

10/11/2013

Yakima Diocese

Pastoral Plan / Parish Excellence Program

Job Descriptions for Resource and Visitation Teams

*Introduction:* The Yakima Diocese Pastoral Plan calls for each Parish to focus annually on one of the five Standards of Excellence and in the sixth year to host a **Parish Visitation Team**. To implement this plan and to provide support for parishes throughout the process, the Diocese is establishing teams composed of both lay and priest members. **Nominations of potential members of the teams are welcome from every parish's priest(s) and lay leadership (pastoral, finance, and other councils). See separate Nomination form.**

**Resource Teams:** There will be a separate **Resource Team** for each of the five Standards. The job of each Resource Team is to be available for any parish to request help as the parish works on that Team's specific Standard. Each Team will have one member as the "Contact Person." When the Contact person receives a request from a parish, s/he may ask one team member to go to the parish to assist, or may ask a small group of 2 or 3 team members to go together to work with the parish.

*Job Description for Resource Team Members:*

- A. Attend a half-day orientation session on the role of Resource Team Members in the Pastoral Plan of the diocese (date not yet determined)
- B. Prepare a short description (about ½ page) of the areas of expertise and interest which you are willing and able to share with parishes
- C. Be available to visit a parish, upon request, to help them as needed. Team members will be expected to negotiate schedules with the requesting parish, to meet the needs of both the parish and the team member's schedules. In general, each Team member will make himself/herself available to help at least two parishes every year, as requested.
- D. Agree to serve on a Resource Team for a three-year term.
- E. Attend an evaluation session with fellow Team members at least once a year to review how successful the Team is in helping parishes, and to identify ways to improve helpfulness in the coming year.

**Five Resource Team Specialties:** The five following areas, based on the Pastoral Plan's Standards of Excellence, are the topics which the Five Resource Teams will cover:

1. **Liturgy Resource Team** (includes both music and worship expertise)

2. **Catechetics Resource Team** (includes youth, sacramental, and adult catechesis expertise)
3. **Outreach & Hospitality Resource Team** (includes expertise in working internally with parish members and also with the larger community)
4. **Stewardship Resource Team** (includes soliciting and using well the parish members' time, talent, & treasure)
5. **Governance Resource Team** (includes leadership development and effective functioning of parish organizations including parish council, finance council, religious education advisory group, and other active parish groups.)

**Visitation Teams:** The Pastoral Plan is expecting to appoint about 15 individuals to the **Visitation Team Assembly** [or Cluster?]. From this group, a Parish Visitation Team of 2 – 5 members will be assigned to visit each specific parish scheduled for a visit that year.

*Job Description for the members of the **Visitation Team Assembly**:*

- A. Attend an orientation session on Saturday, February 8, 2014 from 10:00 am – 4:00 pm at Sacred Heart Parish in Prosser.
- B. Study the 15-page Pastoral Plan / Parish Excellence document and the Parish Self-Study Manual (not-yet-available; it will be about 20 - 30 pages) to become familiar with the Pastoral Plan Parish Visitation process.
- C. Be available to serve on two **Parish Visitation Teams** of 2- 5 persons to visit two different parishes during Fall 2014. Each visitation will probably be scheduled during a weekend, including most of Saturday and Sunday on that week-end. Every effort will be made to adjust the parish-requested visit times to meet the scheduling needs of the Team members. It is anticipated that each Assembly member will also be asked to visit two parishes in Fall 2015 and in Fall 2016.
- D. Agree to serve as a member of the **Visitation Team Assembly** for a three-year term.
- E. Attend a meeting in the spring of the **Visitation Team Assembly** once a year. The meeting will review how successful the **Parish Visitation Teams** have been during the previous Fall in helping parishes identify their strengths and their opportunities for growth. The meeting will also try to identify ways to improve the helpfulness of the **Parish Visitation Teams** for the coming year.