

SOCIAL / FAMILY LIFE MINISTRY SERIES

GENERAL DESCRIPTION: Develops and implements programs to enrich the faith life of families and adults and/or facilitates connections between the needs of individuals, the parish and the community with those who can be of service whether professionals or volunteers; conducts counseling and referral services; acts as parish resource for families and adults; empowers the parish to fulfill the church's mission of justice and reconciliation through a communal organized response to societal needs.

DESCRIPTION OF LEVELS

Parish Social/Family Life Minister II: Responsible for overseeing and coordinating a large and active parish social and/or family life ministry program. The program contains counseling, referral, service, education, advocacy and action components and covers the full range of social and/or family ministry as determined through assessment of needs and collaboration with parish leadership, e.g., services to those in need of pastoral counseling and referral, to those in need of food, housing and clothing, to those who are sick or suffering from bereavement, divorce or separation, and to those with special needs such as handicappers, shut-ins, widows, seniors and prisoners. Volunteers supervised by the position typically provide direct services. The classification requires a Bachelor's Degree and experience in parish social and/or family ministry or related work. The Parish Social/Family Life Minister II typically performs or supervises many of the functions listed below under Possible Job Responsibilities.

Parish Social/Family Life Minister I: Responsible for facilitating a small parish social and/or family life ministry program or one or more components of a large, fully functioning program as described above. The classification requires a Bachelor's Degree or equivalent and some education and training in counseling, Catholic social teaching and social services. The Parish Social/Family Life Minister I perform some of the duties listed below under Possible Job Responsibilities.

POSSIBLE FAMILY LIFE MINISTRY JOB RESPONSIBILITIES

1. Serves as parish advocate for families. Reviews policy and procedures for inclusion of the family perspective.
2. Serves as counseling services coordinator by offering counseling and referral and maintaining a network of professional providers
3. Coordinates the Addictions Ministry.
4. Coordinates the Marriage Preparation and Engaged Sponsor programs.
5. Coordinates AIDS Ministry.
6. Supervises recruitment and training of lay volunteers who assist in programs and activities of the Family Life Ministry.
7. Offers Annulment advocate services for parishioners.
8. Offers Family Enrichment programs as appropriate.

13. Supervises training and placement of volunteers for social ministry.
14. Educates parishioners about social ministry teachings and issues through the bulletin, newsletters, talks, etc.
15. Is involved in leadership training for council and commissions.

D. Advocacy

16. Promotes networking, parish involvement and serve as liaison to and collaborate with civic community service, ecumenical and legislative groups and other religious associations to lobby for social change.
17. Raises social awareness of parish-at-large, neighborhood and the broader community; empowers parishioners to serve as advocates and companions with those in need.
18. Is visibly present to main parish groups and at major parish events and is attuned to the living faith and real concerns of parishioners.

NECESSARY QUALIFICATIONS

Active member of a Roman Catholic parish faith community.

For Social Ministry

1. Bachelor's Degree or equivalent education and experience for Social Minister I.
2. Work experience in parish social ministry or related field for Social Minister II level.
3. Able to provide own transportation for job-related responsibilities.

For Family Life Ministry

1. Background in and appreciation of contemporary theology, adult education, spirituality and formation.
2. Knowledge of adult faith formation and learning styles.
3. Skills in-group dynamics.
4. Some experience in counseling and/or spiritual direction.

9. Coordinates the celebration of World Marriage Day in the parish.

POSSIBLE SOCIAL MINISTRY JOB RESPONSIBILITIES

A. Coordination and Administration:

1. Identifies the need for social services within the parish community and neighborhood. Convenes the Christian community to identify social needs and unjust social systems.
2. Administers funds and contributions related to this ministry.
3. Organizes individuals and community to respond to identify needs. Recruits, supervises, supports, and evaluates volunteer ministers for social service ministry.
4. Directs publicity regarding social services.
5. Maintains contact with Office of Parish Social Ministry, Catholic Charities and peers in local churches and social services agencies.

B. Direct Service

6. Provides information, referrals and pre-counseling services.
7. Does crisis intervention when necessary.
8. Acts as an advocate with public agencies to obtain benefits, services, etc., for clients.
9. Is actively involved in networking with civic, state, ecumenical groups and individuals to obtain needed services.
10. Provides resources for emergency assistance.
11. Service areas common to parishes:
 - a. Food - collection, pantry, baskets, emergency assistance and referral.
 - b. Shelter - emergency referrals or parish overnight shelter program.
 - c. Clothing - collection distribution.
 - d. Transportation service for elderly, disabled and poor - grocery shopping, doctor /hospital appointments.
 - e. Visiting persons who are bereaved, homebound, incarcerated.
 - f. Support groups for bereaved, divorced, single.
 - g. Small Christian Communities - development of communities involved in service and justice.
 - h. Information, referral and pre-counseling services.

C. Education and Training

12. Serves as a staff liaison with the Social Ministry Commission.