

Archdiocese of Indianapolis
Job Description
Coordinator of Black Catholic Ministry

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Black Catholic Ministry
Location: Archdiocese of Indianapolis, Indianapolis, Indiana
Status: Full-time
FLSA: Exempt
Reports to: Director of Intercultural Ministries
Supervises: N/A

II. PRIMARY FUNCTIONS

Under the direction and leadership of the Director for Intercultural Ministries, the Coordinator of Black Catholic Ministry provides dynamic leadership and coordination, communication, collaboration, and administrative support for Black Catholic Ministry in the Archdiocese of Indianapolis. The development of lay leadership and participation in parish life in the Black Catholic Community are essential priorities for this ministry. This person of faith is both a pastoral minister who possesses a vision of how a local Church can develop its potential and a professional who holds specialized credentials in ministry.

III. POSITION CONTENT: ESSENTIAL FUNCTIONS

1. Lead, advocate, and promote the hopes, dreams, and goals for Black Catholic Ministry for the Archdiocese.
2. Be a connector, connecting others to resources that promote the goals of Black Catholic Ministry.
3. Develop and promote the adaptation and implementation of the 2023 Pastoral Plan for Black Catholics as set forth by the National Black Catholic Congress.
4. Collaborate with and assist pastors and lay leadership at parishes in the archdiocese to explore possibilities for pastoral ministries including catechesis, liturgy, and evangelization.
5. Promote greater inclusion of Black Catholic ministry within the whole archdiocese.
6. Collaborate with all ministries in the Department of Pastoral Ministries (Marriage and Family Life, Human Life and Dignity, Intercultural Ministries, and Ecumenism and Interreligious Dialogue), as well as the Secretariat for Evangelizing Catechesis, to invite and encourage active engagement of the Black Catholic Community in archdiocesan events and celebrations.
7. Assist in developing resources for the formation of ecclesial leadership within the Black Catholic Community.
8. Recognize and promote the diversity and traditions among Black Catholics (e.g., African Americans, African Catholics, Haitian Catholics, etc.) and utilize advisory boards from these different communities as needed.
9. Communicate with parish leadership to ensure they are aware of resources available to support pastoral activities.
 - a. Provide a regular communication (e.g., quarterly) to stakeholders that shares updates, information, and resources in Black Catholic Ministry.
 - b. Update and maintain the Black Catholic ministry website
 - c. Develop brochures and materials to promote events.

10. Participate in national and regional Black Catholic associations and events.
11. Administrative duties include:
 - a. Assisting the Director of the Department of Pastoral Ministries and the Director of Intercultural Ministries in the preparation of the annual budget for Black Catholic Ministry.
 - b. Assisting with solicitation of grants for projects and initiatives.
 - c. Develop annual goals for Black Catholic Ministry.
 - d. Provide written annual reports as required to evaluate achievement of goals for programs and initiatives.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

1. SKILLS, KNOWLEDGE, AND/OR ABILITIES

- a. Ability to establish and develop positive connections with people of diverse backgrounds and languages, showing respect for people and their culture.
- b. Life-long learner with a passion for diverse cultures and traditions.
- c. Concern for the marginalized, isolated, or forgotten.
- d. Thirst for justice.
- e. Good organization and planning skills
- f. Ability to organize and manage workload to meet deadlines.
- g. Good people skills.
- h. Strong written and verbal communication skills.
- i. Ability to manage relationships in an effective, professional manner.
- j. Self-motivated.
- k. Ability to manage multiple projects and priorities simultaneously.
- l. Understands and adheres to the professional standards of conduct set forth by the Archdiocese of Indianapolis as well as any as outlined by professional degree/license, as applies.
- m. A practicing Catholic with faithfulness to Jesus, devotion to the Church, and a willingness to foster the Church's mission.

2. EDUCATION, TRAINING, AND/OR EXPERIENCE

- a. An undergraduate or graduate degree or equivalent experience in Black Catholic ministry, theology, pastoral studies, or intercultural ministry preferred.
- b. Previous experience in ministry at the parish or diocesan level preferred.
- c. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct.
- d. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training.
- e. Background screening required.
- f. Valid driver's license required.

V. WORKING ENVIRONMENT

1. Main working environment is in an office setting, with other offices and employees nearby.
2. Common physical demands of working in an office are present, such as bending, stooping, sitting, and occasionally lifting twenty pounds.

3. Day shift work, but with some evening and weekend commitments. Some work will be off-site, such as visiting parishes and other locations in the Archdiocese in central and southern Indiana.
4. Must be able to read and edit spreadsheets, email, and other related tools to the role.
5. Must be able to process and maintain large volumes of documentation.
6. Requires extended time working on a computer/ utilizing computer screen.
7. Requires extensive use of keyboards and other administrative equipment.
8. Must be able to communicate extensively and effectively with staff and/or vendors via telephone/TDD, one-on-one conversations, face-to-face, public presentations, and written correspondence.
9. Must be able to navigate through the office.
10. Must be able to function within a moderate noise level office environment.
11. Ability to travel to and work regularly in the corporate office located in Indianapolis, Indiana and occasional visits to parishes and locations in the Archdiocese of Indianapolis is required.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of Job Description: February 2025

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential function, and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____