

Parish Ambassador Training Manual



PARISH AMBASSADOR TRAINING MANUAL

About Catholic Charities



Catholic Charities of the Diocese of Green Bay Inc., was established in 1918 and is dedicated to serve those living within the 16 counties the diocese covers in Northeastern Wisconsin. Our outreach to communities covers an abundance of needs, from mental health services to financial health education and more. Our goal is to continue to create a safe, supportive haven in the areas which we proudly serve.

As Missionary Disciples, at Catholic Charities our vision is to be known as a trusted, faith-based social services partner providing hope to those in need in the 16 counties of the Diocese of Green Bay. We will also place our faith into action by strengthening individuals, families, and communities while reflecting the love of God through His Son, Jesus Christ.

Putting Our Faith Into Action

Proverbs 19:17: Whoever is kind to the poor lends to the Lord, and he will reward them for what they have done.

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DIOCESE OF GREEN BAY VISION STATEMENT

We are missionary disciples striving to lead all people to the Kingdom of God.

DIOCESE OF GREEN BAY MISSION STATEMENT

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.



PARISH AMBASSADOR

Services Available



Adoption

Unless you are already an adoptive parent, a birth parent, or an adoptee, you are likely wondering what adoption is, what exactly it means for adoptive parents, adoptees and birth parents, and what the process is. Whether you are a prospective adoptive parent or contemplating creating an adoption plan for your child, Catholic Charities is here to walk alongside you throughout the entire process.

Mental Health

When life has become overwhelming and thoughts turn dark, many individuals have turned to our Mental Health Services, which provide professional individual, family, and group therapy.

"Cast All Your Anxiety on Him because He cares for You." 1 Peter 5:7

SERVICES AVAILABLE

Immigration

Refugee

Financial

Our immigration program is accredited by the US Department of Justice and offers initial consultations and application assistance with family reunification, naturalization, permanent residency, employment authorization, and more. We also support our international priests who serve in the Diocese with green cards and adjustment of status within the US.

A refugee is a person who is forced to leave their home country due to war, persecution, or violence, often on a moment's notice. The US State Department grants status as a refugee . We are an affiliate resettlement agency for USCCB, one of the few national organizations authorized by the US State Department to resettle refugees.

Many individuals and families caught in the trap of debt and driven to the edge of poverty are taught strategies to manage their resources through our Financial Health Services. This program also assists those who have struggled long and hard to deal with the realization that they may lose their homes to foreclosure and need to file bankruptcy.

Catholic Charities Financial Health Program reaches out to all 16 counties of the Diocese of Green Bay. We offer in person, phone and virtual appointments depending on your location. Our physical locations are in Green Bay and at LEAVEN in Menasha.

Outreach

Social Ministry & Community Outreach focuses on bringing services to rural areas, working with parishes in times of crisis, and cooperating with other non-profit organizations in each county to build a network of crisis resources.

Human Dignity Human Dignity supports the life of an individual from birth until death. This includes advocacy against such issues as abortion, assisted suicide, and capital punishment. In addition, we address the systemic issues that contribute to injustice in our society - locally, nationally and globally. We are the voice for those whose voices are often silenced. PARISH AMBASSADOR TRAINING MANUAL

The Role of A Parish Ambassador

As the direct line of communication between Catholic Charities and their respective parishes, Ambassadors give witness to the Catholic faith and invite fellow parishioners to join them in seeing the face of Jesus in all.

The role of a Parish Ambassador is to provide members of your parish(s) with the information they need to take advantage of any of the services of Catholic Charities.

Catholic Charities Parish Ambassadors are individuals who recognize the importance of engaging Catholics in the mission of Catholic Charities and are willing to do so in their own parish.

"We are therefore Christ's ambassadors, as though God were making his appeal through us." (2 Corinthians 5:20) Educate

Help others learn more about Catholic Charities.

Engage

Help other parishioners take part in Catholic Charity volunteer opportunities.

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Elevate

Increase services provided in your parish.

Code of Conduct

As a representative of Catholic Charities, discretion in style of dress and behavior is essential. Please keep this in mind and dress in appropriate attire and behave in a professional and charitable manner.

▶ When representing Catholic Charities (i.e. at a parish event) please try to keep all conversations with listeners and potential listeners positive and charitable.

Please do not discuss politics or personal opinions when representing Catholic Charities.

▶ Never endorse a particular candidate or political party on behalf of Catholic Charities or the Diocese of Green Bay. For example: do not offer materials for a candidate or political party on the same table where Catholic Charities materials are being handed out. As a 501(c)(3) organization we can lose our non-profit status if we appear to endorse or oppose specific candidates.

► The duties of a Parish Ambassador do NOT involve fundraising. Please focus on promoting awareness of our services, not soliciting for financial donations.

► Keep your parish contacts informed of your activities for Catholic Charities. For example, if you plan on posting a flyer on a church bulletin board, seek permission from your parish administrators and/or pastor

► We do require our Parish Ambassadors to have a background check and complete the online VIRTUS training.

Meet Our Team

OUR TEAM IS HERE TO SUPPORT YOU AND YOUR PARISH. PLEASE FEEL FREE TO CONTACT US FOR ASSISTANCE! 920-272-8234



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Send Us Your Photos

We love to see photos of your outstanding work supporting the mission in your communities!

Share photos of:

- Materials being distributed in your parish
- Tables at parish or community events
- Community members praying
- Catholic Charities ads in your parish bulletin or other spaces

Your photos may be used for promotional purposes, recruitment of new Ambassadors, or possibly even featured on one of our diocese media outlets.





Photo Release: By submitting your picture, you grant Catholic Charities®, without compensation, the right and license to use, without limitation, for the promotion, marketing, and publicizing of our services and products. We may, for example, use and publish the images on our website, in our print, broadcast and digital advertisements, in marketing materials, promotional events and video.

Locations

OFFICES ARE LOCATED AT: GREEN BAY - 1825 RIVERSIDE DRIVE MENASHA - 1475 OPPORTUNITY WAY MARINETTE - 3900 HALL AVE LAKEWOOD - 15235 WI 32 (REMOTE SERVICES ONLY)









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Sample Bulletin Announcements

WE WILL BE HAVING A BABY SHOWER FOR MARY THE WEEKEND OF MARCH 25TH. WE WILL BE COLLECTING DIAPERS, WIPES, AND OTHER BABY SUPPLIES. ALL DONATIONS WILL BE GIVEN TO CATHOLIC CHARITIES TO HELP THOSE FAMILIES THAT ARE NOT ABLE TO AFFORD THESE ITEMS FOR THEIR CHILDREN.

CATHOLIC CHARITIES HAVE SEVERAL REFUGEE FAMILIES THAT WILL BE MOVING TO OUR AREA. THEY ARE LOOKING FOR VOLUNTEERS TO ASSIST THEM DURING THIS TIME. THEY NEED HELP WITH SHOPPING FOR THE HOME, MOVING FURNITURE, HELPING GET CHILDREN ENROLLED IN SCHOOL AND OTHER ACTIVITIES. IF YOU ARE INTERESTED IN HELPING, PLEASE CONTACT (AMBASSADOR INFORMATON).

THE CATHOLIC CHARITIES ANNUAL GALA WILL TAKE PLACE ON (DATE) AT (LOCATION). IF YOU ARE INTERESTED IN PURCHASING A TICKET OR WOULD LIKE TO DONATE TO THE SILENT AUCTION, PLEASE SEE (AMBASSADOR INFORMATION).



www.catholiccharitiesgb.org 920-272-8234



