

Director of Evangelization and Discipleship

Basilica of St. Adalbert, Grand Rapids, MI

Position Type: Full-Time/Exempt

Reports To: Pastor

Summary

The Basilica of St. Adalbert is seeking a Director of Evangelization and Discipleship to help foster the spiritual growth and the apostolic activity of our parishioners, enabling our parish to fulfill the great commission to “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you” (Matt 28:19-20). The Director of Evangelization and Discipleship will assist the Pastor in the implementation of an evangelical vision and will be responsible for initiating and maintaining opportunities for discipleship formation, sacramental preparation, evangelization efforts, and outreach to different age groups within and outside of the parish.

About the Basilica

The Basilica of St. Adalbert, located in the historic West Side of Grand Rapids, Michigan, is a vibrant Catholic parish, serving nearly 1000 families. Elevated to the status of a Minor Basilica in 1980, it occupies a unique place in the liturgical and pastoral life of the Diocese of Grand Rapids. The parish’s architectural beauty and emphasis on musical and liturgical excellence have been fundamental in building a youthful, diverse, and growing community from across the city and surrounding region. The parish is currently clustered with (shares a pastor with) St. Mary’s parish, about a half mile away.

Primary Responsibilities

- Develop and implement strategies for evangelization and the formation of missionary disciples in the parish.
- Work with the existing parish commissions (Evangelization, Discipleship, Community, and Children’s formation) to foster the apostolic activity of the lay faithful.
- Coordinate and oversee Formation and Sacramental Preparation for children, youth, and adults, working in conjunction with the Director of Liturgy and Worship, who coordinates OCIA and Baptism preparation.
- Supervise and collaborate with the Director of Liturgy and Worship in his role as OCIA and Baptism Coordinator.
- Work in collaboration with the Pastor and Marriage Preparation Coordinator to develop a robust marriage preparation process.
- Collaborate with St. Mary’s Faith Formation Coordinator on children’s formation initiatives.
- Create and promote opportunities for spiritual growth, such as retreats, missions, studies, and prayer groups.
- Maintain accurate records, reports, and budgets related to discipleship and evangelization programs.
- Collaborate with the Pastor to foster a culture of prayer, discipleship, and teamwork among parish staff.
- Be an engaged member of the staff and participate in staff meetings, prayer, retreats, and wider parish life.

Qualifications

- A disciple of Jesus Christ, in regular prayer and communion with Him, who is a practicing Catholic in good standing, frequents the sacraments, has a good understanding of Catholic theology, and is faithful to the Church's magisterium.
- Demonstrated experience in evangelization, discipleship, or religious education within a Catholic parish or other ministry setting.
- Excellent leadership and organizational skills, with the ability to manage multiple ministries and programs simultaneously.
- Strong interpersonal and communication skills, both written and verbal, with the ability to connect with individuals of all ages and backgrounds.
- Ability to recruit, train, and motivate volunteers effectively, providing ongoing support and guidance.
- Bachelor's degree in Theology, Religious Studies, Pastoral Ministry, or adequate experience in a related field is preferred.
- Commitment to growth in holiness and a desire to inspire and nurture the faith of others.
- Given the amount of collaboration with the Spanish-speaking community at St. Mary's, an understanding and appreciation of the unique spiritual needs of the Hispanic community is important. Proficiency in Spanish is desirable.

Accountability

This position will be responsible to the Pastor and will meet regularly with him. This position will work roughly 40 hours per week. Performance reviews and salary increases will be agreed upon and in accordance with diocesan guidelines.

Salary and Benefits

- Competitive salaried compensation commensurate with experience, in accordance with parish and diocesan policies.
- Benefits package including health, retirement, and paid time off.
- Continuing education support where applicable.

To Apply

Submit a résumé, brief cover letter, and three professional references to:

Fr. Kyle Kilpatrick

kilpatrick@basilicagr.org

We will actively review applications upon receipt and will schedule initial interviews starting June 5th.