

Archdiocese of Dublin
Office of Mission and Ministry

Voluntary MINISTRY MATTERS

A Guidebook for
Parish Pastoral
Councils

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INTRODUCTION

FOR PARISH PASTORAL COUNCILS

Voluntary Ministry Matters is a resource that has primarily been produced to assist Parish Pastoral Councils in their leadership role in parish. The PPC, which is representative members of the parish alongside the members of the Parish Team, together have responsibility to grow and develop ministries in parish.

In the past, the responsibility to encourage people to participate may have been solely undertaken by the priest but now it lies with everyone.

Fundamental to understanding the role of a PPC member is embracing the idea that every person in the parish is called to do something and to place their gifts at the service of one another.

p16 Becoming a Pastoral Parish Council, Patricia Carroll



Starting with the PPC, who can help all parishioners grow in their understanding that service is something they should be doing, the hope is that, eventually, all in the parish will see this as their responsibility - to encourage people they know to take part.

This Guidebook is aimed at helping PPCs and their parishes to consider the context for ministry, what ministry is – especially Voluntary Ministry - and exploring ways to develop ministry, including recruitment, training and support. It also provides guidance for providing clear role descriptions to support this development.

There are a variety of quotes and scripture passages that offer a chance for further contemplation as well as a number of reflective questions to ponder and help direct us.

AS YOU BEGIN, THINK ABOUT

- What is my current understanding of ministry in parish?
- What areas of parish life would I like to see growing and developing?
- What has been my experience of Voluntary Ministry?



WHY THIS RESOURCE NOW?

POST-PANDEMIC PARISHES

We find ourselves at a time when some parishes are finding it more difficult to find people for voluntary ministry. The closing of churches during the COVID pandemic meant that people could not gather together and people in ministry could not exercise their ministry, both of which had a negative impact on the experience and growth of parish ministry.

As we started to emerge again, the need arose for people to sanitise, clean and steward and new ministries grew in parishes. Sadly, rather than affirming and developing these ministries, it appears that in general, as the health and safety requirements disappeared, so did the people!

In addition, some people have opted to stay away and perhaps only engage with parish life more remotely and/or online. This is also true of people with a ministry in parish.

All of this means that our post-pandemic Church looks and feels different. This 'new' Church presents many challenges but also many possibilities for hope, change and renewal.



Therefore, since through God's mercy we have this ministry, we do not lose heart.

2 Corinthians 4:1

THE SYNODAL CHURCH

However, before the pandemic began, we had already started out on our synodal journey as a Church. At the heart of this movement was a sense of 'walking together' and a recognition of the contributions of others in acknowledging where we had been and shaping a way ahead.

Each parish was invited to gather and listen to understand the joys and sorrows of our reality and the hopes and fears for the future. In the responses submitted there was a very strong consensus around the need to grow voluntary ministry and more fully embrace issues of formation for service and the promotion of lay leadership.



There is an urgent need to develop new ministries.

p7 Synodal Pathway Synthesis, Archdiocese of Dublin Report



This must include the development of new ministries within the diocese, as well as the formation of lay people for pastoral service and action.

p16 Synodal Pathway Synthesis, Archdiocese of Dublin Report

A DIOCESE OF HOPE

The synodal pathway also helped to steer the course of our diocesan strategic planning. The Building Hope Task Force issued a report outlining key elements for a way forward. More gatherings took place in parish to respond to this and, again, there was a very strong consensus around the need to grow voluntary ministry and to develop our understanding of co-responsibility, adult faith development and servant leadership.

The need for more volunteers and training in ministry was widely noted.

p8 Building Hope: Feedback on Easter 2022 Strategic Planning Process

Each parish is now invited to consider how to develop and encourage co-responsible leadership locally – priests and people working together.

p21 Building Hope: Feedback on Easter 2022 Strategic Planning Process

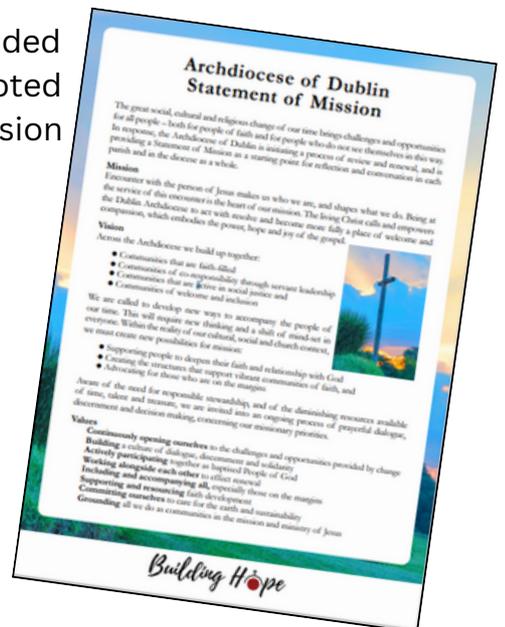
CONNECTING WITH OUR STATEMENT OF MISSION

It is vitally important that any development of ministry is guided by Building Hope in a synodal way. It needs to be deeply rooted in the ways we are living out our Diocesan Statement of Mission and the principles that underpin it.



