

## **St. Odilia Catholic Community Volunteer Position Description**

Position Title: *Parish Leadership Council Member-At-Large*  
Is Accountable to: Pastor  
Effective Date: June 2004  
Revised: March 2008

### **Overview**

The Parish Leadership Council (PLC) is the guiding body of St. Odilia Catholic Community. The PLC is composed of the Pastor, three at-large members of the parish, a representative from each of the eight Ministry Area Councils, two parish trustees that are selected by the Pastor, and parish administrative staff for a total of sixteen members altogether. Overall authority for parish mission and parish wide policies resides in the Parish Leadership Council, as delegated by the Pastor.

The role of the PLC is to facilitate the periodic (3-5 years) formation/revision of The Parish Mission Statement of St. Odilia, to nourish a parish environment that will encourage achievement of the mission, to communicate the mission to the community regarding its achievement and status, and to conduct regular evaluations of its progress.

The actions of the PLC are governed by the Constitution and By-Laws of the PLC. In the spirit of servant leadership, the actions of the PLC are focused on providing support to the Pastor, parish administration, and the eight Ministry Area Councils with emphasis on partnership and subsidiarity.

### **Principal Accountabilities**

#### **As a Council:**

- 1. Act as the guiding body of St. Odilia by helping to**
  - a. Regularly assemble the parish leaders for the following purposes:
    - Orientation and formation of leaders
    - Evaluation of progress in achieving the parish mission
  - b. Establish an ongoing dialogue with the larger community that discusses key issues facing St. Odilia
  - c. Develop and communicate an annual report on the status of the parish
- 2. Serve as architect and steward of the parish mission by helping to**
  - a. Establish and communicate the intent of the parish mission
  - b. Evaluate and periodically update the parish mission, as required
  - c. Evaluate ministry area outcomes in response to the parish mission
- 3. Coordinate annual planning process**
  - a. Establish and communicate annual general planning parameters and priorities
  - b. Implement process and establish timetable for plan development and approval
  - c. Approve annual plan and communicate to parish at-large
- 4. Conduct an annual leadership discernment process**

**As a Member of the Council:**

1. Participate in monthly leadership meetings (PLC and Executive Committee)
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
4. Participate in leadership development activity (leadership skills training, annual Council retreat, etc.) as appropriate
5. Identify and cultivate future PLC, MAC and ministry leaders
6. Regularly evaluate performance of PLC and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment

**Membership Qualifications**

1. Registered member of St. Odilia, 18 years of age or older, 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, advancing to chair in the third year
2. Prepare for and regularly attend a monthly leadership meeting (4 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 5-7 hours per month.