

Description of Duties

Parish

The goal of the vocation ministry is to create a vocations-friendly environment that engages our parish youth and inspires families to encourage, support and call forth vocations.

Our vocation ministry will be organized as follows:

* Name- Ministry Head (pastor, priest, deacon) – Guides the ministry and provides approval as necessary; meets regularly with the ministry director to plan meetings or provide general direction; serves as liaison for other clergy.
* Name -Ministry Director – Leads the ministry in day-to-day functions; meets with the ministry head to plan monthly meetings; plans, coordinates, and facilitates meetings; recruits and organizes volunteers; coordinates with the ministry head; budgets the ministry finances, including keeping track of expenses and donations; often plans and coordinates specific ministry activities.
* Name -Affirmation Coordinator – Fulfills specific duties such as obtaining greeting cards and putting together care packages for the parish priests, affirming priests, religious, and married couples in the parish.
* Name -Communications Coordinator – Writes and submits vocations blurbs and event promotions for the weekly bulletin and any other avenues of publicity, including websites and newsletters; coordinates ordering and printing any materials, such as prayer cards, posters, banners, and promotional material.
* Name – Bridge for Spanish-Speakers – Communicates all ministry programs with the Spanish-speaking community; helps the ministry provide bilingual activities; recommends vocation programs for the Spanish-speaking community.
* Name - Adoration Coordinator – Coordinates all aspects of adoration for vocations.
* Name - School Liaison – Works with the school to execute activities that promote vocations.
* Name - Parish Festival Coordinator – Responsible for the ministry booth at annual parish festival.
* Name – Special Events Coordinator – Responsible for organizing parish events supporting vocations, including receptions.
* Name **-**Traveling Vocations Chalice (or Cross) Program Coordinator – Organizes the movement of the chalice among families during Masses.
* Name - Let the Children Come to Me Coordinator – Organizes adoration activities for young children.
* Name -Seminarian Liaison – Updates the ministry on the progress of parish seminarians, as well as activities at the local seminary; leads efforts such as the Spiritual Adoption Program and Seminarian Care Packages.
* Name -Serran Liaison – Reports on and promotes activities between the vocation ministry and the Serra Club
* Name -Youth Minister – Reports on and promotes activities between the vocation ministry and youth ministry; coordinates activities within the youth ministry that promote, support, and teach about vocations.
* Name -Knights of Columbus Liaison – Reports on and promotes activities between the vocation ministry and Knights of Columbus.
* Name -Youth Representative – Provides the ministry with ideas for the youth.
* Name - Ordination Coordinator – Coordinates reception for a newly ordained priest.
* Name -Discernment Coordinator– Communicates archdiocesan discernment meetings and parish discernment retreats, dinners, and meetings to the vocation ministry.
* Name -Faith Formation - Coordinates and facilitates promotion of vocations through various faith formation programs (adult, family, and children).
* Name -Ministries Liaison – Communicates with all other ministries in the parish regarding vocations promotion, support, and education, such as young adult groups, Legion of Mary, and the like.
* Name -Diaconate Liaison – Advises the ministry on diaconate activities; leads ministry meetings in prayer and reflection when a priest is not present; provides updates on current diaconate candidate progress
* Name-Website Coordinator- Responsible for keeping the ministry’s website up to date with ministry activities

\*Note: Responsibilities may be carried out by the same person. Some roles will not be needed.