

## Shared Position

Evangelism and Stewardship Coordinator, St. Francis de Sales Catholic Church (Holland, Michigan)

Director of Development and Program Coordinator, St. Benedict Forum, a program for students at Hope College (Holland, Michigan)

The Evangelism and Stewardship Coordinator will direct the efforts of St. Francis de Sales Parish to impact the Holland-Zeeland community by calling people to deepen their faith, readying hearts to welcome Jesus through outreach programs, organizing volunteers, and cultivating discipleship. The Coordinator is a missionary disciple who is charged with forming other missionary disciples.

### RESPONSIBILITIES

The Evangelism and Stewardship Coordinator will work closely with the Pastor and the Stewardship Committee to prepare and manage a plan for evangelism and stewardship which will energize disciples and achieve short and long-term stewardship goals.

Primary responsibilities of the Coordinator include

- To facilitate, support, and evaluate a plan for evangelization by
  - Encouraging parishioners' active response to their baptismal promise to love God and others above all else
  - Connecting parishioners with opportunities to nurture and share their gifts
  - Managing publicity and education in support of evangelism and Pope Francis's *The Joy of the Gospel*
- To facilitate, support, and evaluate a year-round plan for stewardship by
  - Overseeing education and publicity about stewardship
  - Cultivating and soliciting contributions from individuals, foundations, and corporations
  - Developing and executing a program for planned giving
- To manage gift processing and data bases for evangelism and stewardship

### QUALIFICATIONS

- Eagerness to communicate effectively his/her own Catholic faith and to empower others to do so
- Enthusiasm for communicating the mission of the church and the goals of the parish to potential donors
- Excellent organizational, communication, and managerial skills
- Passion for serving a diverse parish and sensitivity to cultural differences
- Proficiency in relevant technologies
- Fluency in English and Spanish
- Experience in fundraising
- Development experience with proven fundraising capacity
- Bachelor's degree (Master's preferred)

The Director of Development and Program Coordinator will be responsible for leading and coordinating the development efforts of the Saint Benedict Forum, attending to the day to day administrative concerns, and promoting the Forum and its events.

### RESPONSIBILITIES

- Direct and coordinate the fundraising plan of the SBF.
- Coordinate development efforts of board members.
- Establish and maintain relations with donors.
- Find relevant grants and foundations and write proposals.
- Develop informational and promotional literature.
- Promote the SBF and its events through mail, social media, advertising, and other forms of communication.
- Assist in the daily administration of programming, recruiting speakers, and arranging schedules.
- Coordinate and mentor students in the Vocation Discernment Program: leading weekly prayer, scheduling monthly mentorship meetings, acting as liaison with FOCUS Digital Campus, and coordinating discernment retreats.
- Organize Saturday Half-Day Retreats (schedules and themes) and the yearly Immersion Trip.



Please visit our websites to learn more about our vision:

St. Francis de Sales: <http://www.stfranchisholland.org/>

Saint Benedict Forum: <http://saintbenedictforum.org/>

Send resume and references by October 31 to [search@stfranchisholland.org](mailto:search@stfranchisholland.org)