

ST. PATRICK'S CHURCH
Volunteer Ministry Position Description
Pastoral Council Member



Overview

Parish Pastoral Council is a consultative body which works with the Pastor regarding matters pertaining to the pastoral life of the parish. It involves priests, deacons and lay members 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.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish
- Assists parish ministries in the implementation of the pastoral plan of the parish
- Attends Council meetings as scheduled by the Chairman and Pastor
- Participates in parish or diocesan training for this ministry as it is available
- Participates in subcommittees or other activities as needed to support the work of the Council
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community
- Prepared to consider the role of Chairman if needed
- Observes discretion in the confidential matters arising from Council discussions

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and an active participant in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Has a commitment to the universal Church as expressed in its teachings
- Should be skilled in collaboration, interpersonal communication and group process
- Understands how the parish participates in the vision and mission of the Church
- Understands the distinctive characteristics of the parish, its ministries and its people
- Other assets could include studies in theology, Church history or ministry formation
- Honest, dependable, able to attend meetings and to maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

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

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Completion of on-line training program for the vulnerable.
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____