

## MINISTRY POSITION DESCRIPTION

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group/Ministry</b>	<b>Pastoral Council Member</b>
<b>Accountability</b>	Pastor
<b>Purpose of Ministry</b>	To provide advice to the Pastor on the needs of the parish, ministries within the parish and parish events and activities
<b>Participant Group</b>	The parish
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Provide input and advice on all aspects of parish life to the pastor</li> <li>▪ Make recommendations that will improve the parish</li> <li>▪ Support parish activities</li> <li>▪ Attend scheduled meetings and activities planned by the council</li> <li>▪ Maintain confidentiality of issues and meetings</li> <li>▪ Must read and become familiar with the constitution</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Must be elected by the parish or appointed by the pastor</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ Few times a year 1,5 - 2 hrs meetings (as invited by the Pastor), other times</li> </ul>
<b>Duration</b>	Elected members: 3-year terms Appointed members: 1-years term renewable for 3 years
<b>Orientation</b>	Provided at first meeting
<b>Training</b>	New members provided with copies of the constitution
<b>Support</b>	Pastor
<b>Supervision</b>	Pastor
<b>Evaluation</b>	By Pastor
<b>Position Level</b>	GENERAL TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete forms A, B, C</li> <li>▪ Receive Volunteer Guidelines</li> <li>▪ Sign Ministry Covenant</li> <li>▪ Orientation (including Guidelines for Volunteers), and training</li> </ul>

**Date approved:** \_\_\_\_\_ **Dates Reviewed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ministry Leader:** \_\_\_\_\_

**Parish Screening Committee Member:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_