

Ministry or Program Position Description - St. Stephen's Olds

Position Title	Parish Pastoral Council Member
Reports to	The Pastor and the P P C
Primary objective	Collaborate with Pastor and Council to develop and review the pastoral plan of the Parish
Expected Time Commitment	4 to 6 hours per month spent reading and meeting with parishioners
Responsibilities	<p>Has an ongoing and open dialog with parishioners and parish ministries to assess the needs of the Community</p> <ul style="list-style-type: none"> • Is acquainted with the documents of the Church that help them understand the vision • Assists Parish ministries in the implementation of the pastoral plan • Is available for meetings as required • Observes discretion in the confidential matters arising from Parish Pastoral Council discussions •
Working Conditions	<ul style="list-style-type: none"> • Will have direct impact on the spiritual decisions made in the Parish • Will further develop own spiritual growth • Will develop group and team working skills • This volunteer position will require a time commitment of 1 to 2 hours per week • Must be available to attend regularly scheduled meetings • Must be able to attend orientation and training sessions as required •
Personal/Professional Requirements	<ul style="list-style-type: none"> • Desires to serve the community and 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 • Called to Protect training •

Skills Developed/ Benefits	<ul style="list-style-type: none"> • Is a registered Parishioner in good standing with the Church • Must be at least 18 years of age • Has an understanding of Church teachings • Has an understanding of the distinctive characteristics of our Parish • Is recognized within the community • A collaborative person with interpersonal skills who understands group process • The volunteer will benefit by developing these skills and will have a direct impact on spiritual decisions in the Parish •
Appointment duration/term	<p>The term is 2 years renewable for another 2 years. The volunteer may reapply after one year.</p>

Signature of Director/Pastor/Volunteer Leader

Day / Month / Year

Signature of Volunteer Applicant

Day / Month / Year