Throughout this Guidebook you will find references to these principles to help identify and emphasise how they are connected to the ways we can develop and grow voluntary ministries in our parishes.

The first of these principles is key to beginning to understand what is at the very heart of voluntary ministry. With our sight firmly set on the person of Christ, and his example of ministry, we can begin to discover what this means for us in the Church today.



Jesus Christ is the foundation and centre of our mission and ministry.

#1 Building Hope: Principles which inform our Pastoral Strategy

THINK ABOUT

- How have our parish ministries emerged from the pandemic?
- How does Building Hope in a synodal way affect our approach to ministries?
- How are our ministries connecting to the Diocesan Statement of Mission?

WHAT IS MINISTRY?

BUILDING AND SERVICE

One of the insights we can see from the example Jesus gave is that ministry is about 'building up the Church in love' (*Ephesians 4:16*) for service in the world ('*As the Father sent me...*' *John 20:21*).

Christ's ministry, and that of the Church, need to be at the centre of all ministries. In this way, ministry happens on behalf of the whole community rather than just the individual who undertakes it.

All ministry in a community – and therefore all ministers – must be nothing other than a 'sacrament' of the fundamental ministerial quality of the Church itself. In other words, ministries must reflect the basic service that Church community is called to give, in the name of Christ, to the world and the society of which it is part.

p56 *It is Good for us to be here*,
National Centre for Liturgy



I AM BAPTISED

At baptism we are anointed with Chrism to share in Christ's ministry as priest, prophet and king. All ministry in the Church flows from baptism and is our discerned response to our baptismal call.



Our great dignity derives from baptism,
which is accessible to all.

Evangelii Gaudium 104



However, for many of us it was an event we cannot remember, something that happened to us sometime in the past as a one-off. Yet this baptismal call is something for us to discern and respond to all the time, each day and sometimes in a particular moment!

What is required from us, therefore, is a shift in perception about our baptism. Rather than understanding baptism in the passive sense of 'I WAS baptised', the truth is more the realisation that 'I AM baptised'! It is something current, active and part of the very nature of who we are as followers of Christ and sharers in his ministry.

The real ministry is not just what I do but who I am!

In virtue of their baptism, all the members of the
people of God have become missionary disciples

Evangelii Gaudium 120



A DOORWAY

Baptism has often been considered as a doorway to the sacraments because a person is unable to receive any of the sacraments before baptism. However, baptism also opens the door to ministry and service.



Once we realise this we can move from a passive way of being Christian to fully embracing the opportunity and taking our part.

Baptism gives us our vocation as brothers and sisters of Jesus Christ respecting the different yet complimentary roles of lay, consecrated and ordained people.

#2 Building Hope: Principles which inform our Pastoral Strategy



PARTICIPATION

The need for voluntary ministry in the Church, especially in the parish, has always been there. All the baptised are called to active participation and to share in the ministry of Jesus Christ. Some choose to respond to this call by taking on a particular ministry in the parish.

Active participation of the People of God – clergy, religious and lay people – must be facilitated. It is essential to the life, leadership and decision-making of the Archdiocese and parishes.

#4 Building Hope: Principles which inform our Pastoral Strategy



Yet often the reality is that only a small minority of people are doing all of the roles - and have been doing for many years! Others might feel called to participate but find themselves treading on people's toes. This is a very poor understanding of ministry that fails to reflect the aspect of ministry as building up the Church.

Even if someone were to find themselves having multiple ministries in the parish, each of us should only exercise ONE ministry at a time because ALL are needed.

Each person should do solely but completely what belongs to their ministry.

#5 General Instruction of the Roman Missal



Again, it is likely that there needs to be a change in mindset where full, active, conscious participation is not about 'being involved' or 'helping Father', but more about the discerned response to our baptismal calling spoken about earlier.

Unfortunately, lay ministry is often considered as a service that exists in order to assist the clergy. As a result we have not always enabled a Church to develop in a way that is 'ecclesial' in the best sense of the word and that is vibrant at local levels.

p56 *It is Good for us to be here*, National Centre for Liturgy



VARIETY OF MINISTRIES

Often, when we think of voluntary ministries in parish, it is the liturgical ministries that come to mind. This might be because of their visibility whenever the parish community gathers together for liturgy and prayer. However, there are many different types of ministry needed in parish.

Ministry can be liturgical, pastoral, catechetical, administrative, missionary... and often a mixture of more than one. But all are needed!

The different parish ministries are connected and complementary especially when they work together in partnership, with the Parish Team, to ensure that the pastoral, faith development, sacramental and liturgical needs of the parish mission are responded to.



All the baptised, whatever their position in the Church or their level of instruction in the faith, are agents of evangelisation, and it would be insufficient to envisage a plan of evangelisation to be carried out by professionals while the rest of the faithful would simply be passive recipients.

The new evangelisation calls for personal involvement on the part of each of the baptised.

Evangelii Gaudium 120

There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different ways in different people, it is the same God who is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose.

