

DIOCESAN RESOURCE REPRESENTATIVE

Full-Time, Exempt

INCUMBENT: Vacant

SUPERVISOR: Chancellor

PURPOSE:

The Diocesan Resource Representative serves as a liaison between the Pastor and the Diocesan Pastoral Center. The DRR assists the pastors and the parishes by facilitating needed services, resources and training identified by the parish for its pastoral planning, particular ministries, and engagement in the parish centered model of the AS ONE Project.

MAJOR RESPONSIBILITIES:

1. To support and articulate the vision of the As One Project.
2. To develop a working relationship with the Pastor
 - Schedule regular meetings with the Pastor to learn the needs of the parish to articulate the As One vision, and together to determine effective ways that can be of help to the parish.
 - Communicate regularly with the Pastor by visits, telephone, and email.
3. To maintain strong working relationships with the resource personnel at the Diocesan Pastoral Center
 - Know the services and resources provided by the Pastoral Center.
4. To encourage an environment of collaboration between the parish and the Diocesan Pastoral Center and among parishes.
5. To research and surface resources not currently offered by our diocesan offices in response to identified needs of parishes.
6. To participate in Pastoral Center Leadership Team meetings.
7. To maintain a current level of knowledge and skills required to effectively serve in this position. This is accomplished by participation or membership in appropriate local, regional, or national professional associations, by attending workshops or classes, by networking with diocesan colleagues, and through subscriptions to appropriate publications.

QUALIFICATIONS:

1. Bilingual ability is a preferred qualification but not required.
Need to be culturally sensitive.
2. Parish/Diocesan ministry experience.
3. Leadership abilities.
Ability to listen.
Ability to work with others in a collaborative style.
4. A self-starter and resourceful person.
5. Flexibility in terms of working hours and geographical mobility.
6. An appropriate educational background or equivalence in experience.
7. Must be organized, with a good ability to follow through.
8. Valid California Driver's License

APPROVED:

Incumbent:_____

Date:_____

Supervisor:_____

Date:_____