

More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Director of Missionary Discipleship

Job Location:	Pueblo, Colorado
Type:	Full-Time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	\$59,336 - \$89,005 per year
Reports To:	Vicar General

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$59,336 - \$89,005 per year. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

What you will be doing

According to *The Joy of the Gospel*, with the primary goal of multiplying disciple-makers, the role of the DIRECTOR OF MISSIONARY DISCIPLESHIP is to advance the diocesan strategic planning and missionary conversion by networking and equipping *Spirit-filled evangelizers*, with a particular focus on Youth, Families, and Campus Ministry; collaborates with other staff members of the Catholic Pastoral Center and serves as a resource primarily to pastors and parishes in their efforts to establish and enhance the spiritual growth and formation efforts in their pastoral situation.

Could this opportunity be right for you? Continue reading for the full job description.

Essential Duties:

- Works to implement diocesan-wide initiatives, which could include special events, speaker series, formation programs development (i.e. “paths of discipleship”), and leadership training, with a specific focus on the New Evangelization
- In connection with specialists in the field, employs best practices with necessary competency in knowledge (vision), policies (diocesan), communication (two-way), and execution (project success), especially with regards to formation in the faith, discipleship, and Sacramental readiness
- Provides support for the deanery/parish evangelization plans; implementing the principles found in *Forming Intentional Disciples, From Christendom to Apostolic Mission, The Joy of the Gospel, Catechesi Tradendae, The Directory for Catechesis, and Ananias Training*
- Implements the Diocese of Pueblo Catechetical Plan, including:
 - A. Under the direction of the Bishop, working with and leading the Diocese of Pueblo Evangelizing Catechesis Task Force to develop and implement formation processes
 - B. Forming and maintaining partnerships with outside organizations as approved by the Bishop
 - C. Organizing and leading Parish Catechetical Leader Formation
 - D. Organizing and supervising Catechist Formation

E. Working with the Bishop to develop and disseminate “Pathways of Holiness” for sacramental preparation and other groups within parishes

F. Promoting Evangelizing Catechesis at all levels within the Diocese

- Consults with the Bishop, Bishop’s Cabinet, other offices/departments, clergy, and parish leaders for program planning and evaluation, with regards to the functions and purpose of this office
- Spends 25-33% of time on-site at parishes, visiting every parish at least once per year and every deanery at least twice per year
- Serves as a consultant to parishes, linking resources to needs, especially during on-site visits:
 - Explaining the background, objectives, approach, and timing (etc.) of programs
 - Providing/modifying the use of the accompanying tools
 - Reviewing the initial assessment of needs and next steps
 - Follow up care and encouragement
- Gathers contacts, observations, program needs, hopes and dreams into profiles to track progress
- Serves as a creative catalyst, reaching out to incorporate young people/families into the mission
- Participates in any task force assigned by the Bishop or Bishop’s Cabinet
- Collaborates interdepartmentally on special projects and events
- Coordinates and implements the Office’s communication plan (including Spanish); website content development, social media opportunities, e-newsletter, and/or other means
- Writes and regularly submits entries for diocesan communications

Education and Experience:

- BA in Religious Education/Catholic Theology or a related field; MA preferred
- 3+ years of ministry experience, preferably at the parish level or other Church organization
- Fluency in English; Spanish and intercultural competencies are a plus

Knowledge, Skills, and Abilities demonstrating applications of the following:

- Ability to participate in and contribute to regional and national initiatives focused on parish excellence, pastoral leadership, evangelization, and discipleship.
- Knowledge of and proficiency in Forming Intentional Disciples (or equivalent), with working knowledge of FOCUS (or other campus ministry models) and YDisciple (or equivalent youth ministry models) preferred.
- Ability and willingness to engage in ongoing ministerial formation and professional development through programs and conferences such as:
 - Ananias Training
 - Called and Gifted Training
 - SEEK Conference
 - USCCB's Institute on the Catechism Convocation
 - Franciscan University's St. John Bosco Conference
- Knowledge of Catholic theology, Church teaching, evangelization, discipleship, and faith formation.
- Knowledge of Church structures, parish operations, and diocesan ministry.
- Knowledge of pastoral leadership, strategic planning, and spiritual development across all ages.
- Strong ministerial leadership, planning, and program development skills.
- Effective verbal, written, and interpersonal communication skills, including intercultural competency.
- Ability to facilitate evangelization, discipleship, and leadership formation initiatives.
- Ability to implement diocesan strategic priorities and support parish vitality.
- Ability to collaborate effectively with clergy, parish leaders, staff, and volunteers.
- Ability to model and promote Catholic teachings, mission, and values as a Missionary Disciple.
- Ability to participate in ongoing professional and spiritual formation.

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment and Required Activities:

- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work and travel throughout the State of Colorado may be required as job duties demand.
- While performing the duties of this job, the employee will work in an individual office with a door. The noise level is quiet.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!

Applications for this position will be accepted until August 3, 2026.
To apply for this position, please complete a Diocese of Pueblo application and send to:
Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
lcastillo@dioceseofpueblo.org