
St. Matthew the Apostle Parish Gahanna

Employment Opportunity

Date: March 2nd, 2018

Deadline: March 23rd, 2018

Parish: St. Matthew the Apostle

Status: Full Time 40hrs/week

Practicing Catholic: Required

Position: Evangelization & Adult Faith Formation Coordinator

Position Summary: St. Matthew the Apostle Parish, located in a suburb of Columbus, Ohio, is seeking a well formed and passionate Catholic to plan and administer the evangelization, adult faith formation and stewardship efforts of our parish. Our parish is a thriving community of over 2,000 families. With already detailed attention to the Liturgical and Sacramental life of the Church, the need is great for community building and conversion. Position includes but is not limited to: Baptism preparation and coordination for parents; mentoring staff and volunteers in Christian leadership and formation; proclaiming the Gospel message to groups of parishioners; working with current parish and school staff to plan and execute initiatives that lead parishioners to an encounter with the relentless love of Jesus Christ. This position will report to the Parish Staff and Mission Manager.

Qualifications for the position: The ideal candidate must: be self-motivated to complete the responsibilities of the job with minimum supervision; multi-task and establish priorities; maintain a flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; have knowledge of, and ability to convey effectively, the official teachings of the Catholic Church; successfully manage volunteers and multifaceted programs; ability to read and comprehend simple instructions, write correspondences and memos; effectively communicate with staff, parishioners, and other visitors to the parish; exercise discreet judgment in maintaining all information highly confidential; be flexible but meet deadlines when required; have established organizational skills and priorities; exhibit initiative and responsibility. To perform this job successfully, an individual should have knowledge of MS Office (Word, Excel, and Outlook) systems.

Education/Experience: Baccalaureate degree or master's degree in theology or related field, or a combination of relevant education and experience in the development and administration of faith formation and evangelization programs.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience. Benefits are according to Diocesan policy.

Send cover letter, resume, and references to:

Leo S. Grimes, Parish Business Manager Lgrimes@stmatthew.net

■ 807 Havens Corners Rd. ■ Gahanna · Ohio 43230