

MINISTRY POSITION DESCRIPTION

Name of Group/Ministry	Pastoral Council Member – (2)
Accountability	Pastor
Purpose of Ministry	A parish pastoral council is a consultative body that advises the pastor regarding all those matters that pertain to the pastoral life of the parish. The Pastoral Council works with the pastor and the parish pastoral team to assess the needs of parishioners and to propose a pastoral plan for the parish.
Participant Group	The parish
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Provide input and advice on all aspects of parish life to the pastor ▪ Make recommendations that will improve the parish ▪ Support parish activities ▪ Attend scheduled meetings and activities planned by the council ▪ Maintain confidentiality of issues and meetings ▪ Must read and become familiar with the constitution
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Must be elected by the parish or appointed by the pastor ▪ Fully initiated Catholics and in good standing with the Church ▪ Registered with the parish at least two years, active in parish life ▪ Is a person with an understanding of and commitment to the church as expressed in the documents of the Second Vatican Council, knowledgeable about the life and teachings of Jesus, the mission of the Church and the distinctive characteristics of the parish, its ministries and its people ▪ Skilled in group process, interpersonal communication and collaboration ▪ Is willing to participate in ongoing formation ▪ Is committed to prayer, gospel values and growth in personal holiness. ▪ Needs to be flexible and have good relational skills. ▪ A good sense of humour and a spirit of generosity
Time Commitment	<ul style="list-style-type: none"> ▪ This is a volunteer position requiring 4 to 5 hours each month ▪ Must be available to attend all regularly scheduled meetings ▪ Must be able to attend the orientation session and the training sessions
Duration	Elected members: 3-year terms Appointed members: 1-years term renewable for 3 years
Orientation	Standard parish orientation programme
Training	Parish Pastoral Council Training Workshop New members provided with copies of the constitution
Support	The Pastor is the first level of support, supervision and evaluation The Chairperson of the Council may also assist the pastor in providing support, supervision and evaluation.
Supervision	As above
Evaluation	As above
Position Level	GENERAL TRUST

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Screening Procedure	<ul style="list-style-type: none">▪ Receive a position description▪ Complete forms A, B, C▪ Receive Volunteer Guidelines▪ Sign Ministry Covenant▪ Orientation and training
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