



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

### POSITION DESCRIPTION

<b>TITLE</b>	Respect Life Liaison	<b>DEPARTMENT</b>	Ministries
<b>DATE</b>	May 2022	<b>LOCATION</b>	CPLC Addison Office

---

#### GENERAL INTRODUCTION

The position of the Respect Life Liaison exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

#### SUMMARY OF POSITION

The Respect Life Liaison is a full-time position (40 hours per week) in the Ministries Department of the Catholic Pro-Life Community. This position works as needed in the CPLC main office and the rest of the work out in the field. This position reports to the Director of Ministries. The Respect Life Liaison serves as liaison between the Catholic Pro-Life Community (CPLC) and the respect life ministry leads.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

TO PROMOTE THE MISSION OF THE CPLC: TO EDUCATE, UNITE, MOBILIZE CATHOLICS TO END ABORTION AND TO RESTORE, RESPECT, AND LEGAL PROTECTION FOR EVERY HUMAN LIFE FROM CONCEPTION UNTIL NATURAL DEATH BY SUPPORTING THE PARISH RESPECT LIFE MINISTRY LEAD.

- Support Respect Life Ministry Leads and help develop a respect life ministry in their parish.
- Inform Respect Life Ministry Leads on all CPLC and other pro-life activities and an event.
- Assist Respect Life Ministry Leads by providing access to speakers, materials, web links, etc., that will educate their parishioners on the sanctity of human life from conception until natural death, in particular the humanity of the unborn child, and the Church's mission to serve all human life in caring and compassionate ways.
- Assist the Respect Life Ministry Leads in networking with other groups in the parish. (e.g., the Knights of Columbus).
- Train new Respect Life Ministry Leads as needed.
- Work with internal CPLC teams on communications, speakers, and Ministry Directors.
- Assist with coordinating and staffing presentations and exhibiting at various parishes.
- As required, provide assistance to the Development Department with annual Baby Bank Campaigns held in parishes and parish schools.

## **KEY QUALIFICATIONS**

- College Education (Preferred)
- Bilingual (***Spanish/English preferred***)
- Strong organizational skills and attention to detail
- Strong Collaboration Skills
- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Ability and desire to support the mission of the Catholic Pro-Life Community and the Church
- Active membership in a parish/faith community and in good standing with the Church
- Understanding of and compliance with the Diocese's Safe Environment Program

## **OTHER DESIRED SKILLS AND EXPERIENCE**

- Strong interpersonal and leadership skills
- Public speaking skills
- Ability to problem solve
- Microsoft Office (Word, Excel, Power Point)
- Membership in a parish organizations a plus.
- Pro-Life experience (preferred)

All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.