



POSITION TITLE:	Member of Sandhurst Mission and Pastoral Council
REPORTS TO:	Bishop of Sandhurst
HOURS PER WEEK:	Variable - based on needs and as agreed.
LOCATION/S:	Variable
AUTHORISED BY:	Director of Mission and Pastoral Life
DATE:	February 2023

Role Overview

The Sandhurst Mission and Pastoral Council exercises leadership under the authority of the Bishop by investigating, considering and proposing practical priorities and strategies relating to the mission and pastoral life of the Diocese. The Council seeks out and listens to the voices of the faithful in the local Church and all people in this part of regional Victoria, and is committed to dialogue, reflection, discernment and action. The Council is an advisory and consultative body that works in partnership with other diocesan advisory bodies and Catholic entities to support the Bishop and other groups in their local church leadership roles (Sandhurst Mission and Pastoral Council, *Statutes* §1).

Engagement

Members are appointed to the Sandhurst Mission and Pastoral Council by the Bishop in accordance with Canon §512. Appointment to the Council is for a period of three years, with the possibility of renewal for a further three years. Members of the Council must have attained the age of 18 years.

Key Undertakings

1. Attend all meetings of the Sandhurst Mission and Pastoral Council.
2. Commitment to synodality.
3. Contribute to developing, monitoring, and evaluating the Diocese's strategic direction, through a process of ongoing listening, dialogue and discernment.
4. Undertake consultative processes with the deanery and/or the community base from which the Member is called.
5. Undertake tasks and participate in working groups between meetings of the Council.

Knowledge, Skills, and Experience

- Leadership capability
- An understanding of and a commitment to promoting the principles of Catholic Social Teaching and Gospel values.
- Communication and organisational skills of a high order.



Accountability (Independence and Influence)

Members of the Sandhurst Mission and Pastoral Council:

- Support and advise the Bishop of Sandhurst on the mission and pastoral life of the diocese.
- Consult with and provide reports to parishes, schools, deaneries and other diocesan entities, bodies and groups.
- Assist in and contribute to the review of the function and operation of the Sandhurst Mission and Pastoral Council.
- Complete mandatory training as required.

Key Communications

Internal:

- Bishop of Sandhurst
- Chair of the Council
- Executive Officer of the Council – Director of Mission and Pastoral Life
- Council Members
- Office of the Director of Mission and Pastoral Life

External:

- Leaders and members of the parish community or faith community from which the Member of the Council is called.
- Members of the deanery from which the Member of the Council is called.

Decision Making

- Commitment to listening, dialogue and discernment.
- Commitment to consultative processes.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable persons.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.



Risk and Occupational Health and Safety

- Observe safe work practices in accordance with training and instruction given and report any risk to the immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards, to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Background Checks

A Working with Children Check is required for this volunteer position.

Review

Members will participate in a review of their role and function as part of the review of the Council's operations.

Additional Documentation

- Safeguarding Policy for Children and Young People ([Policy - Safeguarding Children and Young People](#))
 - Responsibilities of a Volunteer.
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