

Church of St Dominic

Parish Outreach Minister

Job Summary

The Parish Outreach Minister for the Church of St. Dominic, through personal contact with individuals and groups, draws parishioners into a deeper participation in the life of the parish and sense of belonging as members of the parish community.

To enhance personal contacts established, the Parish Outreach Minister serves as a link to connect people with existing parish groups and liturgical ministries, a catalyst in forming groups of volunteers for activities oriented to increase people's participation and belonging, and as needed at times the leader and coordinator of such activities.

The work of the Parish Outreach Minister is targeted to contact with the following sub-groups of parishioners: middle school and high school youth, recently married couples, families of recently baptized infants, recently registered members of the parish, young families, and college students.

The Parish Outreach Minister works in coordination with other members of the central parish staff and is directly responsible to the pastor.

Specific Job Responsibilities

To achieve the intended objectives of this job, the following are among the specific responsibilities of the Parish Outreach Minister:

1. Represent the parish and the Catholic faith in a positive and inviting manner.
2. Serve as a table leader for the Middle School Faith Formation program and connect with youth and families by organizing activities additional to the program.
3. Maintain periodic contact with Confirmation groups and Youth Mission Trip participants and leaders as a catalyst to connect them to parish ministries, service opportunities, and other youth activities as planned.
4. Develop groupings of adults and youth, according to their particular interests, to plan and execute a variety of activities for youth participation (ex: Apple pie baking, Valley Scare, movie evenings, prayer and discussion groups, etc.).
5. Maintain contact with the Director of Faith Formation and the Faith Formation Committee to coordinate calendaring and work together in organizing and promoting activities.
6. Maintain contact with pre-marriage prep team. Contact recently married couples and create ways to group them periodically with similar couples. Call parishioners on the date of their wedding anniversary.
7. Maintain contact with baptismal preparation team. Contact families following baptism and create ways to group them periodically with similar families. Call parishioners on birthdays of their children.
8. Working in conjunction with the parish trustees, visit recently registered members of the parish to welcome them and seek ways to connect them to the liturgical , sacramental, service and social life and activity of the parish, following up with them on a regular basis.
9. Be in contact with young families and seek ways to help them be a support to one another and an integrated part of the parish family.
10. Serve as a parish contact with the Catholic Student Association leadership on both St. Olaf and Carleton campuses. Participate in their activities from time to time and find ways to bring them together and integrate them in the life of the parish.
11. Work with group of volunteers to organize hospitality after Masses and develop themes for focus for two weekends each month. Contact groups of neighbors to provide fresh baked goods and other refreshments.
12. Work together with the pastor to organize home Masses and other neighborhood gatherings for parishioners.

Qualifications

To achieve the intended objectives of this position, the Parish Outreach Minister should be defined by the following qualifications:

1. Active participation in and dedication to the mission of the Catholic Church
2. Familiarity with basic theology of the Catholic Church
3. Strong communications skills: welcoming, friendly, supportive
4. Good organizational skills
5. Ability to work as a team member in coordination with members of the parish staff and other groups
6. Ability to prioritize and work on multiple tasks simultaneously
7. Flexibility and ability to work with changes and challenges in the ongoing development of the position
8. Completion of "Essential Three" (Virtus, background checks, and Code of Conduct) as required by the Archdiocese of St. Paul and Minneapolis
9. Familiarity with and commitment to guidelines for maintaining proper boundaries
10. Proper respect and confidentiality of parishioners' personal information

Preferred Educational Background and Experience

1. Bachelor's or Associate's Degree
2. Experience working with parish groups in either professional or volunteer capacity

Applying for the Position of Parish Outreach Minister Church of St. Dominic

This is a newly created position for our parish. Interviews will be scheduled beginning the last two weeks of July 2018 with possible beginning of employment in August 2018. Contact the parish office at 507-645-8816 with any questions. If interested, a type-written letter of application accompanied by a listing of educational and work experience and at least two references should be sent to:

**Fr. Denny Dempsey
Church of St. Dominic
216 North Spring Street
Northfield, MN 55057**