

CHRISTIAN SERVICE COORDINATOR – OLOW

- I. **The Christian Service Coordinator is a part-time staff member on the parish staff, either as a volunteer, or through a stipend, who:**
 1. Is the ***Coordinator for the parish*** in regards to social outreach/parish service programs as is directly under the pastor/priest in solidum with primary ministerial responsibilities for Our Lady of the Woods Parish.
 2. Is the ***Chair of the Christian Service Commission*** leading a monthly meeting with all of the outreach programs within our parish...helping to support, identify and respond to community needs ultimately integrating social ministry with the parish's overall mission statement and Catholic Social teaching.
 3. Is ***the liaison*** with other parishes, the archdiocese, the local/international Church, and any other organizations who request anything involving social outreach.
 4. Works as the ***contact person/collaborator with the local St. Vincent de Paul Chapter in the parish*** when the needs occur that the Chapter work along with the parish on a specific project.
- II. **Requirements involve:**
 1. attending a monthly parish staff meeting on the second Thursdays of the month at 10 am...
 2. Chairing and leading a monthly meeting as Chair of the Service Commission.
 3. Incorporating certain values including a strong commitment to serving others and a deep understanding of Catholic Christian values and principles.
 4. Possessing certain skills including communication, interpersonal, organizational and time management...ability to work both independently and collaboratively with other staff, a commission and other organizations.
 5. Must be willing to undergo a criminal background check and complete the *Protecting God's Children Workshop*.