

Church of the Incarnation

Social Justice Coordinator

Job Description

1. Summary and Purpose:

The minister empowers the parish community to become formed in Catholic social teaching and to engage in the Church's social mission, which seeks to incarnate the Reign of God in families, neighborhoods and societies.

2. Supervisor's Title/Working Relationship:

The pastor will provide ongoing supervision and support for the Social Justice Coordinator. The minister will serve as a member of the staff and will provide staff support to the Parish's Social Justice Steering committee. The minister will participate in staff meetings and gatherings.

3. Responsibilities and Tasks:

- a. Recruit, train, and support volunteer leaders for the parish's justice/solidarity and outreach/charity programs and ministries.
 - Convene the Social Justice Steering Committee (3-4 meetings/year) for annual planning and evaluation of ministries and programs, and to receive recommendations on new initiatives and budgeting priorities.
 - Collaborate with and coordinate among ministry leaders and teams that engage in justice/solidarity efforts and charity/outreach projects by providing orientation, skills training, CST education and support.
 - Coordinate and ensure the parish's continuing and active involvement in community organizing through IMPACT and ministry to the homeless through PACEM.
 - Arrange an annual day of reflection for those involved in social justice ministry.

- b. Promote formation of the parish community in the social teaching of the Church in cooperation with other parish ministries.
 - Coordinate Social Justice Ministry communications for: parish bulletin, e-letter, bulletin boards, related web pages and parish newsletter.
 - Collaborate with Worship and Christian Formation and Youth ministries in planning activities and disseminating information and materials on social justice issues and parish ministries.
 - Coordinate adult education programs and events related to social teaching (example: JustFaith, simplicity study groups, non-violence groups, etc..)

- c. Coordinate and train parish volunteers in responding to the emergency financial and material needs of parishioners and community members.
 - Provide information and referrals to parishioners and other persons in need.
 - Maintain accurate and confidential records concerning needs, referrals, and follow-up items.
 - Assess requests for and provide financial assistance according to the Outreach Guidelines.
 - Provide in-depth support to parishioners in financial crisis in the form of supportive counseling, referrals and follow-up support.

- d. Develop and monitor the annual Social Justice budget, in conjunction with the Social Justice Steering Committee.
 - Ensure that the budget for Social Justice, Outreach initiatives and the Haiti Twinning Program reflects parish priorities and is responsive to community needs.

- e. Foster parish involvement with local, regional, state and national religious and community organizations in social service and justice efforts.
 - Collaborate with local ecumenical/interfaith groups that serve people in need and work for justice (IMPACT, PACEM, The Salvation Army, Charlottesville Catholic Worker, etc);
 - Encourage parish participation in timely efforts for action, reflection and transformation of unjust social structures and in response to local or national events.

- f. Foster parish cooperation with Diocesan offices related to Social Justice Ministry, utilizing Diocesan resources and being responsive to diocesan activities and emphases.
 - Collaborate with the Commonwealth Catholic Charities Office of Justice and Peace, Virginia Catholic Conference, and Haiti Ministry Commission.
 - Attend continuing education events and gatherings as needed.
 - Review Diocesan mailings and newsletters.
 - Facilitate parishioner involvement in Diocesan events and activities.

4. Working Conditions

This is a 35 to 40-hour per week position and an MA-4 position according to the Diocesan classification guide. The minister will be available during portions of regular parish office hours. The work schedule is established by the pastor and the minister and can be adjusted to maintain workflow.

5. Qualifications

Bachelor's degree or equivalent required. Study of pastoral ministry, theology, social work or other social sciences is desirable. At least three years professional or volunteer experience in a ministerial, social justice or human services setting is preferred. Spanish proficiency is preferred; a willingness to learn is necessary.

The minister's educational background and work history need to reflect the following competencies:

- a. A working knowledge of the Church's social teaching;
- b. Leadership abilities in planning, administration, volunteer management, advocacy, and community organizing;
- c. Interpersonal skills in communication, education, collaboration, and group process.
- d. The minister must be Catholic and demonstrate an active commitment to the social mission of the Church, which is rooted in Catholic Spirituality.