1 Corinthians 12:4-7



St Paul reminds us that, even though the ministries are different, people can participate in a variety of ways because it is the same Spirit, the same mission of God at work. This understanding enables us to truly encourage each member of the parish community to be generous in putting their giftedness at the service of others.

THINK ABOUT

- How do we enable people to respond to their baptismal calling?
- How does the way I talk about ministry reflect my understanding?
- How can we increase participation in the different types of ministry in the parish?

WHAT IS VOLUNTARY MINISTRY?



Just as there are a variety of ministries in every parish, there are also different ways in which lay people participate in them.

PROFESSIONAL MINISTRY

Some women and men will seek to undertake full or part-time parish ministry in a professional, paid role, perhaps through a diocesan or parish appointment.



a need to recognise the gifts in the People of God and promote them for the good of the community.

p9 Synodal Pathway Synthesis, Archdiocese of Dublin Report

INSTITUTED MINISTRY

Less common are those people who discern the call to an instituted ministry in the Church, like catechist, lector and acolyte. Once minor orders on the way to priesthood, these are now open to be discerned by lay people as a lifelong role in the Church, formally instituted by the bishop of a diocese. Both voluntary and professional/paid ministers can be instituted but not all voluntary/paid ministers are formally instituted by the Church.

Lay ministeriality is not based on the sacrament of Ordination, but on Baptism, for the fact that all the baptised – laypeople, the celibate, married couples, priests, religious – are Christifideles, believers in Christ, his disciples, and are therefore required to take part in the mission he entrusted to the Church, also through the assumption of determined ministries.

“

Pope Francis, Address to the participants in the plenary assembly of Dicastery for Laity, Family and Life, Clementine Hall Saturday, 22 April 2023

VOLUNTARY MINISTRY

In parish voluntary ministries are the most common. These are undertaken by people working in a voluntary capacity (without payment) in the parish. It is a very important way in which people can live out their baptismal call and their full, active, conscious participation in parish life. It is not to be viewed as a secondary or lesser ministry or simply 'being involved' or 'helping out'.

Because of the one dignity flowing from Baptism, each member of the lay faithful, together with ordained ministers and men and women religious, shares a responsibility for the Church's mission.

Christifideles Laici 15



LEADERSHIP

Some voluntary ministries, such as Parish Pastoral Councils, already have a strong leadership role. Other ministries happen as part of a team in which there may be a designated leader or coordinator. The development of leadership, specifically servant leadership, is a very important consideration as we grow and develop our voluntary ministries.

The effort to renew the Church must be marked by urgency and also openness to the new. This will include much more significant roles for laity... Parishes articulate the need to facilitate and promote lay leadership at a local level immediately.

p10 Synodal Pathway Synthesis, Archdiocese of Dublin Report



Just as a human body, though it is made up of many parts, is a single unit because all these parts, though many, make one body, so it is with Christ. In the one Spirit we were all baptised... and one Spirit was given to us all to drink... Now you together are Christ's body, but each of you is a different part of it.

1 Corinthians 12:12-27



This is not about creating hierarchies within parishes where one ministry is deemed better or more important than another. It is more about creating structures and practices that create an awareness and a capacity for lay people to take on leadership as part of their ministry.

All ministries are needed and all are connected with the wider vision and ministry of the parish/diocese/Church.

ROOM FOR ALL

Another consideration for voluntary ministry is how it is set up so as to enable everyone to participate. This level of inclusiveness isn't just so that all the roles can be filled and that no one feels overburdened in ministry. It is part of the very nature of ministry as a means to build up the Church and the missionary relationship the whole community has with God.

Inclusiveness inspires the mission of the parish so that all may know the embrace of God's love.

#5 Building Hope: Principles which inform our Pastoral Strategy



This renewed understanding is at the heart of synodality and calls us to reach out, to travel to the margins with the invitation to participate. It shifts us out of the habit of simply asking the same few people to take on different ministries. It is something that we need to be more intentional and strategic with as we grow and develop, plan and prepare people.

Just as the PPC is meant to be representative of the parish (a kind of parish in miniature), so too our ministries should reflect those in our community. If we have a large number of people from a particular ethnic or cultural background in our parish, those same people should be active in parish ministry.



So who are the people missing from our voluntary ministries in parish?

The feedback from the synodal gatherings and the Building Hope consultation both speak of this need to ensure that real representation happens in ministry - especially concerning the participation of young people and the role women should play.



Women's role in the life of the Church, and the sense of marginalisation expressed by many women, must be recognised and addressed to ensure their full participation at both central and local levels.

#6 Building Hope: Principles which inform our Pastoral Strategy



The engagement of Young People in the life of the Church begins with recognising their needs and appreciating their contribution. A commitment to developing and supporting peer ministry is necessary for this engagement.

