

**August 2022**

*“Saint Mary Parish in Vermilion, Ohio, is a welcoming, Christ-centered community. Inspired by the Holy Spirit and nourished by the Sacraments, we are committed to developing spiritual growth, sharing vibrant faith, and encouraging total parish involvement.”*

**Director of Parish Engagement**

The Director of Parish Engagement works closely with individual parishioners, the Parish Leadership Team, leadership organizations, staff, and ministries to facilitate and promote involvement and engagement in the life of the parish. The Engagement Director also facilitates meaningful parish engagement with our surrounding communities, helping build trusting relationships with the communities we aim to serve. The director will help mobilize the gifts of the baptized, assisting each parishioner in developing their place within the Body of Christ.

**Qualifications/Skills:**

* Personal qualities that exhibit a prayerful spirit, personal and spiritual maturity, initiative, and adaptability
* Excellent organizational skills and attention to detail
* Communication skills within a diverse complement of individuals and groups
* Excellent time management with a proven ability to meet deadlines
* Flexibility to adapt to the needs of the parish
* The ability to prioritize tasks and delegate them when appropriate
* A Bachelor’s degree in theology, community organization, or applicable equivalent
* Practical experience in pastoral theology and parish life
* Proficient use of social media and technology as mode of evangelization and engagement; Willing to learn and use apps such as Facebook, Flocknote and Pastoral Parish apps.
* Gifted at bringing people together and getting them excited about sharing themselves and their faith.

**Responsibilities:**

* Become acquainted with as many of the parishioners as possible by overseeing the joining, welcoming, and membership process as a whole
* Work closely with parish staff to promote evangelization for new members and those reaching out to the church at pivotal moments in their lives (i.e. baptisms, weddings, funerals, etc.)
* Facilitate the work of parish leadership, staff and ministries by creating a working database of the parishioners that includes their specific gifts of time, talent, and treasure
* Provide insight to the Parish Leadership Team regarding involvement in our parish
* Promote the use of various discipleship tools or workshops (i.e. Formed.org, Ascension Press, The Augustine Institute, Word on Fire, etc.) to help parishioners discern their gifts and sharable talents
* Connect parishioners’ gifts with the needs of others both within the parish and beyond
* Facilitate and encourage parishioners to connect to established parish groups, enabling them to contribute support for the needs of diverse groups of people and ages
* Assist the Director of Religious Education with formation activities where relevant to parish engagement (weddings, baptisms, etc)
* Promote our community presence in communication, social media and technology
* Be visibly present and participate in key parish events
* Contribute to the overall health and morale of the staff
* Adhere to policies and procedures established by the pastor
* Continue personal holistic development and leadership training

**Other Responsibilities & Miscellaneous:**

* Provides a visible, accessible presence at parish events.
* Ability and willingness to work on some weekends.
* Must be flexible with their work schedule, especially on Holy Days and for special events.
* VIRTUS and BCI certification required.

**Type:**

This is a full-time position, salaried with benefits.

Please submit all resumes and a list of three references to:

**Fr. Paul Schreiner**

**St. Mary Parish**

**731 Exchange Street**

**Vermilion, Ohio 44089**

**Email:** [**pschreiner@stmaryvermilion.org**](mailto:pschreiner@stmaryvermilion.org)

**Call: 440-967-8711 (ext. 101)**