



## Role Description for Diocese of Kansas City – St. Joseph Parish Respect Life/Human Rights Committee Coordinator (Parish Coordinator)

### Introduction

This profile describes the primary responsibilities for the role of Parish Respect Life/Human Rights Committee Coordinator (Parish Coordinator) within the programs and events that are currently managed by the Diocese of Kansas City-St. Joseph Office of Life and Justice. Although all Catholic organizations within the diocese in general, and all parishes in particular, are encouraged to participate in the work of this diocesan office, doing so is entirely optional.

### Diocesan Office of Life and Justice

The gift of human life is the foundation for everything that is done by the Office of Life and Justice. This fact notwithstanding, there is no real theological difference between the Church's teaching on the sanctity of every human life and the dignity of every person, especially for those who are most vulnerable. Each of these principles is rooted in the tenet that man is made in the image of God (*imago Dei*). To try to assign greater or lesser importance to any effort in defense of this shared foundation is meaningless and only serves to minimize the importance of, and to undermine the ability to share, the unique set of gifts with which each of us has been blessed by Our Creator.

The Office of Life and Justice, under the guidance of the USCCB Secretariat of Pro-Life Activities and the guidance of the USCCB Department of Justice, Peace, and Human Development, is charged with the following activities:

- Support for individual parish ministries in the areas of education, pastoral care, prayer and worship and public policy advocacy.
- Collaboration of ministry activities across parishes in order to increase the effectiveness and maximize the benefit of shared resources in support of the universal mission of the Church.
- Sponsorship and facilitation of annual diocesan-level activities and events
- Consultation with parish pastoral leaders to assist with development of parish ministries, the provision of timely ministry-specific information and relevant liturgical materials, and the creation of opportunities to serve in pastoral leadership roles within our broader diocesan programs.

### Parish Coordinator

*This list of requirements reflects the primary responsibilities and most common expectations of the role. It is intended to be neither an exhaustive list, nor an absolute set, of knowledge, experience and skills required to be successful in the role.*

*The selection of individuals for the role within a parish or organization and the definition of specific tasks associated with the role are ultimately the responsibility of the appropriate pastoral leader within the parish or organization.*

### Skills and Responsibilities of the Role

- **Strong Work Ethic**
  - Effectively prioritize work to ensure efficient completion
  - Demonstrate initiative and the ability to work independently and without direct supervision
  - Manage multiple activities in a changing environment
  - Participate in decision-making meetings
  - Collaborate with parish committee members and leaders of other parish ministries on parish and diocesan-sponsored projects and events
  - Travel occasionally to local parishes and diocesan offices for meetings, events and activities.
- **Communication Skills and Responsibilities**
  - Communicate clearly both in written and in spoken messages
  - Utilize interpersonal skills to effectively interact with diverse groups with differing views on a variety of ministry and Church-related topics
  - Develop and approve program materials such as promotional flyers, newsletters, and ministry status reports
  - Effectively collect, organize, and present information to parish pastoral leaders
  - Respond professionally to inquiries, requests, and concerns from fellow parishioners and leaders of other parish ministries, from parish pastoral leaders and the parish office, and from Parish Coordinators in neighboring parishes and the Office of Life and Justice.

- **Event Planning Skills and Responsibilities**
  - Assist with preparation and coordination of local, regional, and national pro-life events and programs
  - Organize and facilitate both internal parish ministry meetings and meetings with local community ministry leaders.
- **Program Development Skills and Responsibilities**
  - Support the programs of the diocese and of other parishes by providing assistance when necessary in the areas of education, prayer, pastoral care, and public policy advocacy
  - Serve as primary contact for parish pastor or appropriate organization leader in the areas for which the ministry is responsible.
  - Work with the leadership of other diocesan ministries, Missouri Catholic Conference, and other local community partner organizations.
- **Administrative Skills and Responsibilities**
  - Manage volunteer lists and list of parish committee members and activities
  - Assist parish pastor or other organization leader(s) with budgeting, accounting, and financial planning associated with parish ministry.
  - Assist with development and maintenance of parish committee website and weekly bulletin content
  - General copying, collating, filing, organizing, mailing, and occasionally shopping for the parish committee
  - Possess average to above average computer skills, including proficiency in electronic email communication and use of basic tools (e.g. Word, Excel, and PowerPoint). Familiarity with social media tools such as Facebook and Twitter is helpful.
- **Ministry Leadership Skills and Responsibilities**
  - Remain current on major diocesan activities and be willing to represent the diocese office as needed at events within both the parish and the surrounding community.
  - Develop and maintain a reasonably current and accurate knowledge of local, regional, national, and global events, issues and legislation that affect the parish ministry and its activities.

