

Diocese of El Camino Real  
Department of Missions

## **Mission Congregation Liaison Job Description**

### **I. Assumptions**

- A. The mission congregation liaison is a current elected or appointed member of the Department of Missions.
- B. The liaison cannot be a member of that mission
- C. The liaison serves with the consent of the Vicar and Bishop's Committee.
- D. All missions under the oversight of the Department of Mission will have a liaison.

### **II. How To Begin**

- A. Review the latest mission plan between the mission congregation and the Department of Missions
- B. Request copies of the parochial report, Bishop's Committee minutes, monthly financial reports, and the yearly budget for the mission.
- C. Contact the Vicar and introduce yourself. Ask how he or she would like you to be involved.
- D. Attend a Bishop's Committee meeting; introduce yourself and explain your new role.

### **III. Continuing Responsibilities**

- A. Be supportive of both the Vicar and the members of the Bishop's Committee
- B. Provide a direct connection and good communication between the mission congregation and the Department of Missions. Report any urgent concerns to the Canon for Congregational Development.
- C. Learn about the structure, health, finances, and spiritual life of the congregation.
- D. Attend meetings of the Department of Missions and be prepared with a report on your mission congregation.
- E. Be attentive to the financial status of your mission congregation.
- F. Explore the congregation's readiness to change status, i.e., from mission to parish.
- G. Annually review the mission plan and annual goals with the Bishop's Committee. At least once a year, report to the Department of Missions about the mission's progress towards these goals.