

St. Odilia Catholic Community Volunteer Position Description

Position Title: *Ministry Area Council Member*
Is Accountable to: Parish Leadership Council
Effective Date: June 2004
Revised: March 2008

Overview

The primary role of the Ministry Area Councils (MAC) is to collaboratively define and support the achievement of the ministry area vision and objectives that, in turn, supports the achievement of the parish mission. General authority is given to MAC's to establish ministry area operating policies/guidelines and evaluate ministry area outcomes. Ministry implementation is normally carried out by ministry area staff and individual ministry leaders within the framework of policies and guidelines established by the MAC. Overall authority for parish mission and parish wide policies resides in the Parish Leadership Council, as delegated by the Pastor.

Principal Accountabilities

As a Council:

1. Act as the guiding body of a MAC

- a. Communicate MAC vision
- b. Evaluate and periodically update MAC vision statement as required
- c. Evaluate ministry outcomes in response to MAC vision
- d. Participate with other MAC's in collaborative evaluation of status of parish mission

2. Coordinate MAC annual planning

- a. Establish ministry area annual planning priorities and objectives through collaborative process with staff, ministry leaders and ministry participants
- b. Encourage participation by all MAC ministry leaders in the planning process
- c. Coordinate, evaluate and develop draft of ministry area annual objectives, strategies and indicators of success
- d. Collaborate with other MAC's in developing a proposed parish annual plan to be submitted to Parish Leadership Council for final approval
- e. Evaluate progress of MAC annual plan achievement as basis for continuous improvement of area objectives and outcomes

3. Communicate and coordinate work of ministry area with broader parish

- a. Develop and implement ministry area communication activities that encourage dialogue among the MAC's, parish members and staff
- b. Implement communication activities that effectively disseminate key information to all ministry area stakeholders; coordinate with other MAC's, as appropriate
- c. Establish ministry area guidelines and practices that encourage strong collaboration with all other ministry areas in achieving parish mission.

4. Oversee the formation, evaluation and dissolution of council area ministries

- a. Evaluate the effectiveness of existing ministries in collaboration with current ministry leaders and staff; recommend changes as indicated
- b. Evaluate the need for new ministries and implement as resources are available
- c. Evaluate the need to dissolve existing ministries (not in alignment with vision; no active leadership or participation; ministry objective achieved); formally implement and communicate dissolution
- d. Coordinate ministry analysis and adjustment decisions with annual planning process

5. Support ministry area staff

- a. Provide feedback to ministry area staffing as appropriate
- b. Provide encouragement and recognition to ministry area staff

As a Member of the Council:

1. Participate in monthly leadership meetings
2. Participate in parish-wide leadership events (TBD)
3. Participate on short-term task groups as appropriate to available time, individual talents and personal interest
 2. Participate in leadership development activity (leadership skills training, annual Council retreat, etc.) as appropriate
 3. Identify and cultivate future MAC and ministry leaders and participate in annual selection process
 4. Regularly evaluate performance of MAC and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment
 5. Participate on MAC staff hiring teams, as appropriate

Membership Qualifications

1. Registered member of St. Odilia who regularly worships with the parish community
2. Commitment to understand and collaboratively facilitate achievement of parish mission
3. Willingness to participate in respectful dialogue that supports consensus decision-making
4. Spiritual giftedness that contributes to effective parish leadership
5. Ability to observe confidentiality when required

Time Commitment

1. Serve a three year term (but a longer commitment in a consecutive term can be discerned)
2. Prepare for and regularly attend a monthly leadership meeting (3 hrs/meeting + prep time)
3. Attend special focus joint leadership meetings
 - Fall leadership orientation meeting
 - Annual gathering for prayer and spiritual growth
 - Spring leadership evaluation meeting

Note: Preparation and attendance at regularly scheduled meetings plus additional participation in task groups will require approximately 4-6 hours per month.