



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

<b>TITLE</b>	Rachel's Vineyard Retreat™ (RVR)/English Coordinator	<b>DEPARTMENT</b>	Ministries
<b>DATE</b>	June, 2024	<b>LOCATION</b>	Home office, retreat center

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### GENERAL INTRODUCTION

The position of English Rachel's Vineyard Retreat™ (RVR) Coordinator 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

Part-time, stipend position; average of 10-15 hours per week. Reporting to the Director of the Healing after Abortion Ministry, the English RVR Coordinator is responsible for coordinating and facilitating three annual Rachel's Vineyard Retreats™ in English; management of client intakes; communication with retreatants; and offering three sessions, supported by team, of *Continuing the Journey* to graduates of retreat.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, facilitates, or designates a trained facilitator for the three English Rachel's Vineyard Retreats™ sponsored by HAA each year, including the team meetings beforehand, and reunions afterward, for each retreat.
- Facilitates a retreat once a year, assigns team members for all three retreats, and leads a session of *Continuing the Journey* after each retreat.
- Stands ready to interact with a person in need of *Paths to Healing* support, either meeting with them via Zoom that evening, or ensuring two people in the ministry are available to meet with the person in person at one of our designated locations.
- Completes short retreat report template for director after each retreat, including any pending debt by retreatants and plan for pursuing the remaining fees. Documents data being tracked for each retreat in ministry data base, including documentation of intakes into data base.
- Responds to calls, voice mails and emails on Rachel helplines, on the same day on which received, setting up a time to converse further if necessary. Discerns readiness for retreat or need for referral to mental health professionals or clergy. If readiness for retreat is discerned, assigns intake of the candidate to an intake specialist volunteer. If referral, interacts with therapist or clergy in the ministry network. Between retreats, communicates with and encourages candidates waiting for the next retreat.
- Encourages payment for retreat and offers information on methods and timeframe accepted for payment.
- Builds team from existing lists of volunteers, Works on growing team from graduates of each retreat.
- Prepares and photocopies all documents required for use on retreats.
- Is one of the designated speakers at a parish after Masses, when permission has been granted by the Pastor, or assigns this task to a capable team member.
- Participates in GRN radio interviews, or secures team members to do so.
- Emails graduates of retreat with information on Diocesan activities and maintains contact with Rachel graduates.
- Provides monthly documentation, by the 5<sup>th</sup> of the month, to the director on number of phone calls, texts and emails received in the prior month. A template is used for this.

- Connects with Vineyard Keepers volunteer leader via e-mail before each retreat, requesting prayers for retreatants.
- Maintains GRIP (Graduate of Rachel in Parish) ministry list for Rachel/English graduates.
- Informs Director of any concerns and needs related to RVR for English speakers.

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English Rachel's Vineyard Retreat™ (RVR) Coordinator  
Job Description

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**KEY QUALIFICATIONS**

- 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 Church and the Catholic Pro-Life Community
- Active membership in a parish/faith community in good standing with the Church
- Ability to work independently and as member of a team in fast-paced environment that includes work-from-home counterparts and makes effective use of volunteers.
- Understanding of and compliance with the Diocese's Safe Environment Program
- Organizational, project management and multi-tasking skills
- Ability to interact daily on email.
- Ability to lead a group of people; being able to calmly resolve and troubleshoot different situations as they arise within the context of a retreat.

**OTHER SKILLS AND EXPERIENCE**

- College degree preferred.
- Prior experience in ministry or counseling a plus
- Strong written and verbal communication skills
- Initiative required to initiate timely responses to positive, as well as negative, opportunities.
- Familiarity with computer programs such as Excel and Word, and Email proficiency.
- Strong people skills, including the ability to listen, accept without judgment, encourage and support.