#7 Building Hope: Principles which inform our Pastoral Strategy

As we support the discernment of ministries among the People of God, we must ensure that those whose voices have perhaps been quieter in the past are now encouraged to take their rightful place. When inclusivity does not happen, it is our community that suffers from the absence of the wealth and witness of people's giftedness.



a need to recognise the gifts in the People of God and promote them for the good of the community.

p9 Synodal Pathway Synthesis, Archdiocese of Dublin Report

CO-RESPONSIBILITY

Our understanding of ministry rests on how we understand and embrace the importance of co-responsibility - a change from the model where only those ordained need be concerned with the tasks of ministry, to one where all feel called and responsible.

Rediscovering ourselves as co-responsible in the Church... means cultivating the desire to recognise the other in the wealth of his or her charisms and uniqueness.

Pope Francis, Address to the participants of Diocesan Representatives of the Italian Synod Path, 25 May 2023



This brings with it a sense of ownership for all which, in turn, encourages everyone to take the call to participation, and the need to invite others, more seriously.

As we grow in responsibility, we grow in awareness of others and the need we have for their gifts and what we lose when they are excluded.

THINK ABOUT

- How can we grow our ability to help people value and discern ministry?
- How might we develop co-responsible lay leadership in voluntary ministry?
- What steps can we take to ensure there is room for all in parish ministry?

DEVELOPING A PARTICIPATING PARISH

The Twelve called a full meeting of the disciples and addressed them, 'It would not be right for us to neglect the word of God so as to give out food; you must select from among yourselves seven people of good reputation, filled with the Spirit and with wisdom; we will hand over this duty to them, and continue to devote ourselves to prayer and to the service of the word.'

The whole assembly approved of this proposal...

Acts 6:2-4



The creation and development of ministries in the Church is not a new thing! It wasn't long before the early Church community realised that, as their numbers grew and their mission increased, it needed more than just a select few to be responsible and active.

The account in Acts offers us insights and important considerations as to how we might also approach this task.

DISCERNING TOGETHER

This not only reflects a synodal approach but it also affirms the idea of co-responsibility and actively encourages the growth of the community.

How might we engage the parish community in this important endeavour?

GROWING LEADERSHIP

They understood the need to share ownership and leadership for the various tasks and to recognise that this should be based on giftedness.

How do we recognise the giftedness of those in our parish community?

MINISTRIES FOR MISSION

They ensured that the ministries were not just to support the community but that they also reflected the mission of service in the world, especially to the poor.

How do our parish ministries reflect our mission?

we need to move "from a pastoral ministry of mere conservation to a decidedly missionary pastoral ministry".

Evangelii Gaudium 15



WHERE DO WE BEGIN?

The journey has already started if we have been reflecting on all that has been stated so far. However, a good point to launch from is to look at the current provision and also how ministries might grow in the parish. If we can take an honest look at where we are we can identify our starting point on the journey to renewed parish ministry.

Let's begin the process with a simple survey that all members of the PPC (and perhaps other ministers) could complete to begin our reflection...

(The questionnaire could be copied and given out to people in different ministries or adapted into an online form that members of the parish could complete.)

BEING A MINISTRY FRIENDLY PARISH

Is your parish ministry friendly? What are people's experience of being in Voluntary Ministry? Is Voluntary Ministry growing in your parish?

Here are a few statements to reflect on. How do they reflect current practice in your parish?

Circle a score where 1 is 'Not Accurate' and 5 is 'Very Accurate'

Ministry groups regularly recruit new members	1 2 3 4 5
Recruitment for ministry is left to the priest and/or members of the Parish Team	1 2 3 4 5
People have to wait to be invited into ministry rather than coming forward themselves	1 2 3 4 5
People in ministry are clear about their role and responsibilities	1 2 3 4 5
There are clear role descriptions for every voluntary ministry	1 2 3 4 5
Each ministry group has its own coordinator	1 2 3 4 5
People remain in the same ministry for years and years	1 2 3 4 5
The same people do multiple ministries	1 2 3 4 5
Initial training is offered for voluntary ministries	1 2 3 4 5
Ongoing formation and training is offered	1 2 3 4 5
There is a process of induction/accompaniment/helping people to settle into their ministry	1 2 3 4 5
Parish gatherings take place for those in voluntary ministry	1 2 3 4 5
Current and future needs for voluntary ministry are regularly discerned	1 2 3 4 5

WHERE ARE WE?

The results from the questionnaire might offer us some useful insights into what our approach and attitude to voluntary ministries is currently.

It is worth spending time reflecting on this and asking ourselves some key questions:

- What do your ratings tell you about what you are doing well?
- What areas do they indicate that need further attention?

We can then begin to look at the current provision of ministry in the parish:

- What ministry groups are already in existence in the parish?
- What areas of ministry need more people to participate?
- What kinds of people/gifts are needed?
- What areas of parish life and mission need developing?
- How will these be prioritised?

It can be helpful to write all this down to create a picture or a map of parish ministry to give you a real and honest sense of what is working well and what action still needs to happen.



RAISING AWARENESS

The next step is to begin to build up an awareness in the parish of the importance of ministry and participation. This is about preparing the ground for ministries to grow.

Talk about participating in ministry as often as possible – use ideas from earlier parts of this Guidebook. Help to motivate people!

Build up an understanding of giftedness, baptismal call and discernment through input and prayer.

