

PARISH:

POSITION TITLE: *Pastoral Assistant for
Social Outreach &
Advocacy*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Implements the parish's response to the social needs of parishioners and coordinates the social outreach and advocacy efforts of the parish.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative groups in implementing the mission of the parish.
- B. Coordinates the parish social outreach activities, in collaboration with the pastoral leader, staff and appropriate consultative bodies. Identifies the social outreach needs within the parish community and the neighborhood, including persons who are homebound, ill, grieving, disabled, and/or in need of food, clothing or housing. Prepares short and long-range plans and develops program, goals and strategies to respond to these needs.
- C. Assures the development of volunteers for social outreach purposes. Recruits, screens, trains, motivates and supports volunteers, and by provides ongoing opportunities for faith sharing, formation and development.
- D. Coordinates the parish's ministry to persons who are homebound, disabled and/or ill.
- E. Coordinates the parish's ministry to persons who are grieving.
- F. Serves as the liaison between the parish and the various social outreach services and organizations, including St. Vincent DePaul, Faith in Action, Rice Bowl, emergency Housing and Feeding, St. Francis House, Food Bank, etc. Collaborates with Catholic Community Service counselors in promoting the direct services offered by that agency.
- G. Assures the availability of information and referral services by the parish for social outreach concerns.

- H. Provides ongoing educational and training opportunities for parishioners and staff about Catholic social teaching.
- I. Serves as the parish liaison with civic/community services, legislative groups and other ecumenical associations concerned with social justice, outreach, advocacy and service, as delegated.
- J. Develops and administers the social outreach budget as delegated by the pastoral leader.
- K. Maintains a level of knowledge and skills required for this ministry through reading appropriate materials, and attending workshops and conventions. Participates in regional, Archdiocesan and national professional organizations, as approved and as appropriate.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____