



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

### POSITION DESCRIPTION

<b>TITLE</b>	Project Gabriel Director	<b>DEPARTMENT</b>	Client Services
<b>DATE</b>	April 2021	<b>LOCATION</b>	Central Office in Addison

---

#### GENERAL INTRODUCTION

The position of Project Gabriel Director 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 Project Gabriel Director is 40 hours a week position that includes several evenings and Saturdays throughout the year. The person in this position directly supervises the activities of the Project Gabriel Assistant, Gabriel Resource Coordinator, Parenting Options Advisor, and the GEMS Coordinator, and indirectly, the Gabriel Angel and Coach volunteers who befriend and mentor mothers facing an unexpected, stressful, or at-risk pregnancy as well as those registered in the educational program.

The Project Gabriel Director reports to the Director of Ministries of the Catholic Pro-Life Community.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the administration of the Project Gabriel Ministry such as hiring team members, creating pastor and parish awareness, building relationships among pregnancy resource centers, medical personnel, and agencies that network with the CPLC
- Record and assess growth and develop new and better ways to further the ministry
- Schedule and conduct Gabriel Angel Trainings (two in English and one in Spanish per year) and also with the Grow in Gabriel (1-2 per year) co-presenting with the Project Gabriel Assistant and Gabriel team members
- Create and submit a ministry budget, monitor, authorize expenditures throughout the year and submit records of expenditures to designated CPLC personnel
- Compile and report on ministry status/events to the Director of Ministries and other Department Directors, as appropriate
- Advise and assist the Project Gabriel Assistant with training and support for the Project Gabriel Angels in their roles of support and mentorship towards moms
- Advise and assist the Project Gabriel Assistant with counseling of new Gabriel Moms and follow up with existent Gabriel Moms
- Create, with assistance of our Communications Department, a promotion and advertisement plan
- Propose dates for Angel trainings, Grow in Gabriel, GEMS and Spanish classes and other ministry-related events
- Track monthly ministry updates on volunteers and client activity to report to the Director of Ministries
- Submit monthly Ministry Update Report, biweekly Ministry status report and prepare Goals and Strategies for Staff Days
- Advise and assist the Gabriel Resource Coordinator in identifying and meeting client material needs
- Network with other Diocesan Project Gabriel Ministries
- Create and adjust GEMS & Spanish Virtual Classes guidelines and submit to the Education Team for review
- Work with GEMS Coordinator and Project Gabriel Assistant to expand the educational program to other Dioceses

- Approve all purchases made on behalf of Gabriel clients and GEMS candidates, including scholarship awards for GEMS graduates, and submit appropriate paperwork
- Support and participate in events that generate funds for the ministry
- Follow all budgetary and internal policies and procedures of the CPLC.

#### **KEY QUALIFICATIONS**

- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Bilingual in Spanish and English (Required)
- Ability and desire to support the mission of the Catholic Pro-Life Community and the Church
- Catholic and active membership in a parish in good standing with the Church
- Demonstrated excellent verbal and written communication skills
- Ability to work cooperatively, project manage and delegate authority to others
- High School education
- Skills with Microsoft Office (Word, Excel, Power Point)
- Reliable transportation
- E-mail and Internet access
- Understanding of and compliance with the Diocese's Safe Environment Program

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.