

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Pastoral Council Chairperson

Overview

A Parish Pastoral Council is a consultative body which works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The Pastoral Council involves priests and people in common study and resolution of the pastoral needs of the parish in order to facilitate pastoral planning for the parish, in accord with the universal and particular law of the Church. The Parish Pastoral Council Chairperson provides leadership and organization of the Parish Pastoral Council.

Activities/Responsibilities

- Schedules meetings, preparing the agenda in consultation with the Pastor
- Chairs the meetings.
- Ensures that any changes to the list of Pastoral Council Members is communicated promptly to the PVSC
- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Observes discretion in the confidential matters arising from the Pastoral Council.

Skills, Experiences, Personal Traits and Qualifications

- Is registered and in good standing with the Church, Pastor and Community
- Must be at least 21 years of age.
- Has had experience as a Parish Pastoral Council member.
- Has leadership, organizational and decision-making skills.
- Should be skilled in collaboration, interpersonal communication and group process.

Screening Checklist for this Low Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form, and Agreement to Code of Conduct
- Training and orientation, and completion of the on-line training program for the vulnerable.

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013