

Holy Spirit Catholic Church

1111 West Daniieldale Road, Duncanville, Texas 75137 / 972-298-4971

Job Description Outreach Coordinator
Security: Confidential
Reports to: Adult and Family Ministry Director

Part-Time – 28 hrs wk/NON-EXEMPT

Updated: **March 13, 2018**

Ministry Vision and Mission

Adult and Family Ministry Vision

A parish overflowing with growing disciples who are living the joy of the Gospel.

Adult and Family Ministry Mission

To help equip every adult and family in our parish to diligently learn and joyfully live their Catholic faith in every aspect and stage of life.

Outreach Ministry Vision

A parish in which the priorities of every ministry and every parishioner reflect the heart of Jesus for those in need.

Outreach Ministry Mission

To help equip our parish to joyfully minister the corporal and spiritual works of mercy in our community.

A. Qualifications:

- College degree preferred.
- Roman Catholic living in sacramental union with the church.
- Familiar with Catholic Social Teaching.
- Servant heart with compassion toward the unborn and their families, the sick, the elderly, those in financial and emotional need, and all who are vulnerable and marginalized.
- Comfortable praying with and for others.
- Strong verbal and written communication skills.
- Interviewing experience a plus.
- Willingness and proven ability to say “no” graciously, as well as “yes.”
- Proven ability to build and support volunteer teams.
- Proven ability to work successfully in a team environment.
- Bilingual English/Spanish a plus.
- Proficient in Microsoft Office products, such as Word, Publisher, and Outlook; familiar with Excel.
- Highly organized and able to prioritize tasks to meet weekly deadlines.
- Available after hours for phone or in-person assistance.

B. Job Functions

Under the direct supervision of the AFM Director:

- Coordinates all Outreach activity for the parish.
- Sets vision for Outreach across Parish Ministries in view of present and developing community needs.
- Evaluates requests for financial need/assistance.
- Handles emergency phone calls/requests for priest outside of office hours.
- Supervises, supports, and recruits volunteers for the ministries of:
 - Food Pantry

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- Eucharistic Ministers to sick and homebound
- Pastoral care
- Grief support
- Brave Women
- Pro-Life
- ESL class
- Exercise group
- Prayer Chain and Prayers of the Faithful
- Craft group
- Other internal groups.

C. Duties and Responsibilities

1. In a manner that communicates the love of Christ and affirms each person's God-given dignity according to the teaching of the Church:
 - Receives and addresses all requests for Outreach assistance, including after-hours emergency calls for Priest/Ministry of Consolation.
 - Conducts interviews and oversees the process to approve all requests for holiday financial assistance and support.
 - Coordinates prayer chain needs and prayers of faithful for Liturgy purposes with Pastor's Assistant.
 - Networks with parishioners and others to identify employment opportunities for those in need of work.
2. Keeps all personal information secure and confidential per parish and diocesan guidelines.
3. Provides support for all volunteers working within Outreach Ministry, including arranging for facility use and necessary resources/materials/supplies.
4. Recruits, supervises, and supports volunteer teams for all Outreach initiatives, such as: Baby Banks and other Respect Life collections and programs, backpack/school supply collections, Holy-Holy, food collections for pantry needs and holiday food baskets, Angel Tree program, CRS Rice Bowl, Lenten collections, and other giving programs and functions.
5. Communicates well and works cohesively as a team member with other ministry staff; resolves conflicts and emergencies as they occur.
6. Holds monthly Outreach Commission meetings and facilitates effective two-way communication between the coordinator and the commission members. Promotes the vision of Outreach with members of the commission.
7. Works with the AFM Director on collaborating with other ministry leaders to communicate the vision to the wider parish community and promote whole-parish involvement in Outreach-related ministry, making opportunities available for all ages and ministries.
8. Manages the parish budget for funds allocated to Outreach Ministry, including approval of expenses incurred by volunteers on behalf of Outreach, per parish policy.
9. Prepares weekly bulletin announcements and inserts for Outreach Ministry.
10. Keeps abreast of parish and diocesan initiatives for Outreach activity; builds relationships and

collaborates/coordinates with Diocesan and non-parish based agencies, religious communities, and local community organizations—such as but not limited to Catholic Charities, diocesan prison ministry, St. Vincent De Paul, Duncanville Outreach, Bridges Safehouse, Missionaries of Charity, and Hope Mansion.

11. Participates in events, seminars, conferences, retreats and meetings directly related to job responsibilities, for professional, spiritual, and personal development.
12. Provides backup support for funeral liturgy and lunches, safe-environment program, and front desk (phone calls, greeting visitors, etc.).
13. Performs other duties as assigned in the spirit of Christian obedience and unity.
14. This position involves regular walking and moving carts and may occasionally involve stooping, kneeling, crouching, and lifting items up to 30 lbs.

D. Job Schedule

This is a 28 hour per week position, based upon current needs. Hours could increase, depending on future parish development.

Overtime will be necessary during Outreach Ministry's seasonal periods, including before Thanksgiving and before Christmas. A flexible schedule is necessary year round in order to effectively manage all responsibilities. Night and weekend work is required. Work hours and overtime will be determined in consultation with and approved by the Adult and Family Ministry Director.