



Ministry Position: Parish Pastoral Council Member

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.

◆ Activities/Responsibilities

- Collaborate with the Pastor in developing and reviewing the pastoral plan of the parish
- Has an ongoing and open dialog with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community
- Be 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
- Be available for meetings as required
- Observe 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

- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age.
- Has an understanding of and commitment to the church as expressed in the teachings of the Church
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people
- Recognized within the parish community as a person of good reputation



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- 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

◆ **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, other Parish Pastoral Council Members and all those involved in parish ministry.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

_____ 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 own spiritual growth
- Will develop group and team working skills
- Must be available to attend all regularly scheduled meetings



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- 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 Member** 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