

Evangelization Coordinator: Role and Responsibilities

The role of the Evangelization Coordinator in each parish or family of parishes is to assist the pastor in pursuit of the Big Goal to become a Missional Community. This person will promote the mission to evangelize and catechize active parishioners, inactive Catholics, and all searchers and seekers of Jesus Christ, with a focus on adults.

The Evangelization Coordinator will:

- Coordinate family/parish evangelization efforts primarily through gathering and equipping parish leaders for evangelization
- Be responsible for forming teams of staff and volunteers to develop and maintain the steps of the parish's Clear Path of Discipleship
- Oversee program creation and management, as well as discipleship formation
- Play an active role in family/parish leadership, volunteer coordination, and program and ministry support

Factors to consider:

- This role is distinct from most current directors of religious education/faith formation; if you are adding these responsibilities to a current role within your parish, there may need to be a restructuring of role responsibilities that prioritizes the goals of the Evangelization Coordinator, specifically enabling them to focus on adult evangelization.
- Assisting the pastor, this person is responsible for aligning all efforts and programs across the parish/es with a Clear Path of Discipleship for adults.
- Ideally, this person would already be trained in methods and models of evangelization; recognizing this may not be possible, they must be willing to be formed for this role.

Example Job Descriptions:

- [Full Time Evangelization Coordinator](#)
- [Part Time Evangelization Coordinator](#)

Evangelization Coordinator Certification and Formation

Certification and formation of evangelization coordinators consists of three elements:

1. Orientation and certification event, offered September 2023 and February 2024
2. Monthly cohort meetings¹ (optional)
3. Coaching provided by the Parish Support Team for individuals or teams (optional)

1. Orientation and Certification

All evangelization coordinators seeking certification in the Archdiocese of Omaha must attend an orientation event. The primary goal of this event is to orient new Coordinators to the Pastoral Vision and Priorities and the Big Goal, introducing them to the habits and skills they will need in their role.

The first orientation and certification event is scheduled for **September 6-7, 2023**, at the St. Benedict Center in Schuyler. A second event will take place in February 2024. These events will take place once annually beginning in the fall of 2024.

2. Monthly Cohort Meetings

Evangelization coordinators will be placed in a cohort of 4-6 people. These cohorts will meet six to seven times per year. The purpose of these cohorts is threefold: (1) to provide a space for ongoing discussion and processing of concepts shared at the orientation; (2) to give a small group structure for completing additional formation curriculum; and (3) to provide a group for networking and peer-to-peer mentorship.

Evangelization coordinators will be placed in their cohorts after orientation based on interest. They will also be given an agenda for cohort meetings and instructions for accessing curriculum materials.

3. Coaching

A coach from the Parish Support Team is available to every parish evangelization coordinator for ongoing support as needed.

Additional Formation Through Mentorship Program

For evangelization coordinators who desire additional formation after certification, we highly recommend the Archdiocesan Mentorship Program for Lay Leaders.

This practical, hands-on training provides a framework for relational evangelization and emphasizes vital habits at the heart of fruitful disciple-making. In addition, participants gain a common language and experience with like-minded leaders from the archdiocese.

An overview of the mentorship program and its application process can be found at archomaha.org/mentorship/.

¹ The primary curriculum for cohorts will be courses available free of charge through Revive at reviveparishes.com. However, cohorts are welcome to adapt their materials to the specific needs of their group.

Schedule for the Two-Day Orientation & Certification

September 6-7, 2023 at St. Benedict Center in Schuyler

Orientation Overview: With the Journey of Faith, each parish in the archdiocese was asked to designate an Evangelization Coordinator and to build a Clear Path of Discipleship. This orientation is built to 1) help coordinators feel confident in their role, 2) connect them with peers and coaches for support, 3) give them tools for starting to build a Clear Path.

Sept. 6th

8:30 am – 8:00 pm

8:30 am	Arrival and welcome
9:00 am	Introductions and overview of schedule
9:30 am	WRAP Prayer with Is. 49 – A Light to the Nations
10:00 am	The Mission of the Church
11:00 am	Mass
12:00 pm	Lunch
1:30 pm	The role of an evangelization coordinator
2:15 pm	The process of evangelization
3:45 pm	Examen prayer with the individual journey of discipleship
4:45 pm	Break with optional coaching conversations
6:00 pm	Dinner
6:45 pm	Adoration
8:00 pm	Social with Archbishop Lucas

Sept. 7th

7:30 am-3:00 pm

7:30 am	Breakfast
8:15 am	Icebreaker activity
8:25 am	ARRR prayer
8:45 am	Q&A from Day 1
9:15 am	Clear Path ministry mapping with a fictional parish
10:30 am	Break with optional coaching conversations
11:15 am	The Clear Path explained
12:00 pm	Lunch with optional coaching conversations
1:00 pm	Panel – What does a clear path look like in your parish?
1:45 pm	Meet your cohort
2:30 pm	Mass
3:00 pm	End