



Outreach Commission

Prison Ministry Member Position Description

Reports To:

Prison Ministry Coordinator.

Ministry Purpose / Objective:

To visit the New Hanover County Correctional Center, which is a minimum-security prison on Division Drive near the Wilmington International Airport (ILM) and to participate in the Catholic service either on the first Saturday or the third Sunday of each month.

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Prison Ministry Member:

- Ministers are scheduled (normally with another minister) to participate in the Catholic service either on the first Saturday or third Sunday of each month.
- The service involves conducting scripture readings and discussions that are normally led by the prisoners on scheduled weekends.
- Picks up the Eucharist at Immaculate Conception on Saturday before the service at the prison on scheduled weekend.
- Conducts a short Eucharistic service for the Catholic prisoners.
- Maintains open communication with coordinator for:
 - Updates to contact information.
 - Revisions to guidelines.
 - Recognition of those prisoners who are confirmed Catholic.

Special Activities:

- Attend an initial, mandatory orientation/training session.
- 1 to 2 hour orientation/training at the prison.
- Four hours volunteer activities/services at the prison to acquire Prison Pass.

Meetings:

- Annual ministry meeting.
- As necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Volunteering

Average Time (may vary):

2 hours/month

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Must be a Extraordinary Minister of Holy Communion.
- Familiarity with the Bible.
- Faith communication skills.
- Needs to be well organized and willing to help.
- Have a strong commitment to the ministry.