



Plant / Operations Commission
Bishop's Annual Appeal (BAA) Coordinator
Position Description

Reports To:

Pastor

Ministry Purpose / Objective:

To aid the Pastor in soliciting parish-wide support for the Bishop's Annual Appeal (BAA) collection according to diocesan guidelines from Raleigh.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of BAA Coordinator:

- Oversees the stewardship and accounting aspects of the Bishop's Annual Appeal.
- Participates in Zoom meeting with staff in Raleigh prior to start of BAA.
- Coordinates showing of BAA video at each weekend liturgy as planned with pastor.
- Coordinates In-Seat collection weekend with pastor, staff, and ministry participants.
- Suggests guest speakers to be contacted for weekend liturgies.
- Records pledges received at parish in Excel spreadsheets.
- Maintains records of pledges via Blackbaud Raiser's Edge portal and Excel spreadsheet.
- Communicates with:
 - Commission Chairperson for guidance and concerns of ministry.
 - Secretary for Bulletin announcements.
- Prepares summary of pledges and donations in weekly email to pastor, staff, and ministry participants.

Special Activities:

- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Communicates needs of BAA process to Commission Chairperson.

Meetings:

- All Commission meetings.
- Annual training/refresher session.
- Lead meetings as needed February through April.

Time Commitment and Frequency:

Ministry participation January - December

Average Time: 2 hours/week

Expected Length of Commitment:

Two years and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Ability to work well with others.
- Ability to analyze and solve problems in procedures.
- Ability to count money and use a calculator.
- Basic knowledge of Microsoft Excel

Bishop's Annual Appeal (BAA) Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



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Task List**

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Attends training session provided by the Diocese.
- Prepares bulletin and pulpit announcements pertaining to BAA to parish secretary.
- Processes pledges according to the BAA Leadership manual on DioceseofRaleigh.org/Bishops-Annual-Appeal
- Ensures all materials are available for the In-Seat appeal at all the liturgies of BAA weekend.
- Prepares the total donations for bulletin publication and weekly emails to pastor and BAA team.