

## ***POP Mercy Ministry - Prison Ministry Coordinator Volunteer Description***

**Volunteer Role:** Prison Ministry Coordinator

**Volunteer Location:** Prince of Peace Catholic Community with planning team; Ministry also takes place off-site at local prisons, jails, detention centers, and halfway houses (e.g., Providence, Isaiah, and KOLBE Houses)

**Sign Up to Volunteer by Contacting:** Susan Gallagher, Mercy Ministry Directory, SGallagher@POPHouston.org, 281.571.4136

**When:**

- As needed for scheduled retreats, volunteer meetings, volunteer recruitment events, and planning sessions (includes KOLBE, KAIROS, and other outreach events)

**Purpose:**

- To lead and grow the Prison Ministry by bringing the love, hope, and healing of Christ to incarcerated individuals through faith-based retreats, consistent spiritual support, and volunteer coordination. This role fosters meaningful connections between the Prince of Peace community and those in correctional and transitional facilities.

**Responsibilities:**

- **Recruitment & Engagement:** Inspire and recruit Prince of Peace parishioners to serve in the Prison Ministry and form part of the committee.
- **Communication & Coordination:** Share updates on retreats, meetings, and ministry opportunities with volunteers and parish staff.
- **Volunteer Support:** Provide guidance on TDCJ (Texas Department of Criminal Justice) training, facility guidelines, and communication best practices.
- **Idea Gathering:** Welcome parishioner input and help evaluate new ministry ideas in committee discussions.
- **Collaboration:** Coordinate with partner parishes (e.g., Christ the Redeemer) and POP Communications to share retreat news and updates.
- **Project Oversight:** Assist with fundraising and logistics for special outreach projects and faith retreats.

**Skills and Qualities:**

- **Organized and Timely:** Schedules events efficiently and completes administrative tasks accurately.
- **Effective Communicator:** Keeps volunteers informed and upholds clarity when discussing ministry practices and expectations.
- **Discreet and Compliant:** Respects confidentiality and demonstrates a clear understanding of TDCJ policies and training requirements.
- **Compassionate Leadership:** Leads with empathy, encourages growth, and supports a Christ-centered outreach mission.

**Training and Support:**

- **Orientation:** Introduction to Prison Ministry structure, safety protocols, and TDCJ volunteer training process.
- **Ongoing Support:** Ongoing mentorship from past coordinators or staff liaisons; regular check-ins and collaborative planning with ministry team.

**Benefits:**

- **Fulfillment:** Be part of a mission that changes lives inside and outside prison walls by sharing God's mercy and hope.
- **Community:** Build a team of committed volunteers who support one another and those they serve.
- **Growth:** Develop leadership, spiritual maturity, and a deeper understanding of the corporal and spiritual works of mercy, particularly the corporal works of mercy, such as visiting the imprisoned.

**Thank you for considering this important role in our parish!**