



Ministry Position: Parish Pastoral Council Chairperson

Date Last Reviewed: July 2019

◆ Position Overview

A Parish Pastoral Council is a consultative body that 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, focused on the resolution of the pastoral needs of the parish, in order to facilitate pastoral planning in accordance 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

- Scheduling meetings, preparing the agenda in consultation with the Pastor, and chairing the meetings
- Maintain a list of current Parish Pastoral Council Members
- Ensure that any changes to the list of Parish Pastoral Council Members is communicated promptly to the Parish Volunteer Screening Committee
- Collaborate 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
- Assist parish ministries in the implementation of the pastoral plan of the parish
- Chair the activities of the Parish Pastoral Council and its subcommittees
- Communicate and collaborate with the various Ministry Coordinators
- Observe discretion in the confidential matters arising from Parish Pastoral Council
- Responsible for notifying the Pastor when unavailable to chair a Pastoral Council Meeting, so another member can be assigned

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**

- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age
- Must have at least 2 years experience as a Parish Pastoral Council Member
- 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
- Studies in Theology would be an asset, 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

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Training on the 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.



Archdiocese
of Toronto

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

Click here to enter either Three or Five (3 or 5) year term with the ability to renew.

◆ **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
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Parish Pastoral Council Chairperson** currently practised at,
_____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department