

# **St. Mark Parish, Burlington: Parish Coordinator of Evangelization & Catechesis**

St. Mark's Parish in Burlington, Vermont, is looking for a Coordinator of Evangelization and Catechesis to join the team. The Coordinator of Evangelization and Catechesis provides support to the evangelization and catechetical efforts of the parish through faith formation programs to strengthen the faith life of the community. This individual will assist the Pastor and Deacon in supporting all aspects of faith formation ministries, including providing support for the Director of Religious education and teachers in the programs.

## **Essential Duties and Responsibilities:**

- Possesses strong technological abilities and has knowledge of computer programs such as Microsoft Word, Excel, Access, and has capabilities and willingness to learn the parish database system, Gabriel Soft, to manage data and run regular and specialized reports as needed.
- Draw-up an annual calendar, outlining important dates for the family faith formation program and coordinate the scheduling into the parish master calendar.
- Ensure an appropriate number of classes are scheduled to meet Diocesan requirements for Religious Education and Sacramental Preparation.
- Direct the organization and maintenance of the Family Faith Formation program.
- Provide the rationale for, and participate in, the preparation and monitoring of the budget for parish educational needs.
- Coordinate the purchase of materials including textbooks. Refer to the USCCB list of approved texts or contact the Diocesan Office of Catholic Formation for assistance.
- Periodically review the program (progress, effectiveness, concerns, etc.).
- Works with the Diocesan Office of Evangelization & Catechesis to support the parish in developing the parish's adult confirmation and RCIA (Rite of Christian Initiation of Adults) programs.
- Facilitate and assist with the implementation of efforts such as Legion of Mary, Alpha or Light of the World, designed for parish renewal and outreach.
- Oversee and develop curriculum and policies for the parish's marriage preparation program.
- Conducts Parish census through door-to-door evangelization
- Facilitate and assist the parish baptism preparation process.
- Serves as a support and resource for the all-faith formation/education ministries--assists with parish faith formation efforts for children as needed.

## **Education and Experience**

Bachelor's degree or equivalent combination of education and experience. An individual should be highly competent in catechetical studies and conversant with the New Evangelization; equivalent combination of education and experience may be acceptable to the hiring authority. Knowledge of theology, canon law, formation, spiritual development and education of children, youth, adults and families is essential. The individual must understand and be able to articulate the Church's sacramental, ecclesial, moral and spiritual theology and how they apply to the faithful. The individual will be a practicing Catholic in accordance with Canon 874 §1, 3°, 4° of the *Code of Canon Law*.

If interested, please send your resume to Fr. Dallas St. Peter, Pastor, [dstpeter@vermontcatholic.org](mailto:dstpeter@vermontcatholic.org) or St. Mark Parish, 1251 North Avenue, Burlington, VT 05408