Create a Parish Directory of Ministries – a collection of current and future ministries (hard copies and on parish website)

Focus on different ministries in parish newsletter, social media, noticeboard, website. Are people aware of the different kinds of ministry to participate in? Ask people in that ministry to provide input (written or spoken)

It is vital that during this step we are helping people to begin their unlearning and change any previous understanding of ministry as 'helping out', not really their responsibility, nothing to do with their baptismal identity as Christians.

Pastoral ministry in a missionary key seeks to abandon the complacent attitude that says: "We have always done it this way".

Evangelii Gaudium 33



This is a moment of transition where we foster an openness to the change that needs to happen and avoid simply continuing as we are.

RECRUITMENT

As we enter the recruitment stage we need to know how we expect people to come forward:

- Personal invitation – be on the lookout for people’s gifts, talents etc. through conversation and getting to know people
- Encourage ministry groups to take a lead in identifying possible new members
- Expression of Interest forms: online and available in church, parish office, pastoral centre.



Each one of you has received a special grace, so, like good stewards responsible for all these different graces of God, put yourselves at the service of others.

1 Peter 4:10

Create or renew a database of those in ministry – contact details, when they started etc.

Giving people information about what is involved and for how long enables better discernment
(See Role descriptions later in this Guidebook)

Have a ‘Sign Up’ Sunday or month!

Link in with Lay Ministry Sunday, Baptism of Our Lord as opportunities to focus on ministry of all

Where appropriate, hold taster sessions so people get an idea of what's involved with no commitment

Consider offering different levels of participation to suit people's availability and circumstances

Work on a common approach with the other parishes in your partnership

Have an information evening or event

Make sure recruitment happens regularly

- Try to make it as easy for people to sign up to ministry as you can.
- Be aware of pacing and timetabling recruitment so people don't get overloaded.
- Ensure all data collection complies with current GDPR guidelines.

THINK ABOUT

- How will we help the whole parish to embrace this way of understanding ministries?
- What intentional strategies and criteria will we use in the recruitment process?
- How will we ensure that our ministries are geared for mission?

TRAINING AND FORMATION

INITIAL TRAINING

Once people have an understanding of what ministry is, have been able to respond to the invitation to participate, and have accepted a ministerial role, it is crucial that they are given appropriate initial training and induction.

This may take a variety of forms:

- Buddy system - pairing someone new with someone who is already active in the role, who can mentor and guide
- Link into Diocesan opportunities - take advantage of training opportunities in the Diocese and beyond.
- Working with your partnership - perhaps different parishes can share out the responsibility for training of different ministries across the partnership
- Ensuring clear lines of communication so any issues can be dealt with quickly and appropriately.

*Training, support and care for all who are involved in ministry
and volunteering across the diocese must be a priority.*

#9 Building Hope: Principles which inform our Pastoral Strategy



ONGOING FORMATION

As part of taking on any ministry in the parish, there needs to be an understanding of and agreement to the expectation that ministries need to be nourished beyond initial training.

Again, this may take a variety of forms:

- Support for those in ministry - seen as important for both the minister and the ministry! Helps to keep people up to date and prevents falling into bad practice habits.
- Regular gatherings for those in ministries - formation needs to be ongoing. It is good to gather people in ministry groups for updates and to check in with how things are going.
- Prayer/Retreat experiences - this keeps our ministries centred on an active relationship with God.
- Exploring how ministries are connected and complementary - to stop ministries becoming isolated or elitist and increases the sense that we are all part of the same mission.
- Link into Diocesan opportunities - as this grows awareness of the mission and ministry of the wider Church family and allows for support through networking and the sharing of good ideas and resources.



TRANSITION

As a minister comes to the end of their agreed term of service there is an opportunity to reflect on the joys, sorrows, learning and growing that has taken place. This is not only good to do in itself, but it also helps in discerning where and how God might be calling them to another ministry.

MINISTRY ROLE DESCRIPTIONS

In the past people didn't always understand what a role involved and might have struggled unnecessarily, whilst others agreed to a role and found themselves still doing it decades later! Having as much information as possible about a role can be very beneficial to the discernment process.

Providing role descriptions can often make the recruitment process easier as people are making informed choices as opposed to having their arms twisted! It is important that parishes develop agreed role descriptions, terms of office, clear lines of communication and support on offer for each ministry.



Sample Template Ministry Role Descriptions

Examples have been provided to give you an idea of what can be included. These will obviously need to be adapted to suit local needs and requirements. Templates are included for:

- Parish Pastoral Council
- Baptism Team
- Communications Team
- Young Adult/Youth Ministry
- Sacristan Team
- Welcome Ministry
- Adult Faith Team
- Sacramental Preparation Team

There is a blank template (Page 24) that you might wish to use to create role descriptions for other Ministries such as:

- Parish Finance Group
- Fundraising Group
- Hospitality
- Funeral Ministry Team
- Rite of Christian Initiation of Adults
- Music Ministry/Choir
- Minister of the Word
- Minister of Holy Communion
- Prayer Service Leader
- Lectio Divina/Prayer Group
- Bible Study
- Church Cleaners
- Caretaker
- Liturgy Group
- Altar Servers
- Justice and Peace group
- Environment/Care of Creation/Laudato Si' group
- Home Visitation Group

"See to it that you complete the ministry
you have received in the Lord."

