

## Parish 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

- Is responsible for scheduling meetings, preparing the agenda in consultation with the Pastor, and chairing the meetings.
- Maintains a list of current Parish Pastoral Council Members
- Ensures that any changes to the list of Parish Pastoral Council Members is communicated promptly to the Parish Volunteer Screening Committee.
- 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.
- Acquainted with the documents of the Church that help them to understand the vision of the Church and the nature of parish.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Chairs the activities of the Parish Pastoral Council and its subcommittees.
- Communicates and collaborates with the various Ministry Coordinators.
- The Chairperson, if unavailable to chair a Pastoral Council meeting, is responsible for notifying the Pastor, who will assign another member to chair that meeting.
- Observes discretion in the confidential matters arising from Parish Pastoral Council.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

#### Other specifics:

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### ➤ Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Must have at least 2 years experience as a Parish Pastoral Council Member
- Is recognized within the parish community as a person of good reputation.

- Has an understanding of and commitment to the Church as expressed in the teachings of the Church.
- Should have leadership, organizational and decision-making skills.
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people.
- Should have spiritual and temporal skills necessary to discern the needs of the parish and provide the appropriate services to realize those needs.
- Should be skilled in collaboration, interpersonal communication and group process.
- Additional skills that would be an asset are studies in Theology especially the theology of the Church, church history, ministry formation, etc.
- Is willing to participate in ongoing formation.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to articulate what one has heard.
- Needs to be flexible and have good relational skills.
- Desires spiritual growth and has an openness to prayer and reflection.
- Has the ability to motivate and encourage others.

➤ **Orientation and Training**

Standard parish orientation program and familiarity with Archdiocese of Toronto legislation and any constitution or by-laws at the parish.

➤ **Participant Group**

Parishioners, Parish Pastoral Council Members and all those involved in parish ministry.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

\_\_\_ year term.

➤ **Benefits and Working Conditions**

Will have a direct impact on the spiritual decisions made in the parish.

Will further develop leadership and organizational skills.

Will further develop own spiritual growth.

This is a volunteer position requiring a time commitment of \_\_\_ hours per week/ \_\_\_ hours per month.

Must be available to attend all regularly scheduled meetings.

➤ **Screening Recommendations**

This is a General risk position.

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

**This ministry position description accurately reflects the Ministry of Parish Pastoral Council**

**Chairperson currently practiced at \_\_\_\_\_.**  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**