

EXECUTIVE COUNCIL – POSITION DESCRIPTION

EXPECTATIONS and OBLIGATIONS of a member of the Diocesan Executive Council:

1. Faithful attendance is expected at all meetings including the overnight retreat and the diocesan convention. If more than two meetings are missed, one should evaluate their participation on Council.
2. Full participation in all meetings, discussions and voting is expected. Come prepared to work having studied all materials beforehand.
3. Act as a representative of the Council to the Diocese. Keep others Informed of our discussions and actions.
4. Play well with others/exercise good group skills. Be willing to listen carefully, pay attention and don't talk when others are speaking. Be patient when others ask for clarity.
5. Give careful attention to personal and communal spirituality.

GIFTS, TALENTS and SKILLS desirable in a member of the Diocesan Executive Council:

1. Has a demonstrated passion for the Vision of the Diocese and actively works for its implementation.
2. Reflects his/her desire to help the Diocese with a positive attitude and a willingness to participate and become involved in the work.
3. Has the ability to have a longer view of the effect of our work as set forth in the Gospel.
4. Sees our spirituality and prayer life as an important aspect for us to live into our Diocesan Vision; has a prayerful presence, a commitment to a spiritual life, is on a faith journey, is able to recognize and contemplate Gods spirit with new possibilities, trusting in the Holy Spirit.
5. Is a team player.
6. Has good communication skills; has the ability to respond to the opinions of others appropriately.
7. Thinks outside the box.
8. Has a basic knowledge of the inner workings of the Diocese.