

## Roles in the Parish Pastoral Council

### All Members

All members have an important part to play in the workings of the ppc.

These include:

- Actively listening to the needs and concerns of parishioners
- Attending meetings
- Offering items for the agenda
- Taking part in the discussions
- Carrying out the tasks assigned to them

### President's responsibilities

The parish priest has been entrusted with the care of the parish by the bishop. He convokes meetings and is the president of the council. In his absence, he may appoint a delegate to take his place.

The president's role includes:

- Encouraging the council to have a pastoral, whole parish perspective on what they are about and to plan ahead;
- Ensuring that there is ongoing formation for the group
- Setting the agenda with the chairperson and secretary
- Giving direction when necessary
- Maintaining the connection with the diocese and the wider community

### Chairperson's Responsibilities

The chairperson is primarily responsible for setting the agenda with the parish priest and the secretary, and facilitating the meetings in order to ensure that the tasks of the council are fulfilled. It is a role that demands specialised skills that can be learned and developed with practice.

The chairperson's role includes:

- Preparing the agenda with the secretary and the parish priest;
- Facilitating the meetings;
- Encouraging the participation of all members during the meeting;
- Ensuring that sufficient time is given to prayer and reflection
- Monitoring the time;
- Making sure that all agenda items are addressed

### Secretary's Responsibilities

The secretary is responsible for keeping a record of the progress of the parish pastoral council and for circulating relevant material to the council members. Some parishes appoint the parish secretary to this role. If, however, a member of the council is appointed, it will be important that the parish secretary's services be available to the council secretary.

The secretary's role includes:

- Preparing the agenda with the chairperson and parish priest;
- Taking the minutes of the meeting;
- Distributing the agenda and minutes to the council members before the meeting;
- Receiving notification of absences;
- Keeping a file of records of the council's minutes and decisions;
- Promoting the work of the parish pastoral council within the parish using the parish bulletin, parish website, notice boards etc

### Prayer Leader's Responsibilities

Many resources are available to assist in the preparation of the prayer for the meeting. Many pastoral councils share the responsibility for the co-ordination of the prayer each month. The person nominated to lead the prayers could be decided at the end of each month or the task could be assigned when the council's calendar is being organised.

The prayer leader's role includes:

- Creating a central focus
- Creating a prayer text that relates to the meeting;
- When appropriate, ensuring that the relevant sections of the prayer are photocopied;
- Having music ready, if it is being used;
- Delegating the various tasks included in the prayer to council members

### Project Leader's Responsibilities

From time to time, the pastoral council will delegate some members (sometimes co-opting other parishioners) to carry out a project or task. The role of the project leader is to bring the members together, ensure that the project is carried out and report to the council.