

DIRECTOR OF ADULT EDUCATION & EVANGELIZATION

Our Lady of the Lakes, Immaculate Heart, St. Emily (Northern Lakes Catholic Mission Field)

Job Title:	Director of Adult Education and Evangelization
Department:	Faith Formation
Reports To:	Director of Faith Formation
FLSA Status:	Exempt, Ministerial Exception
Prepared By:	Tracy Tschida
Prepared Date:	February 26, 2026
Revised Date:	
Schedule	

SUMMARY

The Director of Adult Education and Evangelization provides leadership in the design and implementation of educational experiences for adults and establishes a parish climate that nurtures the development of mature Christian faith within the adult community. The position works in accordance with diocesan guidelines and in collaboration with the Faith Formation team to advance the vision and mission of the Northern Lakes Catholic Mission Field.

CONTEXT

This position supports the mission and parishioners of this Catholic parish and exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth.

Church employees:

1. Must conduct themselves in a manner that is consistent with, and supportive of, the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church or the Diocese of Duluth, such that it can embarrass the Church or give rise to scandal. This employee must be an active, participating Catholic. All employees are expected to respect Catholic doctrine and religious practice.
2. Follow established parish and diocesan policies in all areas, including finance, personnel, facility use, and work schedules.
3. Work with professionals and volunteers for the welfare and growth of the parish community.
4. Demonstrate awareness of Federal and State Laws, as well as Diocesan and parish policies related to moral and ethical employee standards, including but not limited to those relating to vulnerable adults, youth, child protection, and sexual harassment. Ensure compliance with these laws and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Overall:
 - a. Directly responsible (with guidance from the Director of Faith Formation and Pastor) for all aspects of adult faith formation programs at the parish, including program design, curriculum and instruction.
 - b. Assess processes and programs for efficiency and effectiveness. Make changes as needed.
 - c. Identify, recruit, and form volunteers and catechists with appropriate skills to assist with faith formation activities (in conjunction with other faith formation staff).
 - d. Assess effectiveness of volunteers. Suggest changes in methods to improve outcomes.
 - e. Participate in classes, workshops and staff development opportunities to sustain and grow in professional knowledge.

- f. Maintain regular and appropriate communication with parishioners and staff.
 - g. Assist in Safe Environment compliance for the parish (as applicable).
2. Details:
 - a. Help plan and organize missions/parish retreats (in conjunction with pastor and other faith formation staff)
 - b. Create a three-year adult formation program of evangelization
 - c. Promote small group evangelization and bible studies, including daytime studies.
 - d. Plan and implement OCIA
 - e. Plan and develop resources for parishioners.
 - f. Is responsible for acquisition of books, media and other resources for adults.
 - g. Coordinates the recruitment of speakers.
 - h. Creates a yearly calendar of Adult Faith Formation events.
 - i. Schedules physical facilities appropriate for adult learners.
 - j. Assist all groups involved with faith formation to select topics and content consistent with the formation strategy of the parish.
 3. Other duties as assigned by the Pastor.

GENERAL RESPONSIBILITIES

1. Fundamentals:
 - a. Be on time and prepared for the day's activities.
 - b. Provide a safe learning environment for each person/parishioner and personally act always in a safe manner.
 - c. When personally instructing, demonstrate competence in instructional methods and knowledge of subject matter being taught.
 - d. Model behavior consistent with Catholic teaching.
 - e. Accept feedback on job performance professionally and with a goal for continuous improvement.
2. Vision:
 - a. Responsible for long-term faith formation strategy within the Mission Field of forming disciples of Jesus Christ in adults, in harmony with other faith formation initiatives and in conjunction with the pastor and other faith formation staff. Teamwork!
 - b. Provide overall leadership and implementation for a multi-year, progressive adult faith formation program. This leadership also includes adult evangelization and catechesis, OCIA; small groups/bible studies; parish retreats/missions; speakers; and specific events.
 - c. Provide resources and support for married and young couples' formation and spiritual growth (separate from sacramental marriage preparation or wedding preparation).
3. Team:
 - a. Work constructively with colleagues to maintain a collegial atmosphere among the staff. Attend staff and faith formation team meetings.
 - b. Willingness to support and substitute in other faith formation leadership team duties when needed.
 - c. Collaborate with the Faith Formation team on formation objectives for parishioners to ensure programs integrate well and involve the whole family.
 - d. Network with appropriate people at other parishes and stay current on best practices in parish faith formation.
4. Parish:

- a. Communicate effectively with staff, parishioners and volunteers, both orally and in writing. This includes one-to-one interactions, speaking with small groups, and teaching in front of large groups.
 - b. Support and nurture the faith life of each person.
 - c. Use technology effectively for both instruction and daily job duties.
 - d. Interact with parishioners and staff in a way that does not create unnecessary conflict.
5. Ongoing Personal Development:
- a. Attend yearly retreat. Pray Daily. Seek the Lord.
 - b. Take adequate vacation.
 - c. Ongoing study and personal reading regarding faith formation.
 - d. Attend other conferences as approved by the pastor.

The responsibilities listed above are representative of the position and are not intended to be all-inclusive.

SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Practicing Catholic who accepts all required doctrines of the Church.
2. MA/BA in Catholic Theology/Religious Education or a related theological field is required.
3. Previous experience working or volunteering in parish faith formation required.
4. Strong computer and technology skills, including Microsoft Office Suite and Google Suite.

LANGUAGE SKILLS

1. Good communicator who articulates messages clearly and consistently in a variety of venues and using a variety of means, especially in teaching adults.
2. Strong and positive leader who can influence people and generate enthusiasm.
3. Use appropriate means of communication for the workplace: email, voicemail, etc.
4. Remain positive and courteous, even in stressful situations.
5. Speak and act in a manner appropriate for a Catholic Church environment.

OTHER EXPERIENCE/SKILLS

1. Must be a strategic thinker who can both assess current state of affairs and develop integrated, long-term plans.
2. Organizational skills suited to balancing many duties and details.
3. Work cooperatively with other staff, general parishioners and volunteers.
4. Maintain confidentiality as appropriate; demonstrate integrity at all times.
5. Listen well and communicate clearly.
6. Accept direction and feedback on job performance from supervisor.
7. Manage multiple tasks and use good judgment to set priorities and accomplish required tasks.
8. Recognize potentially unsafe situations and respond appropriately and quickly.

CERTIFICATES, LICENSES

Valid Driver’s License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, sit, walk, use hands to feel objects with tools or controls, reach with hands and arms, talk and hear. The employee must occasionally lift and/or move objects up to 20-25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional church and office setting with individual work spaces and equipment. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel is required. Occasional weekend and evening work is required.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____