



Immaculate Conception Catholic Church

Parish Missionary

Spring 2026

Job Description

The Parish Missionary serves the parish by forming disciples of Jesus Christ and equipping parishioners for evangelization. The Parish Missionary focuses on relational ministry, small group discipleship, and leadership development. The Parish Missionary works to build a culture of evangelization in the parish, helping parishioners grow in prayer, sacramental life, authentic friendship, and apostolic zeal.

Key Responsibilities

1. Evangelization & Outreach

- Initiate and cultivate relationships with parishioners, especially those disengaged from parish life.
- Conduct intentional outreach to young adults, young families, and other target groups as identified by the Pastor.
- Invite individuals into deeper participation in the sacramental and communal life of the Church.
- Promote a welcoming and missionary parish culture.

2. Discipleship & Small Groups

- Lead Bible studies and small discipleship groups.
- Mentor individuals one-on-one in prayer, virtue, and apostolic mission.
- Form parishioners to become disciple-makers who can lead their own small groups.
- Provide training in Scripture, Catholic teaching, prayer, and evangelization skills.

3. Leadership Development

- Identify and invest in emerging leaders within the parish.
- Offer formation in spiritual leadership, relational ministry, and missionary identity.
- Collaborate with parish staff and volunteers to strengthen existing ministries through intentional discipleship.

4. Sacramental & Parish Integration

- Encourage frequent participation in the Eucharist and Confession.
- Collaborate with pastor and staff to connect evangelization efforts to the liturgical life of the parish.
- Support parish retreats and formation events.

5. Administrative & Team Responsibilities

- Maintain regular communication with the Pastor and Missionary Coordinator.
- Track outreach, small group participation, and leadership development efforts.
- Participate in staff meetings and parish planning.
- Engage in ongoing personal and professional formation.

Qualifications

- Practicing Catholic in good standing with the Church with a deep love for Jesus Christ, commitment to the teachings of the Catholic Church, and a sacramental life.
- Demonstrated experience in evangelization, small group leadership, or missionary work.
- Strong interpersonal and relational skills.
- Ability to initiate conversations and build authentic friendships.
- Basic knowledge of Sacred Scripture and Catholic doctrine.
- Bachelor's degree (or equivalent experience).

Core Competencies

- Relational leadership
- Initiative and missionary zeal
- Spiritual maturity and consistent prayer life
- Ability to form and multiply leaders
- Collaboration and team-oriented mindset
- Strong communication skills
- Strong organization and project management skills
- Basic proficiency using digital tools (email, group messaging, spreadsheets)

Evaluation Criteria

Success in this role will be measured by various indicators including:

- General program attendance
- Growth in the number of parishioners engaged in small discipleship groups
- Evidence of spiritual multiplication (leaders forming leaders)
- Increased sacramental participation
- Development of a sustainable culture of evangelization within the parish

Position Type

- Full time (40hrs/week), exempt position with benefits.
- Flexible schedule to adapt availability to the schedule of parishioners. Must work at least two evenings per week and Sundays.
- Salary starts at \$60,000 but can be higher based on experience.

Mission of Employer

Immaculate Conception Catholic Church is located in the heart of Washington, DC. Our mission is to win souls to Christ and draw people into deeper union with the Trinity through the sacraments.

Please send inquiries to Fr. Charles Gallagher (fathergallagheric@gmail.com) and Savannah (skleemanic@gmail.com).