



Diocesan Director of Evangelization and Catechesis

Overall Responsibility:

The Diocesan Director of Evangelization and Catechesis works under the Bishop of Honolulu to promote a living and personal faith in the Risen Christ, which is the cornerstone to the formation of one's faith, and providing resources for the accompanying, forming, and preparing children, youth, adults, and families for Christian discipleship and stewardship.

Report to: Vicar General

Classification: Exempt

Position Summary:

- Provides leadership in facilitating evangelization initiatives and efforts in the diocese for the active and inactive members of the body of Christ, and for unchurched people by collaborating with parishes, schools, and pastoral agencies, initiating diocesan outreach activities and communicating a call for people to conversion and renewal.
- Serves as a resource and support for parishes and schools for best practices in equipping others to evangelize by witness, word, and action that points to additional faith formation and catechesis.
- Ensures coordination of evangelization and catechetical initiatives and programs across all diocesan departments, especially those tied to ministry activities.
- Provide leadership for appropriate individuals, groups, offices, and agencies in the development of catechetical norms, policies, and evaluations for schools and parishes. Collaborate with the Office of Worship especially for catechumenal and initiatory catechesis.
- Evaluate and provide guidance regarding catechetical textbooks, materials, and other resources in conformity with the *Catechism of the Catholic Church* by the Ad Hoc Committee to Oversee the Use of the *Catechism of the Catholic Church* and establishes norms for certification of parish and school catechists and catechetical leaders.
- Work with Catholic colleges and universities to establish theologically and academically sound programs of evangelization and preparation for parish and school catechists.
- Represent the diocese to the Office of Evangelization and Catechesis at the United States Conference of Catholic Bishops and other regional and national groups and organizations relating to evangelization and faith formation of children and adults.
- Oversee department operations including staff supervision, growth and development and preparation, maintenance, and oversight of an annual budget.

Minimum Qualifications:

- Practicing Catholic in good standing required.
- Graduate degree in theology, catechetics, religious studies or related field
- 3 years of supervisory experience required.
- 3 years of work in parish, Catholic school or Diocesan setting.
- Intermediate computer skills.

Other Job Requirements:

Physical requirements:

- Bending, stooping, reaching, twisting, lifting, pushing, pulling and moving items.

Scheduling and travel requirements:

- Entails periodic evening and weekend work.
- Requires periodic travel to coordinate the programs on all islands
- Valid driver's license required.

I acknowledge that I have read the job description and requirements for the Diocesan Director of Evangelization and Catechesis position, and I certify that I can perform these functions.

Signature

Date

Rev. 6-1-23