

## PARISH SOCIAL MINISTRY COORDINATOR POSITION DESCRIPTION

**POSITION:** Parish Social Ministry Coordinator  
**PROGRAM:** Parish (*fill in name of parish*)  
**RESPONSIBLE TO:** Pastor

**SUMMARY:** The Parish Social Ministry Coordinator's purpose is to provide parishioners with the opportunity to live out their baptismal call to service. The PSM Coordinator is called forth from the community, in part to enable and empower the parish and parishioners in acting as the voice and hands of Jesus in their corporate and individual lives. The goal is to help build a parish that is identified as a Matthew 25 community, a community which can look forward in loving confidence to the last judgment described in the Gospel. The Parish Social Ministry Coordinator organizes efforts to aid the parish in establishing and sustaining effective parish social ministry to carry out the social mission of the Church.

### DUTIES AND RESPONSIBILITIES

- Establish, oversee, coordinate and foster the work of the Parish Social Ministry Committee and its sub-committees and volunteers.
- With the Pastor and PSM Committee, articulate a vision of social ministry for the parish.
- With the PSM Committee, assess and determine what social needs are to be addressed and determine whether or not other services exist to meet these needs. Once the needs are verified, develop a mission statement of who you are and why you are taking this action.
- With the PSM Committee, develop a plan of action which includes goals, objectives and action steps with specific times and people responsible for completion.
- With the PSM Committee, implement the plan insuring that the resources identified in the action steps are available and evaluate its effectiveness.
- Initiate planned efforts to identify, recruit, and train volunteers, especially new ones.
- Create formation opportunities, ensuring that the social ministry work remains rooted in Scripture and Catholic Social Teaching.
- Establish a good communicating system that keeps the entire parish and other ministries connected/integrated.
- Coordinate social ministry efforts with other parish organizations, Pastoral Council and committees for total parish integration.
- Coordinate social ministry efforts with other parishes, ecumenical groups and broader community.
- Prepare and administer social ministry budget.
- Educate parish and community groups on the social mission/justice issues.
- Work closely with the diocesan Office for Social Ministry.
- Participate in opportunities for personal and professional development.
- All other duties as assigned by Pastor.

## **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge and understanding of Scripture and the Gospel call to service.
- Knowledge and understanding of the principles of Catholic Social Teaching which provides the solid foundation on why and how we do what we do as Catholic Christians.
- Knowledge and understanding regarding the distinction between charity (social service) and social justice (social change).
- Knowledge of diocesan resources.
- Some knowledge of community practice tools which includes knowledge of community resources, needs assessment, program development and coalition building.
- Ability to assess and discern needs in the parish.
- Ability to assess people's needs, identify problems, and make proper referrals.
- Ability to establish and maintain effective working relationships in diverse settings which may include working with persons with differing cultural backgrounds, parishioners and broader community.
- Ability to act as an advocate in an effective and professional manner.
- Ability to communicate effectively orally and in writing, to explain and interpret parish social ministry activities to the parish and broader community.

## **QUALIFICATIONS**

- Demonstrated leadership and experience in social ministry and/or social justice issues.
- Well organized.
- Good management skills.
- Works well with people.
- A team player.
- Good knowledge of the social mission of the Church.
- Interested in helping people.
- Compassionate and non-judgmental attitude and behaviors.
- Willingness to learn new ideas.
- Ecumenical spirit.