



Archdiocese of Regina

PARISH PASTORAL COUNCIL CHAIRPERSON

Overview

The Parish Pastoral Council is a consultative body that works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The pastor is the ultimate decision maker. The Parish Pastoral Council Chairperson provides leadership and organizes the Parish Pastoral Council in conformance with the *Archdiocese of Regina Guidelines – Parish Pastoral Council & Parish Finance Council* mandated by a decree (the “Decree”) dated March 1988, revised April 2010.

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 are 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 which 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 the Vice-Chairperson or 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.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Must have at least 2 years experience as a Parish Pastoral Council Member
- 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.
- Is willing to participate in ongoing formation.
- The Parish Pastoral Council Chairperson shall not be related to:
 - (i) The Pastor
 - (ii) The Parish Finance Council Chairperson

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- 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 openness to prayer and reflection.
- Has the ability to motivate and encourage others.

Orientation and Training

- Standard parish orientation program and familiarity with the *Archdiocese of Regina Guidelines / Parish Pastoral Council & Parish Finance Council* 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

- _____ year term.

Benefits and Working Conditions

- Will have a direct impact on the pastoral and 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 or _____ hours per month.
- Must be available to attend all scheduled meetings.

Screening Recommendations

- This is a High Security position
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

**This ministry position description accurately reflects the Ministry of Parish Pastoral Council Chairperson currently practiced at _____
Parish. (Parish Name)**

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto