLE:** **Evangelization and Faith Formation Director**

**DEPT/ PROGRAM** **Office of the Bishop**

**TITLE OF SUPERVISOR:** **Msgr. Robert Siler**

**POSITON CLASSIFICATION:** **Exempt**

**DATE PREPARED:** **April 3, 2019**

**DATE REVISED:**

**APPROVED BY:** \_\_\_\_\_  
**Msgr. Robert M. Siler**

**POSITION SUMMARY**

The goal of the Evangelization and Faith Formation Director is to develop Hispanic Catholic parishioners as leaders and be a liaison to share the work of PREPARES en español across the Yakima and Spokane Dioceses. This position will reside in the Yakima Diocesan office under the Most Rev. Joseph Tyson, Bishop of Yakima. Through this position, life and justice issues will be brought together, anchored in the works of mercy, with a natural faith formation structure that engages Catholic parishes and schools. The Evangelization and Faith Formation Director will build on Hispanic ministries already embedded in parishes and migrant ministries in Central and Eastern Washington. In year two, a Hispanic conference in Spanish will be developed and build on current ministries with Catholic identify, faith/science integration, Encuentro, and Spanish Family Evangelization.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

**MAJOR RESPONSIBILITIES:**

The following are essential duties associated with the position of the Evangelization and Faith Formation Director:

**I. Primary Function**

**TASKS**

1. The Evangelization and Faith Formation Director will assist Bishop Joseph Tyson in the care, guidance, growth of the diocesan, parish and school communities by evangelizing,

teaching, forming, and guiding the faithful in their faith journeys. The Director of Evangelization and Adult Faith Formation works directly with individuals, groups and oversees volunteers and others as directed by Msgr. Robert Siler. The Evangelization and Faith Formation Director also works collaboratively with the Directors of Religious Education for youth.

2. Develop/continue to grow, with Bishop Tyson, an effective plan for evangelization within and outside the parishes and schools of the collaborative
3. Assist the Directors of Religious Education in the implementation of Religious Education curriculum and use of materials and will have a working knowledge of the diocesan curriculum, will work with Directors of Religious Education to monitor the on-going implementation of RE curriculum, assist in the choosing of appropriate catechetical materials for use in instruction, assist DRE's in setting guidelines for Religious Education programs account diocesan standards
4. Assume Administrative responsibility by working with the collaborative parish leadership team to ensure compliance of the Safe Environment Policies
5. Help design and implement Evangelization and Outreach for both within and outside of our parishes and schools, and assist with special projects as assigned by Bishop Joseph Tyson.
6. Participate in the liturgical life of the parishes within the collaborative

## **II. PREPARES**

Focus on implementing PREPARES and volunteer development in 11 counties in Central and Eastern Washington with the highest Hispanic population: Yakima, Kittitas, Klickitat, Chelan, Douglas, Benton, Franklin, Grant, Adams, Okanogan, and Walla Walla Counties.

### **TASKS – PREPARES en español**

1. Embed the *PREPARES en español* in Hispanic parishes during the next five years to allow the ministry of volunteers to be a life-giving and sustainable extension of pastoral support throughout the parish.
  - A. Build strong relationships with volunteers to train as leaders with the following principles:
    - i. Involve the parish priest in the planning and build the ministry slowly
    - ii. Build on existing social, life, and justice ministries
    - iii. Provide hands-on volunteer training in short segments connected to other ministries
    - iv. Develop volunteers as Family Companions, support group leaders, and parent/child Play & Learn group leaders to enhance resources in isolated communities.

2. Build Hispanic ministries, engage life and justice issues anchored in the works of mercy, with a natural faith formation structure that engages Catholic parishes and schools.

### **III. Basic Qualifications.**

#### **TASKS**

1. Proficiency with information technology; must be able to type and have word processing capability.
2. Excellent communications skills including written, verbal, and public speaking and presentation skills; Professional bearing and clean and neat personal appearance.
3. Must have excellent leadership, human relations, and interpersonal skills; must be a self-starter, be well-organized, and must be a team player.
4. Travel and weekend and evening work may be required.
5. The ability to successfully complete a criminal history and background check.

#### **WORK SCHEDULE:**

The normal work schedule is 7 hours per day 5 days per week with exact schedules determined by the Bishop. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

#### **PHYSICAL REQUIREMENTS:**

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.

Ability to drive an automobile for frequent travel to various schools, parishes and conference centers of the Diocese of Yakima and beyond if necessary.

Occasional amount of evening and weekend work, including presentations, meetings and conferences.

#### **NON-PHYSICAL REQUIREMENTS:**

##### **I. Education and Training Requirements:**

1. At least a bachelor's degree in theology, ministry, or religious studies or other Bachelor's degree with certification in theology or ministry.
2. Must possess expertise in business or public administration and must have a minimum of five years of management experience in a Church environment.

##### **II. Qualifications and Experience:**

1. Demonstrate success with 5 years experience in Administration/Management in a professional office setting.
2. Computer knowledge and skills are necessary in Word, Access, Excel and Publisher.
3. Practicing member of the Catholic Church, knowledge of its structure, supporting its teachings and values, and committed to disciplines in word and love for its members.
4. Has a living and personal relationship with Jesus and a desire to evangelize, make disciples and serve.

### III. Special Skills:

1. Able to maintain a positive, team-oriented work attitude.
2. Able to handle difficult people and stressful situations in a calm and respectful manner.
3. Good organizational skills and the ability to manage multiple tasks simultaneously.
4. Behavior/Work Management Skills: Employee must have the ability to work in a dynamic environment with multiple priorities and shifting time requirements. Must be able to promote a participative, team oriented environment, working with employees, pastors, vendors, visitors
5. Problem solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
6. Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
7. Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
8. Quality control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
9. Demonstrated capacity to serve both Spanish and English speaking required.
10. Excellent oral, written, and interpersonal communications skills.
11. Skills using calendar/scheduling and graphics software desired.
12. Maintain confidentiality on all diocesan matters including sensitive personnel and diocesan business information.

**ACKNOWLEDGEMENT**

**THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS “AT WILL” AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.**

**The employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.