

**Parish Pastoral Council (PPC)
Ministry Role Descriptor**

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Parish Pastoral Council (PPC)
Groups served by this ministry	The parish
Length of term	3 years renewable
Purpose of the role(s)	The PPC is a leadership group, called from and by the parish, to share with the pastor in the building and welfare of the parish through planning and coordination of parish life.
Activities and responsibilities	<ul style="list-style-type: none"> Attend meetings and oversee projects designed by the PPC or their affiliated committees. The types of activities that would be directed by the PPC are social, educational, family, liturgical and spiritual.
Constraints	<ul style="list-style-type: none"> Members of this council plan and organize the pastoral life of the parish, in an advisory capacity only, under the direction of the parish clergy.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>St. Clare</p> <ul style="list-style-type: none"> The pastoral and financial councils may be combined
Skills, experience and qualifications desired	<ul style="list-style-type: none"> Members will be familiar on how to function within a consensus-based group. No formal qualifications required. Organization skills are an asset. Communication, cooperation, and skills in dealing with people are recommended.
Personal traits desired	<ul style="list-style-type: none"> Ability to take and give direction is important when planning and leading functions efficiently. The desire to serve our community with faith, love, and gratitude. Patience, justice, kindness, sensitivity to others, and a responsible attitude are helpful.
Orientation and training	<ul style="list-style-type: none"> Members should be familiar with the available archdiocesan documents on PPC guidelines. Experience with leadership is desirable, but not necessary as experience with council meetings and related work can develop with participation on PPC in the three year period. Receive a copy of this ministry role descriptor. Responsible Ministry training and handout.

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Support, supervision and evaluation	<ul style="list-style-type: none"> • The pastor and PPC work together with the temporal affairs council and other organizations to fulfill the mandate of the PPC. • The pastor is responsible for overseeing PPC activities.
Working conditions	<ul style="list-style-type: none"> • Meetings will be held in the parish hall, church or administrative building meeting room. • Meetings typically are held once a month and typically adjourn during the summer months. • Meetings typically last about two hours. • Committee work may require additional time to complete.
Benefits to role participants	<ul style="list-style-type: none"> • Leadership experience and service to the parish community.
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and the opportunity to give and receive feedback.