



# CATHOLIC PRO-LIFE COMMITTEE

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

## POSITION DESCRIPTION

<b>TITLE</b>	Parish Liaison	<b>DEPARTMENT</b>	Ministries
<b>DATE</b>	February 11, 2019	<b>LOCATION</b>	

### GENERAL INTRODUCTION

The position of Parish Liaison exists primarily to assist with carrying out the mission of the Catholic Pro-Life Committee. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

### SUMMARY OF POSITION

Part-time (approximately 20 – 25 hours per week). Reporting to the Director of Community Outreach, the Parish Liaison serves as liaison between the Catholic Pro-Life Committee (CPLC) and the local pastor and parish organizations, specifically the Parish Pro-Life Coordinators and their parish pro-life groups. In addition, the Liaison assists the Outreach Director in facilitating parish volunteerism for CPLC ministries and participation in community events.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keep Parish Pro-Life Coordinators and Co-Coordination informed of CPLC activities and events; assist them in recruiting parishioners to participate in annual diocesan-wide pro-life events (e.g., 40 Days for Life Vigil, Roe Memorial Mass and North Texas March for Life, Bishop's Pro-Life Dinner).
- Assist Parish Pro-Life Coordinators by providing access to speakers, materials, web links, etc., that will educate their parishioners on the sanctity of human life from conception until natural death, in particular the humanity of the unborn child, and the Church's mission to serve all human life in caring and compassionate ways.
- Assist the Parish Pro-Life Coordinators and parish pro-life groups in networking with other groups in the parish (e.g., the Knights of Columbus).
- Work with the Communications Department in the creation and distribution of monthly pro-life electronic mailer containing bulletin announcements, religious documents, event calendar, and flyers (hard copy version mailed to those who request it).
- Secure location, organize and preside over Quarterly Parish Pro-Life Coordinator Meetings and schedule guest speakers.
- Assist/train new Parish Pro-Life Coordinators as needed, including providing updates to Parish Coordination manual and organizing and presiding over semi-annual Parish Pro-Life Coordinator Orientation Meetings.
- Gather data to complete and update the pro-life profile of every parish, *i.e.*, ways in which the parish proclaims and implements the Gospel of Life, and help coordinate incentive programs for increased and more diverse involvement in respect life ministry (e.g., Bring Life to your Parish program).
- Assist with coordinating and staffing presentations and exhibiting at various parishes to encourage prayer support and volunteer participation in CPLC ministries (e.g., Disciples for Life program), and create and update reports regarding the same .

- As required, provide assistance to the Development Department with annual Baby Bank Campaigns held in parishes and parish schools.
- Work with other CPLC ministries to assure that aspects of the USCCB's Pastoral Plan for Pro-Life Activities (Public Information and Education, Pastoral Care, Public Policy, and Prayer and Worship) are in place.
- And other duties as assigned by the Community Outreach Director.

#### **KEY QUALIFICATIONS**

- High school education
- Strong organizational skills and attention to detail
- Verbal and written fluency in English and Spanish
- Ability to work cooperatively
- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Ability and desire to support the mission of the Catholic Pro-Life Committee and the Church
- Active membership in a parish/faith community and in good standing with the Church
- Understanding of and compliance with the Diocese's Safe Environment Program
- BILINGUAL

#### **OTHER SKILLS AND EXPERIENCE**

- Good interpersonal skills
- Comfortable with public speaking
- Skills in Microsoft Office (Word, Excel, Power Point)
- Reliable transportation
- E-mail and Internet access
- Membership in the Knights of Columbus or other parish organizations a plus.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Committee may be required to perform duties outside of their normal responsibilities from time to time as needed.