

Diocese of Columbus
Real Presence, Real Future
Role Description for Key Parish Leaders

Each pastor will be asked to recommend **5 parishioners** to serve as key parish leaders for the *Real Presence, Real Future* planning initiative. Collaborating with the Pastor, the Primary Point of Contact and councils of the parish (e.g. Finance, Parish), the key leaders will serve as the primary ambassadors of the *Real Presence, Real Future* planning initiative to their fellow parishioners as well as the primary ambassadors of the parish to the Commission for Planning.

Key Parish Leaders have four primary responsibilities:

1. Publicize and support the *Real Presence, Real Future* planning initiative in their daily interactions so that as many people as possible can receive the invitation to participate in the process. This includes casual and informal conversations and also forwarding opportunities such as the Disciple Maker Index.
2. Inform, validate and/or refine the informational snapshot of their parish provided by the Commission so that the current landscape description is as accurate as possible.
3. Participate in consultation sessions within their local planning areas in order to generate feedback on future models and strategies of parish life to the Commission.
4. Observe and summarize key discussion points at parish consultation sessions so that the Commission can benefit from the timely and thoughtful insights of parishioners from around the Diocese of Columbus.

When considering Key Parish Leaders, pastors should consult the following criteria:

1 - Mindset	2 - Skillset	3 - Role
<ul style="list-style-type: none"> • Prayerful • Love for Christ and His Church • Without Agenda – open to new possibilities • Collaborative – can work in a team dynamic • Respectful especially in dialogue and communication 	<ul style="list-style-type: none"> • Pastoral Care/Ministry • Community Outreach • Information Technology • Education • Marketing • Strategic Planning • Real Estate • Financial Planning • Fundraising 	<ul style="list-style-type: none"> • Must be a registered parishioner of the parish • Representatives from Parish, Finance, Stewardship Councils • Key leaders of ministries • Representative of key demographic groups in the parish

Time Requirement: Key Parish Leaders will be expected to:

- Participate in a 3-part webinar series April/May 2021. Webinars will be offered at different times and days and will be recorded.
- Meet with the pastor and fellow Key Parish Leaders at least once every 2-3 weeks between May 2021-June 2021 and then again between September 2021 and February 2022.
- Participate in 2 virtual local planning area consultation sessions (2-3hrs each), the first in August/September 2021 and the second in February/March 2022.
- Participate in 2 virtual consultation sessions (2-3hrs each) at their parish between October 2021 and December 2021.

Primary Points of Contact should submit their Key Parish Leaders by **Friday, February 26** using the technology platform provided by Catholic Leadership Institute. Specific instructions will be sent to the Pastors and Primary Point of Contact. Please note that the Parish Primary Point of contact is not one of the 5 Key Parish Leaders.

Diocese of Columbus
Real Presence, Real Future
Role Description for Primary Point of Contact

Each pastor will be asked to submit **1 person** to serve as the Primary Point of Contact for the *Real Presence, Real Future*. Collaborating with the Pastor, the Primary Point of Contact will serve as the main conduit of information and coordination of logistics for the *Real Presence, Real Future* planning initiative to their parish community.

The Primary Point of Contact has three key responsibilities:

5. To receive information and details related to *Real Presence, Real Future* including instructions, schedules, and communication to be shared.
6. To share relevant information with the pastor, parish staff, parish leadership (e.g. councils, key ministries) and key parish leaders identified for this planning initiative. This includes meeting dates and updates as well as publicizing feedback tools such as the Disciple Maker Index.
7. To provide requested information to the Diocese of Columbus and Commission for Planning with respect to parish facts or feedback summaries. The Primary Point of Contact will collaborate with the pastor and Key Parish Leaders to ensure this information is collected, in proper order, and submitted.

When considering the Primary Point of Contact, pastors should consult the following criteria:

- A trusted staff member or volunteer, can be another priest or a deacon assigned to the parish
- Organized and able to navigate and communicate well within the larger parish community
- Comfortable with technology (navigating online forms and platforms)