

## ST. IGNATIUS PASTORAL COUNCIL JOB DESCRIPTION

**Volunteer Title:** Member of St. Ignatius of Loyola Pastoral Council

**Ministry:** Pastoral Council

**Volunteer Supervisor/Point of Contact:** Chair & Co-Chair at [pc@sainti.org](mailto:pc@sainti.org).

### General Job Description

Attending pastoral council monthly meetings; serving as the “eyes and ears” in the parish community for the pastor; acting as a member of the consultative body assisting the pastor in the governance of the parish

### Duties and Responsibilities

- Attending once-monthly pastoral council meetings and potentially other council-only meetings on an as needed basis.
- Being willing/able and comfortable to be physically present in the life of the parish (Sunday Mass, occasional volunteerism, etc). Taking ideas from fellow parishioners back to council and the pastor.
- Being willing/able to discuss and make decisions on items of concern within the parish
- The role does not involve obtaining bids and doing the “legwork” of the parish. It is a decision and information gathering role which assists the pastor in the governance of the parish.
- The length of term is 3 years.

### Time Requirements

The potential council member must be able to be present at almost all monthly council meetings. Each meeting is at most two hours in length and are currently held on the first Tuesday of the month. Reviewing meeting minutes and preparing for upcoming meetings by reviewing the meeting agenda is helpful and usually takes around 15 minutes.

### Location

All pastoral council meetings occur on the St. Ignatius campus.

### Skills and Qualifications

- The incoming council member should be in good standing and actively involved within the parish community.

- The incoming member should have a solid faith life and regularly attend Sunday mass and the other sacraments offered by the parish.
- The incoming member should possess solid communication skills (email, phone, face-to-face)
- The incoming member should possess emotional intelligence which enables him/her to discuss potentially challenging/polemic issues with the pastor, fellow council members and fellow parishioners.
- No formal religious education is required. A positive, visionary attitude for the future of the parish is critical.

### **Orientation and Training**

A brief phone conversation with the current president or vice-president prior to the first scheduled meeting to gain familiarity about current issues being discussed. This phone call will also allow information to be disseminated going forward via email, text, or phone.

### **How to Apply & Volunteer Benefits**

Interested applicants may apply by contacting the Chair or Co-Chair [pc@sainti.org](mailto:pc@sainti.org) or reaching out to any current pastoral council member.

Serving the parish as a pastoral council member allows one to be involved directly in the shaping of the present and future life of St. Ignatius parish. Members serving on council regularly see the Holy Spirit at work within Christ's Church. It is common for council members to experience a deepening of their own faith lives and spiritual journeys by interacting with like-minded people who all share the ultimate goal of spreading Jesus' Gospel.