



Parish Council Application Form

If you feel you would be a good fit for one of the open positions on Parish Council, please fill out and return this form to the parish office (Attn: MQH Parish Council, 1150 Donaldson Rd., Erlanger, KY 41018) or provide the requested information in an e-mail and send to MQHparishcouncil@gmail.com.

Name:

Phone #:

E-Mail Address:

Profession:

Years in the parish:

Prior and/or current parish involvement:

Are you available to attend weeknight meetings (approx. 8 per year)?

Can you commit to a three-year term?

What three strengths would you bring to Parish Council?



Mary, Queen of Heaven Position Description Parish Council Member

The ideal candidate for Parish Council:

- Maintains active parishioner status, as outlined in the MQH Active Parishioner Policy
- Can commit to a three-year term
- Has the schedule availability to attend at least 75% of council meetings (we have approximately 8 total meetings per year)
- Attends parish and school events (e.g., Open Houses, New Parishioner Brunches, etc.)
- Can dedicate 4-5 hours per month to council work, not including meetings or parish/school events
- Has strong organizational skills
- Is able to develop, execute, and review a plan or strategy
- Can communicate via e-mail and checks e-mail regularly
- Works collaboratively
- Has experience working in a volunteer capacity
- Can distinguish between an advisory role (e.g., that of Parish Council) and a policy-making role (e.g., that of the Pastor)
- Maintains a high level of confidentiality at all times – “What is said in the meeting stays in the meeting.”
- Is an Ambassador of the Good News
- Respects the roles and leadership of the Pastor and the Bishop
- Is a dreamer/visionary willing to take certain risks on behalf of the parish and school

Responsibilities include:

- Developing long-range plans for the parish and school
- Developing tools and resources to assist councils and committees (e.g., toolkits)
- Planning and hosting committee Integration Sessions
- Hosting quarterly Joint Council Meetings
- Planning and facilitating parishioner listening sessions