



## **Program Director – Pastoral Initiatives**

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the archdiocese is seeking a Program Director of Pastoral Initiatives. This position will be responsible for assisting the Secretary in two areas of pastoral care: all parish and regional young adult outreach including campus ministry vitality throughout the Archdiocese of Washington, and parish pastoral planning. The Program Director will support parish and regional ministries related to young adult ministry, direct large archdiocese events (retreats, leadership formation, volunteer training, 7 church walk) for young adults and assist with parish pastoral planning efforts using the archdiocesan synod pastoral planning tools.

## **Duties & Responsibilities**

- Support pastors and campus ministry chaplains in their outreach efforts to young adults. 50%
  - Conduct all parish and regional young adult outreach as well as campus ministry vitality.
  - Mentor and consult with parish and regional ministries.
  - Direct large Archdiocesan events (retreats, leadership formation, volunteer training, 7 church walk)
  - Develop young adult programming through collaboration with local religious communities, volunteers as well as other offices within PMSC.
  - Manage ongoing communication and data management across all platforms with college campus ministries and Archdiocesan and regional Young Adult ministries.
  - Work closely with the Office of Cultural Diversity to expand and promote best practices for multicultural campus and young adult ministry including working with existing Hispanic ministry programming and leadership to implement the Encuentro process in the ADW.
  - Work with campus ministry chaplains in their development of Campus Ministry.
- Support pastors in their parish planning efforts using the archdiocesan synod pastoral planning tools. 40%
  - Coordinate with Secretary and parish consultation support team to assist pastors in the call for parish planning based on the synod
  - Communicating with pastors, deans and parish leaders about resources and support in creating long term pastoral plans for healthy, vibrant parishes
  - Work collaboratively with pastors and parish leaders to plan, execute, and host parish workshops and presentations on parish pastoral planning
  - Assist as needed the Chairman of the Council of Deans in preparing deanery meetings on pastoral planning and synod implementation.

- Serve as a member of the Parish Consultation Support Team with Assistant Secretary for Discipleship, Assistant Secretary for Life, Dignity and Justice, and Secretary to support pastors in parish planning. 10%
  - Assist in parish consultation (formation of parish pastoral councils, liaison program with new pastors, etc.) as assigned
  - Assist Secretary with the work of the Archdiocesan Pastoral Council (meeting agendas; meeting minutes; communications with members, etc.)
  - Attendance and participation in weekly PMSC team directors' meetings and all staff meetings.

## **Qualifications**

### **Knowledge, Skills and Abilities**

- Practicing Catholic
- Demonstrated leadership and mentoring experience
- Highly organized
- Collaborative and good listener
- Strong proactive communicator
- Excellent planning and execution abilities
- Knowledge of best practices for ministry leadership
- Culturally competent
- Able to work evenings and weekends as needed

### **Education and Experience**

- Graduate degree in Theology or a related field.
- Five years of college campus ministry, parish ministry or diocesan ministry work experience.
- Bilingual (English/Spanish) required.
- Knowledge and experience with multicultural ministries.
- Experience in working across departments with Pastoral leadership.
- Demonstrated experience in organizing and coordination of projects and programs.

### **Work Environment**

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers and filing cabinets.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

**Position Type/Expected Hours of Work**

- Regular full-time employee (40 hours/week); evening and weekend hours may be required

**Please forward your resume and letter of interest to: [calla-russl@adw.org](mailto:calla-russl@adw.org)**

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