

Parish Development Teams

Two job descriptions for parish development teams.

PARISH DEVELOPMENT TEAM: A

A team appointed by the Rector (and confirmed by the Vestry) that works with the Rector to provide oversight and leadership for parish development efforts. The Team is to enable and guide the parish in its revitalization as a local expression of the Body of Christ. It is accountable to the Rector.

Training

1. All members of the team will receive comparable training that provides a common base of language, frameworks, and knowledge.
2. The initial training period of two or three days will be in the process and pattern of parish development including:
 - a. A pattern for parish life and ministry: a conceptual framework to provide shape to the parish's evaluations, planning and an understanding of the essential elements of its life and ministry
 - b. The process of planned change: diagnosis, action planning, implementation, and evaluation.
 - c. The process of discernment: the grounding of planning and major decisions in a disciplined discernment process, of faith sharing, meditation, the study of scripture and intercession.
3. Reading materials will be provided.
4. Advanced training will be provided in knowledge and skills for developing strategy for revitalization, (e.g., use of Shape of Parish model, Renewal-Apostolate Cycle, parish size and transitions, leadership styles as related to system maturity, contextual factors, etc.) and the implementation (e.g., communication skills, team building skills, etc.)
5. New members of the team will receive training that allows them to learn the same basic language, frameworks and knowledge as current members.
6. All members of the Team will be assisted in establishing a Rule of Life if they do not presently have one.

Duties

1. To enable the parish to engage in a process of planning and discernment to:
 - a. provide the necessary training and education for others (along with the clergy and catechists),
 - b. facilitate the necessary activities of each step, and
 - c. monitor progress and initiate movement and needed modifications.
2. To enable the parish to focus on the essentials of the Christian Life using a conceptual framework designated by the Rector for a pattern of parish life and ministry - in planning, evaluations, general parish education regarding mission and the Christian life, as a tool in establishing a Rule of Life, etc.

3. To arrange for a yearly evaluation of parish life and ministry (general assessment of parish life and ministry, clergy evaluation, etc.)
 - a. propose a design for the approval of the Rector and Vestry, and
 - b. implement the design as approved.
4. To assist parish guilds and groups to engage in a process of planning and discernment focusing on the essentials of the Christian life in their own work and to play appropriate roles in the overall development of the parish.
5. To reflect on the parish's life and ministry in terms of its development/revitalization into a fuller/deeper expression of the nature and mission of the Church (unity, holiness, catholicity, apostolicity — strong, balanced, rooted worship, doctrine, action and oversight). On a regular basis the Team will assist the Vestry to share in such reflection.
6. To engage in problem solving around particular concerns and possibilities related to parish development. As appropriate, the Vestry and/or other lay leaders are involved in the problem solving.
7. The Team may be asked to pick upon any essential area of parish life not addressed by another group.
8. The Rector will chair the team. Members serve at the Rector's invitation for terms of two years. The Team is directly accountable to the Rector and reports to the Vestry on its work at least yearly.

Qualifications

1. Personal maturity - can listen, make decisions, resolve own concerns directly, follow through, accept criticism, work under authority, and accept responsibility for leadership.
2. Spiritual maturity - Stable pattern of prayer, study, action; growing in faith, courage, and compassion.
3. Investment - in the future of the parish, and in those who could be here if we reached them.
4. Collaborator - able to work well with other leaders, the Rector, the Bishop's Office.
5. Discerning - able to perceive more subtle or complex issues; able to see the connection between spiritual and organizational issues.
6. Ready to name the truth as he/she sees it, in love, even if it will be uncomfortable.
7. Have, or be ready to obtain, significant training in parish development
8. Ability to help the Rector offer strong, focused, developmental leadership.
9. Willing to meet monthly, and sometimes more often when the development need is critical.
10. Have a Rule of Life that fulfills the Duties of All Christians (as outlined in the Catechism) and includes adult Christian education, quiet day and/or retreat each year, a proportional and sacrificial pledge.

PARISH DEVELOPMENT TEAM: B

This is a job description for a parish development team in a situation where the need is for an emphasis on a more rapid process of revitalization. It also assumes the existence of a Congregational Revitalization Agreement. The purpose of such an agreement is to state the parish's primary objectives for revitalization over the next two or three years and what will be done by the parish, the Rector or Vicar and the Diocese to accomplish these objectives.

A. Qualifications to Serve on a Parish Development Team

1. A member of the parish that attends the Holy Eucharist each Sunday, pledges, and works, prays and gives for the spread of the kingdom of God.
2. Trained in a diocesan workshop on evangelization, stewardship or parish revitalization. Desires to continue learning about parish development.
3. Able to work in a cooperative manner with other parish leaders and the Bishop's Office.

B. Overall Task

To provide leadership for the parish's ministry of revitalization, especially evangelization (with an emphasis on inviting new members).

C. Duties

1. Provide leadership in implementing the Congregational Revitalization Agreement. Maintain a collaborative working relationship with the Vicar, Wardens, Vestry and Diocese enabling a united effort.
2. Give special attention to evangelization ministries especially inviting new members. Attention needs to be given to defining the parish's relationship to the community, reaching untouched populations, greeting and orienting, etc.
3. Recruit others to carry out specific aspects of these ministries.
4. Work closely with the consultant and the Bishop's Office.

D. Relationship to the Vicar and the Vestry when the Priest is Part-Time

The team is broadly accountable to the Vicar and Vestry to work on the ministry as defined above.

The team needs to use its judgment when to consult the Vicar and Vestry, when to present something for endorsement or approval, and when to act on its own, so as to ensure a cooperative effort. If difficulties develop in this that cannot be resolved by work with the consultant, a member of the Bishop's Staff will meet with the people involved.

The team needs to be wary of becoming distracted with matters of parish life, administration and development not directly related to its task. In this revitalization process the emphasis must be on evangelization and parish growth. It is the team's job to uphold that emphasis. The Vicar will provide for sacramental and pastoral care, along with general institutional maintenance, in cooperation with the Vestry. If the team has suggestions in these areas that may significantly affect the revitalization effort, those ideas should be passed on to the appropriate people.

It is assumed that the team is chaired by a lay member of the team. The team nominates someone to be confirmed by the Vicar and Vestry. The clergy would not usually be involved in the team's work except when the matter being dealt with calls for their participation.

E. Relationship to the Vicar When the Priest is Full-Time

The Vicar appoints the members of the team after consultation with the Vestry. The Vicar chairs the team. A schedule of regular reports to the Vestry is maintained.

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