

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Department of Family, Faith Formation, & Young People

POSITION: Coordinator for Respect Life Ministry

CATEGORY: Part Time, Non-Exempt, 20 Hours per Week

SUPERVISOR: Director

JOB SUMMARY:

This position oversees all aspects of respect life ministry by offering a variety of educational programs, events, services and resources. The Coordinator is responsible for implementing the Bishop's Four Part Plan by coordinating Diocesan Pro-Life campaigns and events, supporting training and resourcing clergy and Respect Life Leaders. The position supervises the part time Gabriel Project/Bereavement Coordinator and the Rachel's Ministry Team. The Department of Family, Faith Formation & Young People equips ministry leaders to accompany disciples of Jesus through discernment, formation & accompaniment.

ESSENTIAL FUNCTIONS:

Respect Life:

- Provide educational, pastoral, spiritual and advocacy resources to clergy, lay leaders, and respect life parish teams in areas related to respect for human life and human dignity.
- Collaborate with Respect Life parish teams to support and strengthen respect life outreach within the parish and the broader community it serves. Maintain an accurate database of Respect Life parish contacts.
- Implement Bishop Soto's plan for pro-life activities at the parish and deanery level.
- Coordinates 40 Days for Life.
- Supervises the Rachel's Ministry Team.
- Supervises the Gabriel Project/Bereavement Coordinator. Ensure that services and updated referrals are provided for crisis pregnancy counseling and adoption, maternity homes,
- Encourage and participate in programs of prayer and worship that focus on the sanctity of human life. This includes coordination of the annual January 22 Mass at the Cathedral.
- Work closely with the California Catholic Conference, USCCB Pro-Life Secretariat, and the Diocese of Sacramento Social Concerns Office in their advocacy and lobbying efforts.

Collaboration:

- Collaborate with other staff of the Department of Family, Faith Formation & Young People
- Work closely with other diocesan departments, especially Social Concerns/Catholic Charities

MINIMUM QUALIFICATIONS:

Education: Master's Degree in Pastoral Ministry or BA with advanced theological studies.

Experience: Minimum of three years demonstrated practical experience in field related to respect life ministry. Minimum of two years demonstrated practical experience in supervision of staff.

Skills / Knowledge: Registered and practicing member of Catholic parish faith community, ability to work well with diverse groups, skilled at facilitating participation, co-responsibility, and collaboration among staff and with parish communities and other diocesan groups, excellent interpersonal, oral, and written skills, commitment to the universal and local Catholic Church.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE