



Catholic Charities Young Professionals Strategic Roles and Responsibilities

Catholic Charities Mission: To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

Catholic Charities Vision: Catholic Charities of the Archdiocese of St. Louis will be a premier leader in community renewal and a visible catalyst for social outreach by connecting with people, parishes, and ministries committed to a meaningful communion of care to those in need across every square mile of the Archdiocese of St. Louis.

CCYP Purpose Statement: As Catholics gifted with Faith, Hope, and Love, we foster an authentic community rooted in service and compassion through joyful and creative engagement with Catholic Charities of St. Louis.

Strategic Role: To provide community to build awareness and connection with Catholic Charities, while creatively engaging through service and fundraising opportunities and creating spaces for spiritual and social opportunities to represent Catholic Charities.

Opportunities Available:

- Catholic Charities Executive Leadership Team
 - Must be an official member of the Board before holding one of these positions.
- Catholic Charities Board Member
 - Can have up to 15 members on active board.

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Specific Board Roles:

Leadership Team/Committee

President

- Serves as lead for the board in planning and executing monthly meetings
- Is an active member of the Catholic Charities Archdioceses of St. Louis Board and is a member of desired Board committee
- Works alongside the Leadership Team and Catholic Charities Staff Liaison to achieve goals and objectives
- From the Bylaws:
 - i) setting and distributing the monthly meeting agenda,
 - ii) presenting applications of potential new Leadership Committee members to the Leadership Committee,
 - iii) notifying Leadership Committee members who have fallen out of good standing,
 - iv) calling Executive Council meetings and votes when necessary, and
 - v) serving as an ex-officio member of Catholic Charities board of directors.

Vice President of Social Events

- Serves on the executive team with President and fellow VP
- Helps plan and execute events for CCYP
- Leads the team of engaged board members which could include:
 - Events Fundraising Coordinator
 - Spiritual and Social Developer
- From the bylaws:
 - i) chairing and overseeing the social events committee and
 - ii) serving as a voting member of the Executive Council.

Vice President of Service

- Serves on the executive team with President and fellow VP
- Creates and implements bi-monthly service events for Young Adult Community to grow in connection with ministries and faith
- Leads the team of engaged board members which could include:
 - Community Engagement Manager

Secretary

- Creates meeting agendas and reminders
- Gathers notes at the meeting and creates the meeting minutes
- From the bylaws:
 - i) distributing monthly meeting minutes timely,
 - ii) archiving all historical records, promotional materials, and documents,
 - iii) serving as a voting member of the Executive Council, and
 - iv) chairing the social media and promotion committee



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Catholic Charities Board Member Roles

Events and Fundraising Coordinator - Oversees below and/or assumes these roles responsibilities.

Events Manager

- Plans and executes fundraising events for Catholic Charities Young Professionals.
- Coordinates logistics, venues, and schedules for successful events.
- Collaborates with teams to ensure events align with organizational goals.

Fundraising Specialist

- Develops fundraising strategies and campaigns to drive donations and support.
- Cultivates relationships with donors and sponsors, maintaining stewardship.
- Utilizes various channels and methods to maximize fundraising efforts.

Community Engagement Manager - Cultivates service opportunities that connect volunteers with meaningful causes related to the Catholic Social teaching Principles - ([CCTwincities](#)) - ([USCCB definition](#)) Oversees below and/or assumes these roles responsibilities.

Service Opportunity Coordinator

- Identifies and creates diverse service opportunities for volunteers.
- Collaborates with community partners to develop meaningful service programs.
- Manages volunteer engagement, recruitment, and training initiatives.

Social Events Organizer

- Plans and orchestrates social gatherings and community-building events.
- Designs activities and programs that foster relationships and a sense of community.
- Coordinates with teams to ensure events align with Catholic Charities' values.

Spiritual and Social Developer

Spiritual Growth Facilitator - Oversees below and/or assumes these roles responsibilities.

- Establishes spaces and programs for spiritual development and reflection.
- Designs and leads spiritual activities, discussions, or retreats.
- Collaborates with clergy or spiritual leaders for guidance and support.

Social Space Manager

- Creates and manages physical or virtual spaces for social interaction.
- Designs environments that encourage community engagement and networking.
- Maintains spaces to reflect Catholic Charities' values and inclusivity.

* All roles are subject to change and evolve as board size varies.