

Description of Duties

Education

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

Our vocation ministry will be organized as follows: (some of these responsibilities may be carried out by the same person)

* Name- Ministry Head (Principal)– will guide the ministry & provide approval as necessary, will meet with Ministry Director monthly to plan meetings, if possible
* Name -Ministry Director – Leads the ministry in day-to-day functions; meets with the ministry head to plan recurring meetings; 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 related to affirming priests, religious, and married couples. This might include obtaining greeting cards and putting together care packages for seminarians,

priests, and sisters.

* Name -Communications Coordinator- Writes or finds vocations blurbs and event promotions to submit to website and newsletters; orders printed materials, such as prayer cards, posters, and banners.
* Name – Parish Ministry Liaison- Keeps possible parish vocation ministry or committee apprised about what is happening at the school or within catechism classes.
* Name - Special Events Coordinator- Organizes school events supporting vocations, including receptions and art/essay contests.
* Name **-**Traveling Vocations Chalice (or Cross) Coordinator**-** Organizes the chalice between classrooms.
* Name -Youth Representatives – Provides the ministry with ongoing and timely ideas to attract and retain the interest of the youth.
* Name -Parent Teacher Organization Liaison– Provides valuable input to reach students in and out of the school setting and brings proposed activities to the Parent Teacher Organization, or a similar organization, to gain more widespread acceptance and help.