



2023

Sacred Heart Church

# SACRED HEART VOLUNTEERS

*Parish Council Member*

[sacredheartcalgary.ca/ministries](https://sacredheartcalgary.ca/ministries)

# Position Description *for*

## Parish Council Member Volunteer

### Reports to

Pastor

### Overview

Accountable to the Pastor and the Parish, the Parish Council assists the Pastor in ministering to the people. It is an advisory body that helps the Pastor to discern the parish needs and assists in implementing plans to meet the needs of the Parish and Diocese. The Council helps the pastor guide the parish towards fulfilling the mission of the Church in its call to stewardship and evangelization.

- A person appointed as a member of the Parish Pastoral Council holds office for a three-year term from the date he/she is appointed. A member of the Council may be reappointed for a second three-year term.
- The Human Resources Department is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Volunteer Screening Program

### Responsibilities

- Collaborate with the Pastor in developing and reviewing the pastoral plan for the parish
- Assist parish ministries in the implementation of the pastoral plan for the parish
- Attend Council meetings as scheduled by the Chairperson and Pastor
- Participates in parish or diocesan training for this ministry as it is available
- Participates in subcommittees or other activities as needed to support the work of the Council
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community
- Prepares to consider the role of Chairperson if needed
- Collaborates with the Parish Finance Council in ensuring the budget for expenditures is achieved
- Seeks to understand and promote the overall Diocesan vision and mission within the Parish
- Observes discretion in the confidential matters arising from Council discussions

## Qualifications

- Must be at least 18 years of age and an active participant in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Has a commitment to the universal Church as expressed in its teaching
- Should be skilled in collaboration, interpersonal communication and group process
- Understands how the parish participates in the vision and mission of the Church
- Has an appreciation and understanding of the mission of the laity
- Understands the distinctive characteristics of the parish, its ministries and its people
- Other assets include studies in theology, Church history or ministry formation
- Honest, dependable, able to attend meetings and to maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum



# What are my next steps?

## How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

**Our duty to care is an act of generosity.** All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Low' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:

### Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **Interview** if necessary.
- Complete the **4 online modules** under Praesidium Academy (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary).
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Volunteers.
- **Send** your completed forms to [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca).

### Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.
- Complete the **Confidentiality Agreement**.

### Maintain your Service file

- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca) to enquire about your status.



## Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,  
let my heart never rest until it finds You,  
who are its center, its love, and its happiness.  
By the wound in Your heart  
pardon the sins that I have committed  
whether out of malice or out of evil desires. Place my  
weak heart in Your own divine Heart,  
continually under Your protection and guidance, so  
that I may persevere in doing good and in fleeing evil  
until my last breath.*

*Amen.*

## Contact

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**SACRED HEART CHURCH  
VOLUNTEER PACKAGE**