

Dear Pastor,

We need your help! As you may well know... The Diocese of Youngstown's Social Action Office operates the Catholic Campaign for Human Development (CCHD) and the Catholic Relief Services (CRS) programming. CCHD's mission is to address the root causes of poverty in America through promotion and support of community-controlled, self-help organizations and through transformative education. CRS is the official international humanitarian agency of the U.S. Catholic community whose mission is to alleviate global suffering and provide assistance to people in need in more than 100 countries by fostering charity and justice. Both CCHD and CRS are active through committees that consist of parishioners from the diocese. The purpose of CCHD and CRS efforts in the Diocese is to:

- Educate parishioners about domestic and global poverty issues and equip them to work for change.
- Fund groups and projects in the Diocese who are working to end poverty. We fund groups through the donations you make to the CCHD and CRS collections which take place in your parish.

We are looking for a CCHD committee that works on promoting the CCHD collection that occurs during the Church at Home Combined Collections and then reviewing grants to allocate the funds accumulated from that collection. We are also looking for a CRS committee to help the Social Action office promote the Lenten activities of CRS Rice Bowl and also work to plan, organize and implement global solidarity efforts. The CRS collection is part of the Church Overseas Combined Collections. Both committees would include yearlong poverty education which in turn will raise further awareness for CCHD and CRS and, hopefully, raise their respective collection which will allow for us to fund more groups and projects that work to end poverty.

We are asking each parish in the Diocese to help us in this effort. In an effort to raise overall awareness, we would like to have a **CCHD/CRS “Parish Promoter”** in each parish. The purpose of Parish Promoter is to increase awareness of CCHD and CRS *among clergy, lay leaders in the parish, and to raise widespread awareness of all parishioners*. Do you know someone in your parish that you would recommend as the Parish Promoter? We know that Mary Smith, Phil and Carol Jones, Gerry Roberts, Lisa Richards, Bob Wright and Peter Osgood have been active with social justice issues in various ways and we suggest that you approach one or all of them regarding this position- either to be the “promoter” or for suggestions about another parishioner(s) who could fill this position. We are asking that you please talk with this person (or persons)- or someone else you identify as a Parish Promoter and please relay this name (or names) back to the Social Action Office. The “job description” for the Parish Promoter is attached.

Thank you for your time and we look forward to hearing from you.

Sincerely,

Adrienne Curry

Social Action Director

Fr. David Bergner, SDS

Vicar for Social Concerns

CRS/CCHD Parish Promoter Job Description

General Responsibilities:

- To attend an orientation to learn about the programs and the faith basis of it
- To participate on the grant review sub-committee for the first six months to gain a better understanding of the funded groups
- To attend a goal-setting session each year, where members will divide themselves into sub-committees
- To actively participate on a sub-committee
- To attend a Day of Reflection in the Fall to keep strong the connection between our faith and this work, as well as to build community with other committee members
- To nominate new committee members who would have special contributions to make to the CRS or CCHD work

Qualifications:

- To have passion for and a commitment to changing the systems that keep people in poverty in the United States and around the world
- To have the ability to work with people of many backgrounds and have respect for divergent opinions

Education Sub-Committee

- To assist in planning the annual orientation and Day of Reflection for the larger committee
- To assist in planning the annual Africa Summit
- To find ways to promote CRS international speaker tours
- To develop a local speakers' bureau
- To meet regularly to develop plans to educate Catholics of all ages about domestic and global poverty issues

Promotions Sub-Committee

- To make suggestions as to web site content and design
- To adopt two parishes and ensure that CRS and CCHD materials are available to them
- To help staff information at various conferences throughout the year
- To meet regularly to develop plans for promoting specific CRS and CCHD programs, like Fair Trade and CRS Rice Bowl

Grant Review Sub-Committee

- To make 1-2 site visits in March/April of groups that have applied for either national or local CCHD funding and write evaluations of those groups
- To read and review all CCHD grant applications
- To attend a meeting to prepare CCHD funding recommendations for the Bishop
- To build a relationship with one of the funded groups, getting on their mailing list and attending 1-2 events of theirs during the year
- To review Rice Bowl grants as requested
- To attend a meeting to prepare Rice Bowl funding recommendations to the Bishop

- To participate in any revisions of the grant applications and evaluation process that needs to be done
- To recommend new groups for funding

Executive Committee

- To chair one of the sub-committees, having the responsibility of working with the staff to set meeting times and agendas, communicating with committee members as needed, and facilitating the sub-committee meetings
- To attend executive committee meetings as needed, not more than four per year
- To assist the staff in recruiting potential committee members
- To assist the staff in long-range planning for the programs, including budget requests

Sample Calendars

Grant Review Committee

January	orientation for new members (optional for continuing members)
Early March	receive CCHD applications for review and attend pre-site visit meeting
March- April	conduct one-two site visits and write evaluation
Late April	attend CCHD decision-making meeting
June	full committee goal-setting session
July- October	visit funded group
Mid-September	receive Rice Bowl grants for review
Early October	attend Rice Bowl decision-making meeting
November	meeting to make revisions to process, if needed

Education/Promotion Sub-Committees meet at least four times per year (more often as needed) and participate in special events several times a year.