

Title: Office of Pastoral Outreach Lead
Agency: Department of Catechesis and Evangelization
Reports To: Director of the Department of Catechesis and Evangelization
Position: Full-Time, Exempt, Benefits

JOB SUMMARY

This position will serve the Diocese of Joliet as a member of the Department of Catechesis and Evangelization team and will be responsible for implementing and overseeing ministries that celebrate the Catholic traditions of parishioners of various ethnic communities, that intentionally welcome and include people of all abilities in the life of the Church, and that provide for the pastoral care of persons with physical, intellectual and developmental disabilities and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with pastors and lay parish ministry leaders to develop programs and activities that celebrate the Catholic traditions of ethnic communities including but not limited to persons of African American, Hispanic, Korean, Polish, and Vietnamese descent
- Acts as an advisor and consultant to parishes to ensure all ethnic groups and those with disabilities are truly welcomed in communities
- Provides resources and services to empower ethnic leaders to build up faith communities in their parishes
- Promotes sensitivity, respect and acceptance of the variety of cultures in the diocese
- Fosters dialogue, cultural awareness and understanding
- Cultivates cooperation among ethnic groups by encouraging leadership in the pursuit for spiritual growth
- Works with pastors and lay parish ministry leaders to create an inviting and accepting environment that:
 - Welcomes persons of all abilities to participate in Mass, receive the sacraments, and join parish groups and activities;
 - Encourages people of all abilities to grow in their faith and their spiritual practices, and to use their gifts for the good of the church.
 - Provides pastoral care to persons with physical, intellectual and developmental disabilities and their families;
- Oversees the budget of the Office of Pastoral Outreach
- Maintains a database of all parish programs and activities, lay parish ministry leaders, and participants.
- Establishes measurable impacts and outcomes for the Office of Pastoral Outreach
- Maintains active networks of various parish personnel and volunteers to ensure ongoing communication, effective partnership, and resource delivery; and
- Implements the Bishop's vision of Catechesis, Evangelization and Faith into Action by working with the Department of Catechesis and Evangelization team
- Other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree required; master's degree preferred in theology, organizational leadership, psychology, sociology, or related fields
- Substantial experience in pastoral outreach in a parish or diocese, preferably on a leadership level
- Experience working with ethnic communities and/or persons with disabilities
- Demonstrated commitment to the Catholic Church's mission and social teachings
- Faith-filled practicing Catholic who loves the Church and has a hunger to grow and learn in service to others
- Capacity to engage in a team approach to ministry

- Excellent interpersonal and public communication skills, with a particular skill for group process facilitation and project management
- Excellent time management, prioritization, and execution to meet deadlines and established goals
- Fluency in two or more languages preferred

REQUIREMENTS

- Travel throughout the seven (7) counties of the Diocese of Joliet on a regular basis

MINISTERIAL POSITION

- The successful candidate must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic

SALARY RANGE

Salary range for this position is \$65,000 - \$71,000 annual, depending on qualifications

BENEFITS

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) Retirement Plan, Paid Personal Leave Days, and Paid Holidays based on holiday schedule approved for Blanchette Catholic Center.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

WORKING CONDITIONS

- This is a full-time, benefited, exempt position. Normal work schedule is Monday - Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 1:00 p.m. Additional time as necessary
- General office conditions

PHYSICAL DEMANDS¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to twenty (20) pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this outstanding opportunity, please send your resume and cover letter to humanresources@dioceseofjoliet.org. No phone calls, please. When sending your resume and cover letter, please reference Office of Pastoral Outreach Lead in the subject line of your email.

¹This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.