

## PARISH COUNCIL POSITION DESCRIPTION

**Position Title:** Parish Council Member

**Is Accountable to:** Pastor

**Effective Date:**

**Purpose:**

The Parish Council (PC) is the guiding body of the Catholic Community of St. Joseph. The PC exists to assist the Pastor in all matters that affect the spiritual and material well-being of the Parish. The role of the PC is to nourish a parish environment that will encourage achievement of the parish mission. The PC is accountable for the development, evaluation and communication of the parish mission and goals. Because the PC is involved in the life and ministry of the church, all of its work includes and arises out of prayerful reflections and discernment.

The actions of the PC are governed by the Constitution and By-Laws of the PC and are guided by the core values and mission of the parish. In the spirit of servant leadership, the actions of the PC are focused on providing support to the Pastor and the ministries with emphasis on partnership, collaboration and subsidiarity.

### Principle Accountabilities

- 1. Serve as stewards of the parish Guiding Documents (core values, mission and overarching goals)**
  - Establish and communicate the content and intent of the parish guiding documents
  - Evaluate and periodically update the parish guiding documents as required
  - Evaluate ministry outcomes in response to the parish guiding documents
- 2. Provide direction and support to the parish leadership structure**
  - Develop and implement recruitment, selection, orientation and formation of parish leaders
  - Gather all Council and Ministries leadership on a regular basis for information sharing, evaluation of mission progress and discussion of parish critical issues
- 3. Maintain regular dialogue with parish members and other key stakeholders**
  - Establish an ongoing dialogue with parish members at-large (and other key stakeholders) that discusses critical issues facing the parish and identifies potential ministry response
  - Develop and communicate an annual report on the status of the parish
- 4. Coordinate the parish annual planning process**
  - Establish and communicate annual general planning parameters and priorities
  - Implement process and establish timetable for plan development and approval
  - Approve annual plan and communicate to parish at-large
- 5. Participate in PC activities**
  - Participate in monthly leadership meeting
  - Participate in parish-wide leadership events
  - Participate on task groups as appropriate to available time, individual talents and personal interest
  - Participate in leadership development activity (skills training, retreats, etc.) as appropriate
  - Identify and cultivate future PC and ministries, adjusting orientation, guidelines and operating practices as required to nourish a healthy and effective leadership team environment

### **Membership Qualifications**

1. Registered member of the parish, 18 years and older, who regularly worships with the parish community
2. Active participant in parish ministry and/or parish leadership
3. Commitment to understand and collaboratively facilitate achievement of parish mission and overarching goals of the common good of the parish
4. Ability and desire to participate in respectful dialogue that supports consensus decision-making
5. Ability to observe confidentiality when required

### **Time Commitment**

1. Serve a three-year term
2. Prepare for and regularly attend a monthly leadership meeting (11 meeting/year; 2+ hrs/meeting and prep time)
3. Attend special focus joint leadership meetings
  - Fall leadership orientation retreat
  - January review of annual plan
  - Annual ministry planning process (as assigned)
  - Other leadership development and spiritual growth opportunities
4. Participation on interim task groups, as appropriate  
Note: Preparation and attendance at regularly scheduled meetings plus additional participation in task groups may require 10-15 hours/month

### **Resources Available**

1. Parish Leadership Development Team and leadership formation activities/support
2. Access to parish information appropriate to leadership accountabilities
3. Collaborative relationship with parish staff