

Diocese of Sacramento

JOB DESCRIPTION

Department: Family & Faith Formation
Position: Coordinator for Respect Life Ministry – Gabriel Project
Status: Non-Exempt, Part Time, 20 hours per week
SUPERVISOR: Coordinator for Respect Life Ministry

JOB SUMMARY:

The Coordinator for Respect Life Ministry will assist in the expansion of the Gabriel Project ministry throughout the Diocese of Sacramento. The coordinator will connect with pastors to get approval of the ministry within the parish, provide parish team training, and provide continues support to the parish team through quarterly support gatherings, annual gathering, workshops, retreats, etc. They will support the Coordinator for Respect Life for gatherings and campaigns as requested.

ESSENTIAL FUNCTIONS:

- Serve as main contact and coordinator of the Gabriel Project (GP), ensuring that services and updated referrals are provided to GP parish miniserries.
- Responsible for answering the helpline, training of volunteers, organization, volunteer recruitment and support for Parish Gabriel Projects, a pregnancy help ministry.
- Provide GP parish committee members with:
 - educational opportunities twice per year
 - quarterly support gatherings
 - Annual GP Leaders Gathering
- Work with volunteers and Parish Staff in maintaining material assistance inventory at Parishes.
- Promote the Gabriel Project to parishes and field phone calls in English and Spanish from those interested in the retreat.
- Support the Associate Director in coordinating Large Events, advocacy, and campaigns such as: Annual Gatherings, spiritual retreats, training/workshops, Respect Life Mass, January Pro-Life events, and Advocacy campaign.
- Perform other duties as assigned by the Associate Director

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree or equivalent in pastoral ministry, theology, social work, marriage and family counseling, and/or related field.
- Experience: Minimum of three years' parish ministry experience related to marriage, family & respect life, especially The Gabriel Project.
- Language: Bi-lingual (English/Spanish) preferred.