

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Evangelization and Catechesis

**POSITION:** Respect Life Coordinator

**CATEGORY:** Exempt Full Time

**SUPERVISOR:** Director, Department of Evangelization and Catechesis

### **JOB SUMMARY:**

In accord with the U.S. Bishops' Pastoral Plan for Pro-Life Activities, this position is responsible for implementing the pastoral plan for Pro-Life activities within the Diocese of Sacramento and overseeing the diocesan post-abortion ministry program.

### **ESSENTIAL FUNCTIONS:**

#### **Respect Life Coordinator:**

- Provide educational, pastoral, and public policy resources to clergy and lay leaders in areas related to respect for human life and human dignity, especially:
  - Gospel of Life and Consistent Ethic of Life teachings
  - Abortion with its personal and social effects
  - Euthanasia and assisted suicide
  - Human sexuality / chastity formation
  - Bioethical issues including stem cell research and artificial reproductive technologies
- Design, implement, and evaluate age-appropriate programs and curricula that advance appreciation for and adherence to an authentic Catholic vision of human life and sexuality, e.g., annual pro-life poster-essay contests and Mother Daughter and Father Son fertility awareness programs. Collaborate with diocesan Superintendent of Schools in ensuring that all students in all Catholic schools receive this education.
- Collaborate with parish respect life coordinators to support and strengthen outreach within each parish and the broader community it serves. Maintain an accurate database of respect life parish coordinators. Facilitate parish efforts to identify and replace coordinators.
- Twice a year provide parish respect life coordinators and committee members with programs that are educational and that provide time for mutual sharing about activities and challenges.
- Maintain and publish an accurate data base of crisis pregnancy centers, maternity homes, hospice care and bereavement ministries within the diocese.
- Once a year provide a networking luncheon for the leadership of all crisis pregnancy centers and maternity homes within the diocese.
- Encourage and support local programs that provide care for the dying.
- Encourage, support and participate in programs of prayer and worship that focus on the sanctity of human life.

- Coordinate the annual January 22 Mass at the Cathedral.
- Maintain and publish an accurate data base of diocesan NFP teachers. Assist the Director in recruiting, training and providing on-going support for these teachers. Remain knowledgeable about NFP methods and related Catholic teaching on marital chastity.
- Work closely with the California Catholic Conference and the USCCB Pro-Life Secretariat.
- As necessary assist department staff with Spanish - English interpretation.

**Project Rachel Coordinator:**

- Direct and coordinate Rachel's Vineyard Retreats (two in English, one in Spanish) each year for the diocese.
- Provide referrals to clergy and therapists for those in need of post-abortion counseling, spiritual direction and reconciliation support.
- Provide resources (brochures, books, articles, etc), training and assistance to clergy, parish staff and ministry leaders in the area of post-abortion healing.
- Coordinate a bi-annual post abortion healing seminar.

**MINIMUM QUALIFICATIONS:**

**Education Required:** A.A. Degree or equivalent. Knowledge of the Pastoral Plan for Pro-Life Activities, the Gospel of Life, and other Church teachings related to respect life and dignity of the human person. Knowledge of Catholic social teaching.

**Education Preferred:** Bachelor's Degree in religious studies or a field that informs promotion of Catholic teaching on the Gospel of Life and of Catholic social teaching.

**Experience:** Minimum two years experience (volunteer or professional) in pro-life activities.

**Skills Required:**

- Excellent organizational, administrative and communication skills including writing and public speaking.
- Proficient in Microsoft Word and Excel.
- Registered and practicing member of a Catholic parish
- Ability to work with diverse groups
- Fluent in spoken and written Spanish and English