



Hispanic/Latino Ministry Coordinator

I. Overview

The Hispanic/Latino (H/L) Ministry Coordinator reports to the pastor and is responsible for the H/L ministry program which includes oversight, coordination, invitation, pastoral care, and planning for future ministry. Working with the Coordinator is a student intern.

This is a twelve-month, 20 - 30 hours/week, hourly position.

II. General Responsibilities

The Coordinator (A) oversees the administration of the parish's H/L ministries and programs; (B) invites resident and student parishioners to help carry out these ministries and programs; and (C) offers direct pastoral care to H/L community members in special need.

III. Specific Responsibilities

- A. **Coordinating and ensuring the smooth administration of Hispanic/Latino Ministry Programs.** Oversee, contribute to, and ensure the smooth administration of all H/L ministries and programs, including coordinating the collaboration of other St Mary staff, volunteers, and consultants, especially in these areas:
1. Planning and executing liturgies, other services and special events;
 2. Ensuring sacramental preparation of H/L young people, including baptisms, first communions, confirmation and marriage preparation;
 3. Ensuring training/formation opportunities, such as faith sharing and leadership development, for resident H/L parishioners - including candidates for the permanent diaconate - student volunteers, student catechists, and the undergraduate H/L Ministry intern;
 4. Offering social justice advocacy on behalf of H/L parishioners, including immigration advocacy with other church and secular organizations.
- B. **Inviting, involving, and overseeing Anglo resident and student parishioners** as an opportunity to come to know the H/L community members and to deepen their own faith, so that together in solidarity they can become disciples.
- C. **Offering Pastoral Care** and direct ministry to families and individuals in emotional or spiritual crisis in coordination with the priests of the parish.

IV. Qualifications

The ideal candidate will

- be a practicing Catholic able to articulate his/her personal faith and supervise catechists and liturgy planners;
- have supervisory ability to ensure that planning is orderly and complete;
- have ability and commitment to working with student and resident parishioners and parish staff to ensure good coordination, communication, and integration of H/L ministry into the parish's life and programs;
- have fluency in English and Spanish in both speaking and writing;
- have a commitment to H/L ministry and an ability to relate directly with members of this community;
- have experience explaining and teaching Ignatian spirituality.

This document will be translated into Spanish for use in the H/L community and for the job search. In cases of doubt about meaning and intent, the English language version of this document is controlling.

V. Applications

Those interested in applying should send a resume and cover letter in English to Cathy Welch at cwelch@smspnewman.org not later than Friday, October 1, 2021.