Colossians 4:17



Template Ministry Role Description for PARISH PASTORAL COUNCIL

Ministry Description	<ul style="list-style-type: none"> • You are part of a faith-filled leadership team in the parish • Your ministry involves discerning, planning and realising a vision to meet the pastoral needs of the parish
Role in the Team	<ul style="list-style-type: none"> • To engage in PPC meetings • To be part of Sub Groups as and when required • To be the eyes and ears of the parish so as to discern the needs and be aware of who might participate in any action • To lead a time of prayer at meetings as and when required
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Chair of PPC
Practical Tasks	<ul style="list-style-type: none"> • To be prepared for all meetings - reading minutes beforehand • To engage in prayerful discernment • To make pastoral plans with and for the parish community • To enable the vision of the parish and diocese • To recognise the giftedness of others and encourage their participation in the parish community • CHAIR - to be part of deciding the agenda for meeting, making sure time is managed well and all have an opportunity to participate • SECRETARY - to provide minutes of meetings and ensure all have the agenda and other reading material/documents beforehand
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by Diocese • An annual day of reflection together • Review how things are going as a team three times per year
Time commitment	<ul style="list-style-type: none"> • Usually meet once a month (except in summer months) • Being aware of parish community and needs all the time • Possible Sub Group meetings in between PPC meetings • Attend Partnership PPC meetings every other month • Biennial Parish Assembly
Gifts for the Role	<ul style="list-style-type: none"> • Open and prayerful • An attentive person able to listen to understand • At ease with leading prayer • A reflective person, in touch with the parish, who sees the pastoral needs
Term of service	<ul style="list-style-type: none"> • Initially commit to this for three years with the possibility of renewing for another three years.

Template Ministry Role Description for BAPTISM TEAM

Ministry Description	<ul style="list-style-type: none"> • You are part of a team helping parents to prepare for the Baptism of their child • Your ministry involves accompanying parents to help them rediscover the importance of Baptism for a life of faith
Role in the Team	<ul style="list-style-type: none"> • To engage in friendly faith conversations with parents • To present a positive family-friendly catechesis on Baptism • To encourage parents to pray at home • To encourage parents to take their part at Sunday Mass
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Named Team Leader
Practical Tasks	<ul style="list-style-type: none"> • Initial welcome meeting with parents • Engage in a prayer walk in the Church to reconnect with Baptism symbols • Encourage using Baptism prayer card at home each night with baby • Form supportive relationship through sharing of tea and coffee • Be available at Baptism to accompany families • Help with practical organisation of the space
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by Diocese • An annual day of reflection together • Review how things are going as a team three times per year
Time commitment	<ul style="list-style-type: none"> • Usually meet with parents for one hour and a half every six weeks • Be present to accompany at Baptism ceremony (twice a month)
Gifts for the Role	<ul style="list-style-type: none"> • Friendly person • Open and prayerful • Understands the importance of relationship building • At ease with leading prayer • A person who sees the practical needs
Term of service	<ul style="list-style-type: none"> • Initially commit to this for two years with the possibility of renewing for another two years.

Template Ministry Role Description for COMMUNICATIONS TEAM

Ministry Description	<ul style="list-style-type: none"> • You are part of a team helping good communication in the parish • Your ministry involves keeping up to date with all matters pertaining to communicating the Good News
Role in the Team	<ul style="list-style-type: none"> • To engage in regular updating of social media • To present a positive media presence to the parish and the wider community • To encourage the use of social media for parish groups • To encourage parishioners to connect with the parish using a variety of social media
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Chair of PPC • Named Team Leader
Practical Tasks	<ul style="list-style-type: none"> • Review Parish Newsletter format • Devise a parish Facebook and Twitter presence • Regularly review and update the Parish Website • Redesign publications and websites as appropriate • Present a family-friendly face to the world • Ensure all information is up to date
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by Diocese • An annual day of reflection together • Review how things are going as a team three times per year
Time commitment	<ul style="list-style-type: none"> • Usually meet as a team once a month for 2 hours • Work on specific areas remotely from home • Keep in touch with team members through email
Gifts for the Role	<ul style="list-style-type: none"> • Open and prayerful • Understands the importance of relationship building • At ease with social media • Practical skills to develop social media and/or publications
Term of service	<ul style="list-style-type: none"> • Initially commit to this for two years with the possibility of renewing for another two years.

