

San Jose Chinese Catholic Mission

Pastoral Council Member Job Description

1. Purpose Statement

Advise and assist pastor on practical matters of parish life (worship, education, spirituality, service, evangelization, etc).

2. Ministry Summary

Embracing the Second Vatican Council's vision and in accord with Canon Law, the Bishop of San Jose mandates that each parish establish, including the San Jose Chinese Catholic Mission, to establish a pastoral council. The SJCCM pastoral council consists of 6 to 8 members. The council studies the matters brought to its attention by the pastor or the community, reflects on them thoroughly, evaluates them and draws sound conclusions. It then presents these conclusions to the pastor in the form of recommendations.

a) Benefits the volunteer will experience

The process of investigation, consideration, and recommendation is called pastoral planning. A member will learn the process of pastoral planning. In addition, while pastoral planning, a member can also foster his/her leadership and develop good working relationships with other community groups.

b) Value to the SJCCM of the volunteer's service

The SJCCM community should benefit from the service of the pastoral council member since he/she acts as a steward of the SJCCM's apostolate and helps address the important issues (long term or short term) of our pastoral life.

3. Qualification

A pastoral council member must be a registered parishioner of the San Jose Chinese Catholic Mission.

4. Responsibility

- a) Develop, re-evaluate, revise, and communicates the apostolic vision and unique mission of our community in the Diocese of San Jose.
- b) Develop and prioritize goals based on the mission and the needs of the community, the values of the Gospel, and the teachings of the Church.
- c) Choose the highest priority goals to focus on for a particular time.
- d) Work collaboratively with other community groups to develop plans to achieve the goals; publish and communicate the plan to the community on a regular basis.
- e) Regularly evaluate results and measure success of existing programs.
- f) Attend Pastoral Council meetings and help generate meeting agenda.

5. Also Responsible For:

A pastoral council member is not necessarily a community group leader, nor is he/she required to directly lead an event. However, he/she is likely to work with other groups to develop a plan or even provide necessary support.

6. Time Commitment

A pastoral council member is required to attend the monthly meeting which lasts 2 – 3 hours. In addition, a member may take one or more of the pastoral council's responsible tasks. The time commitment of these tasks varies.

7. Qualities, Skills, Experience

A pastoral council member should be or be willing to develop the following characteristics: a good listener, able to envision the future, and good at negotiating and building consensus.

8. Spiritual Formation, Training, and Support

A pastoral council member must be committed to a life of discipleship to Jesus Christ, faithful to the teachings and guidance of the Catholic Church. In addition to weekly attendance at Sunday Mass, a pastoral council is encouraged to attend community sponsored retreats, seminars, workshops, bible reading groups, and so on, to grow him/herself spiritually.

9. Terms:

Each term is 2 years. A member can serve at most two consecutive terms.