

Mental Health Ministry Parish Mental Health Ministry Team Leader Role & Responsibilities

Reports to: Pastor or Pastor's designate - A Pastor may choose to have someone other than himself (ie. Parochial Vicar or a deacon) be more actively involved in the MHM. The Team Leader would directly interact with this person.

Based at: (Parish Name)

Role: To plan, develop and execute the parish mental health ministry activities in collaboration with the Mental Health Ministry (MHM) Coordinator of the Office for Social Justice Ministry with support from the Pastor or the Pastor's designate.

Key responsibilities and accountabilities:

1. Be actively involved in the processes of recruitment, training and coordination of the Parish Mental Health Ministry team as outlined by the MHM Coordinator.
2. Plan, develop and execute meeting calendars, agendas and social activities for group meetings.
3. Ensure that meeting formats, agendas and discussions adhere to the MHM mission statement and do not, in any way, give the appearance of a behavioral health counseling or therapy session.
4. Responsible for following the Membership Admittance process for new members and is accountable to the MHM Coordinator for this effort.
5. Convey the need of the importance for confidentiality of *participating* group members' discussions as well as the names of the group members and their membership within the group.
6. Report immediately to the appropriate parties any adverse actions, activities or statements that concern the overall mental or physical health and well-being of a group member or any other person(s) in accordance with the VIRTUS and Mental Health First Aid training or as required by law or in the good judgment of the Team Leader.
7. Advise, discuss and resolve any other issues not included in # 5, on a timely basis, that may arise with any member(s) of the group with the Pastor or Pastor's designate and the MHM Coordinator.
8. Provide general updates regarding the group meetings on a quarterly basis to the Pastor or Pastor's designate and the MHM Coordinator.
9. Track and report program expenses, such as meeting supplies, in accordance with the Parish's financial processes and requirements.
10. Track, measure and report in a generic manner general statistics as determined by the MHM Coordinator in order to measure growth and success of said ministry.
11. Coordinate supportive parish or archdiocesan gatherings when appropriate and as needed.
12. Ensure the completion of all required trainings as required by the MHM Coordinator for all members of the parish MHM team including the VIRTUS Safe Environment Program training and regulations. The Team Leader is accountable to the MHM Coordinator for this effort.
13. Provide resources, as needed, to pastor, parish staff, and parish community.
14. Support and attend the regularly scheduled MHM Team Leaders' meetings as determined by the MHM Coordinator.
15. Provide general information on processes, experience and issues-as requested by the MHM Advisory Group

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16. Become familiar with the community's mental health resources and services as references for group members. *Any generated lists provided would come from National (Medicare.gov, NAMI, etc), State (state.gov, stateMHC, etc.) and/or State Behavioral Health facilities. NOTE: The MHM does not endorse any providers or makes any recommendations as to what provider may be appropriate for any one individual. For more information on behavioral health services refer to the Diocese' Catholic Charities link.*
17. Respond to and follow up on inquiries from individuals and families with mental health needs, identifying service providers (public, private, and non-profit) and advocating for individuals and families as required.
18. Identify, develop and execute other activities or responsibilities as needed not covered in this document in collaboration with the Pastor or Pastor's designate and the MHM Coordinator.