#### Personal Qualities

- Passionate about serving vulnerable and marginalized populations
- Practicing Catholic
- Personal integrity
- Self-confident
- Self-starter
- Problem-solver
- Detail-oriented
- Flexible
- Willing to learn

#### Compensation

- Unless filled by a current paid employee of the parish or organization, or unless otherwise determined by the appropriate parish or organizational pastoral leader, the role of Parish Coordinator is voluntary. Although remuneration may be available in some circumstances, salary, insurance and other benefits are not available through the diocesan Office of Life and Justice.

#### **Diocesan / Parish Ministries**

#### Suggested Areas of Concern - Respect Life (RL) / Human Rights (HR)

- Abortion (RL)
- Adoption (RL)
- Contraception/Birth Control (RL)
- Criminal and Restorative Justice (HR)
- Death Penalty (RL / HR)
- Economic Justice (Housing, Hunger, Poverty) (HR)
- Education (HR)
- Euthanasia and assisted-suicide (RL)
- Fetal Development (focus on anomalies and special diagnoses) (RL)
- Human-trafficking (HR)
- Immigration and Refugees (HR)
- Mental Health (HR)
- Non-Violence (HR)
- Post-abortion healing (RL)
- Racism (HR)
- Religious Freedom/Conscience Protection (RL / HR)
- Reproductive Technology (RL)
- Stem Cell Research/Human Cloning (RL)
- Stewardship of Creation/Rural Life (HR)

## Suggested Areas of Activity for Parish Coordinator and/or Committee Members

- Communication, technology and social media
- Development of ministry program and promotional materials
- Education
- Fundraising
- General volunteering and administrative assistance
- Pastoral care
- Prayer and worship
- Public policy advocacy
- Research of news and current events

The actual responsibilities of each Parish Coordinator depend on the particular interests of committee members, the needs of the pastor and of fellow parishioners and the opportunities for stewardship that exist within the parish and within the local community. At a minimum, the membership of the committee should include both youth and adults with a variety of interests and professional and personal experiences. Parish committees should also be mindful of the need for renewal from time to time with regard to both member participation and the talents, skills, experience and interests of members.

### **Additional Considerations**

There is no required duration for the role of Parish Coordinator. However, due to the scope of the role and the potential to develop meaningful long-term parish programs, a minimum of two years is recommended. In most cases, as the parish ministry grows, there are increased opportunities to serve in new leadership roles and to allow other committee members to serve as Parish Coordinator, thereby further strengthening the parish ministry.

By working with Parish Coordinators and committees in nearby parishes, opportunities may be available for participation in additional programs, activities and events, and for sharing one's own gifts with even more of our faithful. For instance, one parish may have someone who enjoys organizing and planning events and a nearby parish may have someone who likes making posters and flyers. By working together, both parish committees have the opportunity to share resources without necessarily increasing the amount of overall work for either committee.

The Parish Coordinator and other committee members may also be involved with external ministry-related organizations. Explicit consent must be obtained from the appropriate pastoral leader in order to promote any activities or events within the parish, especially those that are not under the sponsorship of the respective diocesan or USCCB offices.

Although the role of Parish Coordinator is closely aligned with the work of the respective diocesan offices, the primary responsibilities are to the pastor and to fellow pastoral leaders and parishioners. Therefore, upon completion or resignation of the designation of Parish Coordinator, each of these stakeholders should be informed of the decision and if possible, assistance should be provided in selecting a new Parish Coordinator.

For additional information about the role of Parish Coordinator, please contact the Office of Life & Justice at [sheppard@diocesekcsj.org](mailto:sheppard@diocesekcsj.org) or by visiting [www.lifeandjusticekcsj.org](http://www.lifeandjusticekcsj.org).