2019 INDIANA SUSTAINABILITY DEVELOPMENT PROGRAM
REQUEST FOR SUSTAINABILITY EXTERN FOR THE ARCHDIOCESE OF INDIANAPOLIS

About the Archdiocese
The Archdiocese of Indianapolis covers 39 counties in central and southern Indiana and includes 126 parishes, 68 schools, six Catholic Charities agencies and many offices of ministry. Creation Care Ministries serves the Archdiocese Office of Pastoral Ministries. The Creation Care Committee was created shortly before the July 2015 encyclical letter issued by Pope Francis, Laudato Si' - On Care for Our Common Home. The mission of the Creation Care Committee is to encourage and foster the care for God’s creation as a way of life and a core principle of our Catholic faith, and to improve the Archdiocese’ impact on the environment by taking specific steps to improve our performance.

The Creation Care Committee advises and assists the Archdiocese in promoting and facilitating sustainability throughout the Archdiocese, in parishes, schools, agencies and among the faithful. An extern from the 2019 Indiana Sustainability Development Program (ISDP) will help the committee implement pilot projects in five to ten parishes. These pilot projects will help participating parishes integrate sustainability practices into parish life, as well as help develop road maps for other parishes wanting to implement sustainability practices and programs.

Several members of the committee will guide and serve as mentors to the extern, as collectively members possess a wealth of knowledge and experience in various disciplines and professional positions related to sustainability.

Job Description
This is a full-time position requiring 40 hours per week, and some flexibility to work a few evenings or weekends during the 10-week work period. The 10-week period will begin in May and end in August 2019. The extern will be required to attend a multi-day bootcamp in May prior to the 10-week work period. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program.

The ISDP extern will report to and work directly with the Creation Care Committee. (One person will serve as the extern’s point of contact.) Committee member John Mundell will
provide office space and support at his business, Mundell & Associates. Mundell also will provide one or two interns to work with the extern in completing assigned tasks.

The extern will collaborate with staff members of the Archdiocese, including staff from the parishes who agree to participate in the pilot projects. The extern may interact with parish members as well. Finally, the Creation Care Committee is recruiting local business partners who may be available to the extern as a resource. In fact, Indianapolis Power & Light has agreed to work with the committee and extern to provide energy assessments for participating parishes.

**Ongoing Evaluation and Feedback**
The extern will meet weekly with one or more members of the Creation Care Committee to review progress and discuss issues, timetables and next steps. The participating parishes will be asked to provide feedback and suggestions periodically throughout the 10-week work period.

**Tasks**
Tasks may include some or all of the following:
1. Coordinate energy audits/assessments at each participating parish. Analyze results and assist parishes in developing short- and long-term plans for achieving energy conservation and energy efficiency, as well as exploring opportunities to transition to use of renewable energy sources, such as solar energy.
2. Create sustainability “best management practices” checklist for use by parishes in identifying opportunities for improvement. Work with parishes to prioritize implementation of best management practices. Research and provide resources, such as vendors of sustainable products, to participating parishes.
3. While researching and implementing other tasks, create list of resources, contacts, sources of sustainable products, etc., for inclusion on the Creation Care Ministries web page.
4. Assist with planning an Archdiocesan-wide sustainability event to be held during 2019.
5. Assist with developing materials for use in educating parishes about climate change and operating/living sustainably.
6. Prepare final report on each participating parish, to include (1) an evaluation of the success of the specific activities and projects undertaken by each parish as part of its pilot projects; and (2) recommendations for expanding the pilot projects to other parishes.

**Additional Application Requirement**
Many parishes include a school, and the extern may interact with children and families. Therefore, the extern must agree to a basic background check.