Template Ministry Role Description for YOUNG ADULT/YOUTH MINISTRY

Ministry Description	<ul style="list-style-type: none"> You are part of a team enabling young people to take their place in the parish Your ministry involves cultivating young people to grow into peer ministry
Role in the Team	<ul style="list-style-type: none"> To engage with interested parents and young adults to create a youth development plan To support the development of young adults To encourage young people to grow in faith and social relationships To build teams for various needs To develop a support system for post-Confirmation To develop a link with students who live in the parish To communicate well to young people through various social media
Responsible to	<ul style="list-style-type: none"> Parish Priest Chair of PPC Named Team Leader
Practical Tasks	<ul style="list-style-type: none"> Review current provision for young people Devise a programme of events for young people Identify potential leaders Link intentionally with schools in the area Help the parish to embrace the needs of young people Ensure at least one prayer experience per term specifically for young people Must observe all safeguarding protocols agreed by the Diocese
Support provided	<ul style="list-style-type: none"> Regular training opportunities and events provided by Diocese An annual day of reflection together Review how things are going as a team three times per year
Time commitment	<ul style="list-style-type: none"> Usually meet as a team once a month for 2 hours Work on specific projects as needed Lead youth initiative on a weekly basis for 2 -3 hours
Gifts for the Role	<ul style="list-style-type: none"> Open and prayerful Understands the importance of relationship building At ease with young people Practical prayer skills to develop young people's spirituality Sociable, approachable and fun to be with
Term of service	<ul style="list-style-type: none"> Initially commit to this for two years with the possibility of renewing for another two years.

Template Ministry Role Description for SACRISTAN TEAM

Ministry Description	<ul style="list-style-type: none"> • You are part of a team helping to set up the space for liturgical celebrations • Your ministry involves making sure everything is in place and tidying up after liturgies; you will also make sure that supplies of altar breads, wine, candles and incense are always up to date
Role in the Team	<ul style="list-style-type: none"> • To engage with all ministers in a positive helpful way • To make sure the liturgical space is set up well • To keep the sacristy provisions up to date • To liaise with anyone leading a liturgy
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Parish Pastoral Team Members
Practical Tasks	<ul style="list-style-type: none"> • Generally maintaining the sacristy in an organised way and caring for vestments, sacred vessels and liturgical books • Looking after altar cloths • Making sure liturgical supplies are managed e.g. altar breads, altar wine, candles etc. • Setting out liturgical books • When required setting up the thurible and holy water for funerals • Setting up and clearing away the sanctuary after liturgical celebrations and putting back vestments, sacred vessels and liturgical books in the appropriate places in the sacristy • Maintaining a welcoming, friendly and prayerful environment in the sacristy at all times • Must observe all safeguarding protocols agreed by the Diocese
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by parish • Assurance of at least one full day off each week • Review how things are going with parish team three times per year
Time commitment	<ul style="list-style-type: none"> • No more than 21 hours per week • Be present 30 minutes before each service making sure everything is in place • Take no more than 15 minutes after each service to clear liturgical space
Gifts for the Role	<ul style="list-style-type: none"> • Friendly welcoming person • Helpfulness in dealing with others • Good organiser • Good at sharing information with celebrants and team members • A person who responds to practical needs
Term of service	<ul style="list-style-type: none"> • Initially commit to this for two years with the possibility of renewing for another two years.

Template Ministry Role Description for WELCOME TEAM

Ministry Description	<ul style="list-style-type: none"> • You are part of a team helping to welcome people as they gather for parish liturgies and gatherings • Your ministry involves making sure people are greeted as they enter the church. You may also speak to people as they leave.
Role in the Team	<ul style="list-style-type: none"> • To engage with people in a positive, helpful way • To distribute hymn sheets, newsletters etc as required • To be a point of contact and information • To refer people to members of the Parish Team and other relevant ministers if needed
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Parish Pastoral Team Members
Practical Tasks	<ul style="list-style-type: none"> • To arrive early and be in position before Mass/Parish gathering • To be smartly presented • Maintaining a welcoming and friendly environment as people arrive/leave. • To be a point of information and offer directions (eg toilets) and stewarding if needed • To distribute any leaflets, hymn books, newsletters • To notice regular attenders and newcomers • To know when you are expected to be on duty. • To be responsible for finding someone to replace you if you are unable to minister when rostered.
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by parish • Review how things are going with parish team at least once a year
Time commitment	<ul style="list-style-type: none"> • Be present 30 minutes before one weekend Mass and one evening gathering if required. • Be present 15 minutes after Mass, unless everyone has already gone by then.
Gifts for the Role	<ul style="list-style-type: none"> • Friendly, welcoming person • Helpfulness in dealing with others • Awareness • Good at sharing information with others • A person who responds to practical needs
Term of service	<ul style="list-style-type: none"> • Initially commit to this for two years with the possibility of renewing for another two years.

