

Church of St Vincent de Paul

Volunteer Position Description

Title: Member – Outreach Commission
Works with: Director of Outreach

Date: February 15, 2010

Time requirement: 3-8 hours per month

Meetings: Monthly Meetings – the 3rd Tuesday Evening of each month – except for July and December.

Meetings are of one hour duration, or shorter: 6:30 – 7:30 p.m. after prayer and light meal at 6 p.m.

Annual Planning Meeting: January or February

Term: three years

Purpose: The main purpose of each commission is to work with the Pastoral Council and the other commissions to accomplish Parish Mission and Goals. Each commission sets its own commission operating policy/guidelines, and evaluates its results. (For all commissions, see Commission Member Position Description.)

The Outreach commission collaborates with staff in the coordination of the ministries of Pastoral Care and Social Justice. It is expected that Outreach Commission will motivate our parish to not only do more, but also be more of a reflection of the gospel. The scope of this Commission includes outreach to both our parish community and other local and international communities to reflect the “Solidarity” mandate of Catholic Social teaching. The programs under this Commission are categorized into two: PASTORAL CARE – Homebound ministry, Hospital ministry, Nursing Home, Arms of Hope, Cana Dinner, Divorce and Separated support group, Grief support group, Funeral/Wakes, Remembrance Service, Triduum Community Morning Prayers, Singles group, Senior Luncheon, Marriage Prep. and Prayer Request Line. SOCIAL JUSTICE – SJ Coordinators Committee, JustFaith, JusticeWalking, Womb-to-Tomb, Prison Ministry, Ministry to People with Disabilities, Multicultural Ministry, Medical Ministry, Sowers of Justice, Catholic Campaign for Human Development, Charitable giving and Outreach box. The commission sets goal and reviews same in relation to parish Outreach ministries. The Commission may also form additional project oriented subcommittees to accomplish its objectives.

Membership on the Outreach Commission during a one year term may include one of the following responsibilities:

Chairperson/Facilitator

Co-Chairperson/Facilitator

Recorder

Representative of Outreach Commission to Pastoral Council

Representatives of Outreach to Annual Planning

The Chairperson or Co-chairperson will not be the representative to the Pastoral Council. The Director of Outreach is a participating member of the Outreach Commission, but not a representative to the Pastoral Council.

Qualifications:

Has prayerfully discerned commitment and involvement.

Has completed training as prescribed by the Pastoral Council.

Has read and understands Parish Leadership Manual.

Is committed to promoting ongoing two-way communication between parish groups and between parish leaders and parishioners.