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| *Insert Parish logo here* |

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| Position title: | Parish Pastoral Council member | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Pastoral Associate, Parish Secretary |
| Position Purpose: | The purpose of the Parish Pastoral Council (PPC) is to promote and support the evangelising mission of the Parish, working in collaboration with the Parish Priest or duly appointed Administrator to foster the spiritual and pastoral life of all the Christian faithful. The Parish Pastoral Council enables the members of the Parish community to fulfil their baptismal calling to share in Christ’s mission and to connect their needs and their strengths with the Parish’s plans for the future. |
| Qualifications and experience: | * No training or experience required as Parish Pastoral Council are provided training, however should be actively involved in parish life.
* Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
* Must apply for a Police Check or provide a recent Police Check.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values.
* Commitment to ongoing personal faith formation
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
* Basic financial literacy
* Ability to contribute to planning the mission of the Parish
* Understands that although members of the PPC should represent the diversity of different groups within the Parish, members of the PPC advocate for the whole Parish not only their group
* Understands the need to declare an actual or potential conflict of interest
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| Key Results Areas: | Key Duties:  |
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|  | * Attends meetings of the Parish Pastoral Council.
* Provides advice to the Parish Priest.
* Develops and monitors implementation of the Parish Pastoral Plan.
* Identifies and develops missionary opportunities for the Parish.
* Provides support and information when a new Priest is appointed to the Parish.
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| Training | * As required, provides training and support to new members of the PPC.
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