

ST VINCENT DE PAUL PARISH COUNCIL

**POLICY ON THE ROLES AND RESPONSIBILITIES AMONG AND BETWEEN PASTOR,  
PASTORAL ASSOCIATE, PARISH COUNCIL, COUNCIL COMMITTEES, AND PARISH  
STAFF**

UNDERSTANDINGS AND AGREEMENTS:

Between Parish Council and Pastor/Pastoral Associate

We affirm the understanding outlined in the Parish Council Constitution:

*The Pastor shall preside over the Parish, its life, its liturgy and its ministries, and shall collaborate with the Parish Council to establish policy and direction of the life and ministry of this Parish. The gift of presbyteral ministry, that is, the ministry of eldership or collegial decision-making, is exercised in this community by our Parish Council. In this period of the history of the Catholic Church, the members of the Council, although sharing in a ministry that is truly presbyteral, are not normally ordained to the rank of presbyter.*

Between Parish Council and Parish Staff

The Council collaborates with the Pastor and Pastoral Associate in determining the configuration of the parish staff that best meets the needs of the parish community within the limits of parish resources.

Through its standing committees or ad hoc committees of specifically qualified parishioners, the Council reviews and advises on the credentials and job descriptions established by the Pastor and Pastoral Associate and assists in the recruiting and hiring of the salaried staff as needed.

The Council does not direct nor supervise the activities of the parish staff in the routine discharge of their duties. It is the duty of Council to inform the Pastor/Pastoral Associate of performance issues of salaried staff that adversely affect the programs or community life of the parish.

When it becomes necessary to amend the job description or responsibilities of currently employed staff, the pastor or pastoral associate and the involved staff person shall meet to discuss the changes. The negotiated changes shall be reviewed by the corresponding standing committee of the Council for their advice and consent.

Between Pastor/Pastoral Associate and Parish Staff

The Pastor or the Pastoral Associate shall conduct annual performance reviews of all salaried staff, based on a mutually-developed (pastor/pastoral associate and staff) set of annual goals based on job duties in the fourth quarter of the fiscal year. This includes a mid-year progress evaluation at the end of the second fiscal quarter and end-of-fiscal-year performance evaluation and report to the Council.