

ST. JAMES COFFEE

EVANGELIZATION COORDINATOR JOB DESCRIPTION

JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Evangelization Coordinator develops and carries out various initiatives aimed at sharing the Gospel with the local community by utilizing St. James Coffee's space, products (including events/programs) and hospitality.

RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Develop and carry out evangelization efforts
- Develop and foster a culture of discipleship
- Disciple volunteers, customers, and/or community members
- Train and empower others to disciple volunteers, customers, and/or community members
- Work with Team Director to develop an annual evangelization budget
- Recruit volunteers
- Assist in training volunteers, emphasizing in evangelization training
- Encouraged to volunteer as an emergency sub

QUALIFICATIONS & SKILLS

- Self starter and able to work independently
- Outgoing and willing to approach new people
- Flexible schedule to meet with others at various times of the day
- Ability/willingness to attend St. James Coffee events with the purpose of evangelizing
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Education in and/or experience with religious studies, theology, or pastoral ministry
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

ACCOUNTABILITY

This position is accountable to the St. James Coffee Team Director.