



Outreach Commission

Prison Ministry Coordinator Position Description

Reports To:

Outreach Commission Chair.

Ministry Purpose / Objective:

To serve those in prison... "I was in prison and you came to me." (Matthew 25:36)

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 Prison Ministry Coordinator:

- Maintains communication with Prison for time allotment and updated guidelines.
- Works within guidelines of Prison Rules.
- Justifies budget annually.
- Delivers God’s message utilizing Prison approved media.
- Coordinates the giving of Eucharist.
- Is familiar with those prisoners who are confirmed.
- Coordinates scheduling of member visits.
- Fills in for those weekends that scheduled minister cannot fulfill duties.
- Collaborates with other prison ministries in the area.
- Performs duties of Prison Ministry member when scheduled for the Saturday, 7:30-8:30 PM service at the prison or the Sunday service at 2:25—3:25 PM.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- 1 to 2 hour training at the prison.
- 4 hours volunteer activities/services at the prison to acquire Prison Pass.

Meetings:

- All Commission meetings.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Administrative

Average Time (may vary):

1-2 hours/monthly

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 communicate effectively.

Prison 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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Prison 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:

- Arranges for annual reordering of scripture materials/booklets with ICC Office Manager.
- Maintains volunteer schedule and as-needed changes.
- Arranges for certification of volunteers as Extraordinary Ministers of Holy Communion with the ICC Director of Liturgy.
- Arranges for volunteer initial orientation at the prison with New Hanover County Corrections volunteer coordinator.
- Coordinates or communicates with New Hanover County Corrections staff volunteer coordinator when required.
- Attends re-training on new laws at prison when required.
- Arranges for annual renewal of prison pass for volunteers.
- Arranges for acquisition of approved religious materials requested by the prisoners with the ICC Office Manager.
- Coordinates with the Diocesan Prison Ministry representative as needed.