

**Diocese of Sacramento
JOB DESCRIPTION**

Department: Family & Faith Formation
Position: Coordinator for Family & Respect Life Ministries
Status: Non-Exempt, Part Time, 20 hours per week

SUPERVISOR: Associate Director for Family and Respect Life Ministry

JOB SUMMARY:

This position is responsible for supporting the Associate Director for Family and Respect life Ministry to implement the Bishop's Four Part Plan for Family & Respect life Ministry by coordinating Diocesan pro-life campaigns and events, supporting, training and resourcing clergy, and Parish Marriage Preparation Coordinators, Respect Life Leaders, and Coordinating the Gabriel Project Ministry.

ESSENTIAL FUNCTIONS:

- Act as main contact and coordinator of The Gabriel Project (TGP), ensuring that services and updated referrals are provided to TGP parish miniseries.
- Provide TGP parish-life committee members with at least twice a year educational opportunity, time for sharing program information, and organizing an Annual TGP Leaders Gathering
- Collaborate with Associate Director in quarterly support gatherings and annual gathering with Pro-Life Ministries (Both in English & Spanish).
- Collaborate with Associate Director in quarterly support gatherings and annual gathering with Marriage Preparation and Natural Family Planning (NFP) in English & Spanish.
- Collaborate with the planning Annual Gatherings such as: Annual Respect Life Gathering, spiritual retreats, training/workshops, etc.
- Encourage and participate in programs of prayer and worship that focus on the sanctity of human life. This includes visiting prayer sites and coordinating the annual "Protect Every Life" and Masses (for example, January 22nd Mass at the Cathedral, etc.)
- Promote 40 Days for Life Campaign (Twice a year).
- Promote NFP Week and providing resources to parishes.
- Ensure that services and updated referrals are provided for crisis pregnancy counseling and adoption, maternity homes, hospice care and bereavement ministry Maintain an accurate database of parish respect life contacts.
- Provide educational, pastoral, spiritual and advocacy resources to clergy and lay leaders in areas related to respect for human life and human dignity, especially:
 - Gospel of Life and Consistent Ethic of Life teachings
 - Abortion with its personal and social effects
 - Euthanasia and assisted suicide
 - Human sexuality / chastity formation
 - Bioethical issues including stem cell research and assisted reproductive technologies
- Maintain working relationships with local pro-life groups and encourage the development of local pro-life lobbying networks.
- Communicate with ministries via Flock Notes, posting on social media, making sure the website is up to date.
- Collaborate in other duties within the Family and Respect Life Department

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree or equivalent in pastoral ministry, theology, social work, marriage and family counseling, and/or comparable fields with a preferred emphasis respect life ministry and outreach.

Experience: Minimum of three years demonstrated practical experience in field related to respect life or family life.

Language: Bi-lingual (English/Spanish) preferred.

Skills / Knowledge: Registered and practicing member of Catholic parish faith community, ability to work well with diverse groups, skilled at facilitating participation, co-responsibility, & collaboration among staff & with parish communities & other diocesan groups, excel