



DIRECTOR OF EVANGELIZATION AND CATECHESIS

February 27, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 74 parishes, 37 Diocesan Catholic Schools serve approximately 1.3 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by Bishop Edward J. Burns, (<https://www.cathdal.org/bishop>) the eighth bishop of the diocese

Job Title: Director of Evangelization and Catechesis

Reports To: Senior Director of Ministries

Location: Dallas, TX – Catholic Center

General Summary of the Position

The Director of Evangelization and Catechesis reports to the Senior Director of Ministries and is responsible for diocesan outreach, doctrinal instruction and oversight of parish formation programs. As a result, there will be a number of individuals with direct lines to the Director of Evangelization and Catechesis as well as a number of departments with dotted lines to the Director of Evangelization and Catechesis, who will provide collaborative support to these various ministry departments.

Essential Duties and Responsibilities

- Manages and promotes ministerial publications of the Diocese, digital media and digital communications, which serve as the means by which the Diocese speaks to and reaches the faithful
- Provides teaching, often through modern social communication, to the faithful within the Diocese, addressing issues of theology, morality, philosophy, ecclesiology, etc.
- Serves as a resource for other ministry departments for the purpose of providing evangelization strategies and doctrinal clarity
- Provides systematic, consistent and continual formation for Parish Catechetical Leaders (PCLs) and oversees the certification of parish catechists and leaders
- Assists parishes in the formation and certification of competent, knowledgeable and skilled catechists who instruct others in the Catholic Faith
- Serves as a resource for parish communities in the faith formation of their community, families, adults, youth and children
- Evaluates the effectiveness of diocesan programs of formation
- Oversees the parish-based catechetical programs to be in full compliance with Church teaching and with all relevant regulations and guidelines
- Participates in professional conferences that are necessary for effective diocesan catechetical leadership, as budget permits
- Oversees diocesan radio, television and streaming content
- Prepares and monitors the departmental budget, reviews and approves budgeted expenditures, reviews monthly financial statements, approves check requests and deposits to ensure accuracy in collaboration with department staff
- Provides formation courses, workshops, etc., in both English and Spanish as needed
- Oversees the preparation of the department's bi-monthly Newsletter and the planning and coordinating of major events
- Supervises and evaluates staff in their specific areas of ministry
- Encourages and supports staff in ministry development
- Other duties as assigned.

Position Requirements

Knowledge, Skills and Abilities

- Practicing Catholic grounded in the Magisterium of the Catholic Church and its application in pastoral ministry
- Collaboration and team building skills in working with multiple staff and in group settings
- Ability to manage in a complex tradition-driven organization
- Ability to strategically plan for large, diocesan-wide projects

Education and Experience

- Master's Degree in theology or philosophy
- Background in education **or** catechetical experience (minimum 10 + years) within a parish and or diocesan context

Other

Salary: Commensurate with background, education and experience.

Application Deadline: **April 30, 2021** (Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: *Only those selected for an interview with the search committee will be contacted*

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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