

Catholic Parish of Wellington South

Parish committee descriptions

Parish pastoral committee expectations

Guiding Attributes for members of a Wellington South Parish committee, you are expected to:

- i. become considerably involved in the parish, in its life and activities, which is a greater commitment than attendance at monthly meetings.
- ii. have a sense of mission in bringing Christ to people and people to Christ and understanding that you are accountable to the parish clergy and to parishioners
- iii. be a person of prayer who is willing to be a living sign of the presence of Christ in the community
- iv. know what it means to be Church today, to speak and listen to one another and to discern what the Spirit is saying to meet the needs of the time.

Parish Pastoral Council member job description

Characteristics of a good parish pastoral council and its members include:

- i. **Prayerful** – members are to be persons of prayer. The Council will spend time together in prayer and retreat experiences for the purposes of drawing together in love and trust, to heal divisions, and for the discernment of God’s will for the community.
- ii. **Pastoral** – members strive to discern the movement of the Holy Spirit among God’s people in the parish to formulate conclusions on matters affecting the lives of parishioners. The Council decides what actions or programmes to be promoted to help make the Gospel known and to help people in their spiritual journey.
- iii. **Representative** – the Council is representative of the community rather than a body of representatives. The members of the Council representative in a holistic sense all areas of parish life, as such each member is not ‘the representative’ for a particular neighbourhood, age bracket, cultural or special interest group.
- iv. **Discerning** – members participate in the policy making process for the parish by bringing together the needs and hopes of all parishioners. Through dialogue and deliberation the Council merges the insights, the diverse experiences, expertise and faith of its members in order to provide vision and direction to the community.
- v. **Prophetic** – members have a deep concern for justice, peace, reconciliation and practical love, bearing witness to all that the love of God is already unfolding. Members shall grow to have a deep care and concern for one another, who are not afraid to take risks, who support and affirm each other.
- vi. **Enabling** – members strive to recognise and acknowledge the giftedness in God’s people and to enable each person’s unique giftedness to surface. To aid the Council the Council works with standing or ad hoc committees in this challenging task. The Council works to promote unity in diversity. At the same time it unites, it respects the diversity of the community by encouraging each person to bring forth their special ministry to serve others.
- vii. **Talent or skill** – each member is encouraged to be selfless in the offering of the talent or skill that they bring to the ministry of the Council.

Parish Finance/Property and Administration committee responsibilities

The Committee supports the pastoral works of the parish by preparing budgets, providing financial and property advice and guiding the administrative needs of the parish. It is important that the Committee works in close collaboration with the PPC through for example joint membership or from time to time shared meetings or retreat time to ensure both groups are able to perform their complementary roles.

The Committee is to be made up of members that commit to the **Guiding Attributes** for committee members and that have the requisite skills to perform the following responsibilities of the Committee:

- i. Ensure good stewardship of parish assets through high standards of accountability and transparency
- ii. Develop with the PPC an annual plan for the parish that is to include a budget and to incorporate the pastoral goals of the parish
- iii. Report back to the parish at least once a year relevant financial information in a form that can be easily explained and readily understood
- iv. Strike the right balance in planning for both the short and long term needs of the parish by ensuring appropriate stewardship (e.g. long term asset management plans) of the assets held by the parish for future generations
- v. Ensure an appropriate Planned Giving Programme is in operation and is renewed every 2 to 4 years
- vi. Guide and support parish employees and volunteers in the performance of financial, administrative, pastoral and support services for the parish

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