

**Mental Health Ministry**  
**Parish Mental Health Ministry Team Member**  
**Role & Responsibilities**

**Reports to:** Parish MHM Team Leader

**Based at:** (Parish Name)

**Role:** To support the planning, development and execution of the parish mental health ministry activities in collaboration with the Team Leader with support from the pastor or the pastor's designate.

**Key responsibilities and accountabilities:**

1. Support the planning, development and execution of the meeting calendars, agendas and social activities for group meetings.
2. 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.
3. Convey the need of the importance for confidentiality of the group member's discussions as well as the names of the group members and their membership within the group.
4. Report immediately to the Team Leader 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.
5. Provide timely communication of any other issues, not included in # 4, that may arise with any members of the group to the Team Leader.
6. Support and participate in parish or archdiocesan gatherings when appropriate and as needed.
7. Complete all required trainings as required by the MHM including the VIRTUS Safe Environment Program training and regulations.
8. Provide resources, as needed, to pastor, parish staff, and parish community.
9. Become familiar with the community's mental health resources and services.
10. *Support and follow up on inquiries from individuals and families with mental health needs, providing information about available service providers (public, private and non-profit) and advocating for individuals and families as required. Communicate results to the Team Leader.*
11. In the absence of the Team Leader, support holding a team meeting or social activity. Report results of the activity as well as anything noted in # 4 or # 5 above to the Team Leader.
12. Support and engage in other activities or responsibilities as needed not covered in this document in collaboration with the Team Leader, the pastor or pastor's designate.