



Outreach Commission

C.A.R.E. Ministry Coordinator Position Description

Reports To:

Outreach Commission Chair.

Ministry Purpose / Objective:

The Christmas Angel Request Extravaganza (C.A.R.E.) provides assistance to those in need in Pender and New Hanover Counties. The ministry works with Catholic Charities in both counties to identify and address needs.

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 C.A.R.E. Coordinator:

- Reports to staff on activities of the C.A.R.E. Ministry for development of goals, calendar of events, and the coordination of meetings.
- Oversee budget for the C.A.R.E. ministry.
- Coordinates presentation of the C.A.R.E. Ministry at the Commissions/Stewardship Weekends.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- C.A.R.E. Ministry volunteers as the need arises.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

Average Time (may vary):

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| • Meetings | 4 hours/year |
| • Administrative Duties | 4 hours/year |
| • Publicity | 1.5 hours/year |
| • Organizing the Collection and Distribution of gifts | 30 hours/year |

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.

Qualifications Required:

- Ability to delegate responsibilities to smaller groups of volunteers.

C.A.R.E. Ministry 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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C.A.R.E. Ministry Coordinator 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:

- Represents the C.A.R.E. ministry at commission meetings as needed.
- Meets with and emails Catholic Charities' liaisons to understand needs.
- Submits dates for the C.A.R.E giving project for the ICC master calendar.
- Publicizes C.A.R.E. events to bulletin and other ICC venues to parishioners.
- Prepare talk for parishioners to explain the C.A.R.E. ministry's goals.
- Coordinates the work of all volunteers and works with them to answer questions from parishioners about the C.A.R.E. ministry.
- Works with volunteers to hang gift tags for parishioners to take and fulfill.
- Works with volunteers to organize gift bags and to assure that all items are accounted for; supplement if items are missing with grant money or Wal-Mart gift cards.
- Prepares signs for sort day.
- Takes pictures of sort day as volunteers count and organize all collected items.
- Works with business manager to spend available grant money.
- Coordinates the delivery of items to Catholic Charities in Pender and New Hanover Counties.