Template Ministry Role Description for ADULT FAITH TEAM

Ministry Description	<ul style="list-style-type: none"> • You are part of a team helping adults to grow in faith • Your ministry involves planning and preparing opportunities for adults to learn and share about our faith. This will also involve facilitating small groups and leading times of prayer.
Role in the Team	<ul style="list-style-type: none"> • To create places and spaces for adults to reflect and grow in faith • To listen and discern the needs of those in the group • To source and offer input to promote learning and positive faith experiences • To seek other resources, people and courses to enable this to happen.
Responsible to	<ul style="list-style-type: none"> • Parish Priest • Parish Pastoral Team Members
Practical Tasks	<ul style="list-style-type: none"> • To plan and prepare regular gatherings for adults • To research useful resources, courses, books, reflections etc to bring to the planning • To facilitate small group sharing • To prepare and lead times of prayer • To be open to listen to others and offer accompaniment in faith • To offer times of input/catechesis
Support provided	<ul style="list-style-type: none"> • Regular training opportunities provided by parish/diocese • Possibility for attending other courses and training offered by other organisations (e.g. Alpha) • Review how things are going with parish team at least once a year
Time commitment	<ul style="list-style-type: none"> • Adult Faith Group meetings for 2 hours once a month, with two months break in the summer • Preparation meetings before each group meeting and evaluation meetings after each session
Gifts for the Role	<ul style="list-style-type: none"> • Friendly, welcoming person • Able to animate others • Aware that people learn in different ways and able to adapt • Able to facilitate group sharing • Good listener • A person of prayer
Term of service	<ul style="list-style-type: none"> • Initially commit to this for two years with the possibility of renewing for another two years.

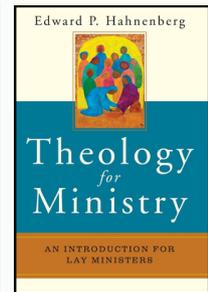
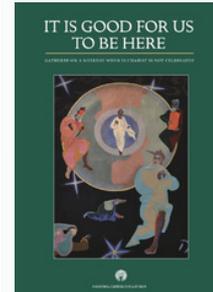
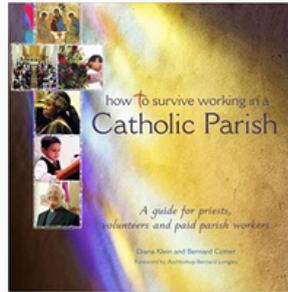
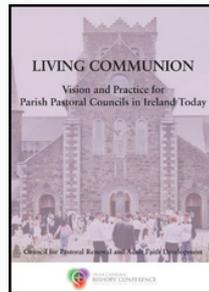
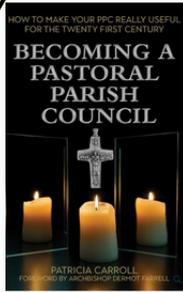
Template Ministry Role Description for SACRAMENTAL PREPARATION TEAM

Ministry Description	<ul style="list-style-type: none"> You are part of a team accompanying parents and families as they help to prepare their child for Holy Communion/Confirmation Your ministry involves facilitating gatherings and resourcing this journey towards the sacraments
Role in the Team	<ul style="list-style-type: none"> To engage with parents, families and children in a positive, helpful way To facilitate the sacramental preparation process in the parish To be a point of contact for families
Responsible to	<ul style="list-style-type: none"> Parish Priest Parish Pastoral Team Members
Practical Tasks	<ul style="list-style-type: none"> To have a working knowledge of the parish/diocesan preparation process for Holy Communion/Confirmation To provide families with information and resources they need for this process To engage with parents and their children during the time of preparation To encourage families to participate in the process as much as possible To prepare the schedule for gatherings as part of the preparation process To communicate well with families
Support provided	<ul style="list-style-type: none"> Regular training opportunities provided by parish/diocese - especially on the content of the preparation process Review how things are going with parish team at least once a year
Time commitment	<ul style="list-style-type: none"> Preparation meetings with the Team to plan dates, decide roles etc Involvement in the process on a monthly basis Evaluation meeting at the end of the time of preparation Attendance at the Sacramental Celebrations (if available)
Gifts for the Role	<ul style="list-style-type: none"> Friendly, welcoming person Organised Good at communicating with others Able to use technology for online meetings if required A person willing to become familiar with the content and processes of the preparation
Term of service	<ul style="list-style-type: none"> Initially commit to this for two years with the possibility of renewing for another two years.

Ministry Role Description for

Ministry Description	
Role in the Team	
Responsible to	
Practical Tasks	
Support provided	
Time commitment	
Gifts for the Role	
Term of service	

USEFUL RESOURCES & FURTHER READING



- Becoming a Pastoral Parish Council, Patricia Carroll, Messenger Publications
- Living Communion, Irish Catholic Bishops' Conference, Veritas Publications
- How to survive working in a Catholic Parish, Diana Klein & Bernard Cotter, Redemptorist Publications
- It is Good for Us to be Here, National Centre for Liturgy, Veritas Publications
- Theology for Ministry, Edward P Hahnenberg, Liturgical Press



Archdiocese of Dublin Statement of Mission and
Building Hope resources available online: www.dublindiocese.ie



Synod resources and information are available on www.dublindiocese.ie
Resources and information regarding the Universal Synod are available on www.synod.va
Resources and information regarding the Irish Synod are available on www.synod.ie



Free copies of Vatican II documents, Papal Encyclicals and addresses are available online: www.vatican.va

Evangelii Gaudium (Joy of the Gospel)
Christifideles Laici (Vocation and Mission of the Lay Faithful)
General Instruction of the Roman Missal

Further resources and information are available on
www.missionministry.ie

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Office of Mission and Ministry

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