

Refreshing our commitment

Ministry

Parish Coordinator

Primary Purposes

To support the Parish Priest in the development and effective working of and between Parish Groups so that he is freer to focus on his sacramental and pastoral mission.
To strengthen the sustainability of our Parish Community by providing clear and inspirational leadership and working to ensure all Groups are working in harmony and to common goals.
To identify potential leaders and development needs across the Parish so minimising gaps in ministries.
To deal with *ad hoc* queries from Parishioners, directing them to appropriate individuals.

You are not expected to carry out any individual ministry lying within it, but are warmly invited to offer your gifts to such ministries within this Group or others as your time permits.

Role

You will be in frequent contact with the Priest, general public, parishioners and the diocese. The Co-ordinator must use tact, discretion and take actions compatible with the goals of the Parish and the Priest. You will need to:

- Support the Parish Priest making solutions-based recommendations to him as required.
- Support the Parish Group Leaders, ensuring there are effective communication and smooth working links between Groups and the ministries within them
- Provide and analyse information at aggregate level to the Parish Committee with the aim of being able to review and improve the effective working between the Groups and so support the future development of the Parish.
- Have regular contact with the various Parish Groups Leaders so you are aware of major issues affecting them and, as required, resolve any co-ordination issues between Groups.
- Develop a succession strategy so that the needs of the Parish are met continuously.

You will be a member of the Parish Committee and will share in its work in advising the Parish Priest of relevant issues and in the continued development of the Parish. You will relay and champion the decisions of the Parish Committee and, in liaison with the Communications Leader, be responsible for relaying information from the Committee to external bodies either directly or in liaison with the Leaders of other Parish Groups

What does it involve?

1. Provide advice and support to the Parish Priest

- Form a close working relationship with the Priest, supporting him in such a way that allows him to focus primarily on his Sacramental and Pastoral duties.
- Deputise for the Priest on non-spiritual/sacramental matters as appropriate if and as required.

- Ensure any key issues affecting the Parish are made known to the Parish Priest.
 - Make recommendations to the Priest that will facilitate solutions to any issues arising and when he needs to be involved.
 - To work with the Communications Leader, Parish Priest and other Group Leaders to form an effective means of communication across the Parish with the aim of coordinating activity as appropriate and learning and sharing good practice.
- 2. Provide clear and inspirational leadership to Parishioners**
- In conjunction with Parish Committee and Parishioners set, nurture and promote the mission, vision, plans, direction and standards of the Parish.
 - Chair the Parish Committee monthly meetings
 - Lead the Annual Parish Meeting
 - Address Parishioners and groups within the Parish, from time to time, as required.
 - Act as the voice of the Parish by representing it at external forums as required.
 - Take the lead on new initiatives as appropriate.
- 3. Support the Parish Group Leaders to ensure the Parish grows and thrives by ensuring that Groups are adequately resourced, working in harmony and in a consistent way towards the same goals**
- Act as co-ordinator for the Group Leaders and broker any clashes in activity.
 - Monitor (lightly) the activities of Groups.
 - Offer guidance and encouragement as required.
 - Support Group Leaders in the recruitment of volunteers as required.
 - Provide encouragement and support to Groups; occasionally intervene to ensure appropriate running of these.
 - Initiate the start up, closure or rationalisation of Groups with the agreement of the Parish Priest.
 - To act as a sounding board for the Parish Group Leaders
 - Signpost Group Leaders as required towards sources of good practice and support in the development and training needs of the ministries
 - With Group Leaders, identify potential future leaders and agree ways of supporting their development.
- 4. Become aware of and respond to changes affecting the Parish Community** (as a result of for example, Diocesan or legal requirements, or changes in the pattern of Mass attendances of Parishioners.).
- Assess the impact of any such impending change and galvanise Group Leaders to take appropriate action or arrange for the change to be reviewed leading to a credible action plan being executed.
 - Initiate change and launch new initiatives as is appropriate to ensure the Parish continues to expand and thrive.

Gifts required:

- Good listener/interpersonal skills, approachable with the ability to empathise.
- Reliable, well-organised and structured

- Able to lead through collaborative and informal working rather than formal structures and sanctions
- Proven leadership capability in a business context or other and able to think strategically and tactically
- Strong verbal and written communication skills and able to represent the Parish externally
- Ability to motivate and inspire individuals towards a common purpose.
- Driven and passionate in pursuit of creating an increasingly vibrant and growing Parish through positive change management.
- Forming a close and constructive relationship with the Priest is essential.

Time required (average)	1 day a week plus attendance of Parish Committee and other meetings if required
Likely peaks in time commitments:	Lent, Easter, Pentecost, Advent and Christmas
How long would I need to commit for?	Ideally, 3 years with an opportunity to review the role after 6 months
Location:	Home/Parish office
Reports to:	Parish Priest
Other key relationships:	All Parish Group Leaders, Parish Administrator, Diocesan Pastoral Organiser, Newsletter and Website Editors
Support available:	Diocesan training

Parish Coordinator

Yes this is for me

I'd like to know more

Signed

Name
Contact details

Please return to the parish office or in the Refreshing our commitment box in the narthex.