

POSITION: Coordinator of Social Justice Ministry	PARISH NAME: St. Pius X Church
REPORTS TO: Pastor	SCHEDULE: 15 hours week/flexible
CLASSIFICATION: Exempt	EFFECTIVE DATE: July 1, 2018

The Coordinator of Social Justice Ministry is an integral member of the parish staff with professional preparation and pastoral sensitivity to suffering members of the parish and community. In conjunction with the pastor, this person provides direct ministry to those in need, and leadership in the planning and execution of programs to assist the needy.

RESPONSIBILITIES INCLUDE:

A. Coordination and Administration

1. Serves as member of the Parish Staff and the Social Justice Commission, including Sanctity of Life and Restorative Justice Committees.
2. Participates in decision-making regarding overall parish direction and activities.
3. Prepares and manages the Social Justice portion of the annual budget, including almsgiving program.
4. Contributes to following as necessary: parish bulletin, newsletters, bulletin inserts, flyers, newspapers.
5. Represents the parish in various ecumenical and civic activities.

B. Social Justice

1. Administers parish support for and involvement in
 - a. Catholic Worker House
 - b. Habitat for Humanity
 - c. Green Square Meals
 - d. Willis Dady Emergency Shelter
 - e. Parish and Metro Catholic Outreach (MCO) food pantry
 - f. Respect Life Activities including annual parish blood drive
 - g. Other emergency programs as they arise
2. Maintains reference lists for ongoing assistance requiring professional care.
3. Oversees coordinators of parish disaster team.
4. Coordinates Advent Giving Tree, Lent Rice Bowl, and other charitable donation efforts.
5. Facilitates annual Christmas parties at area care centers.

C. Any other duties and responsibilities assigned by the pastor.

QUALIFICATOINS

1. Experience in pastoral ministry
2. Participation in the life of the Catholic Church and ability to participate in the full sacramental life of the Church.
3. Supports the mission of the parish and the church.
4. Assists in the formation of the entire parish in understanding the parish mission.
5. Is collaborative, and exhibits a willingness to learn and share.
6. Is a professional person of integrity and responsibility, and is able to maintain confidentiality.