

Job Title – Office of Pastoral Outreach Lead

Hours- Full-time

Reports to- Director of the Department of Catechesis and Evangelization

Location- Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as a Diocese of choice!

DESCRIPTION

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.

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

QUALIFICATIONS

- Bachelor's degree required; master's degree preferred in 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

MINSTERIAL 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 Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet

WORKING CONDITIONS

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

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed
- Ability to stand, sit, or walk for extended periods of time
- Occasional evening and weekend work, flexibility to adjust to other department/business needs

If interested in this amazing opportunity, please send cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This 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.