



Role Description for Parish Point of Contact

Each pastor will be asked to submit **1 person** to serve as the **Parish Point of Contact (PPOC)** for the *Disciple Maker Index (DMI)*. Collaborating with the Pastor, the Parish Point of Contact will serve as the main conduit of information and coordination of logistics for the administration of the DMI survey to their parish community.

The Parish Point of Contact has four key responsibilities:

1. To receive information and details related to *the Disciple Maker Index* including instructions, schedules, and communication to be shared.
2. To share relevant information with the pastor, parish staff, parish leadership (e.g. councils, key ministries) about the *Disciple Maker Index*. This includes key dates and deadlines as well as publicizing the *Disciple Maker Index*.
3. To provide requested information to your diocese with respect to parish facts.
4. To enter into the DMI portal basic parish information and the names and contact information of others who will be working with the DMI data after the survey.

We expect the time commitment for the PPOC to be modest, at most 2 to 4 hours in the month leading up to the survey's administration and 1 to 2 hours per week during the weeks when the survey is open.

When considering the Parish Point of Contact, pastors should consult the following criteria:

- A trusted staff member or volunteer, can be another priest or a deacon assigned to the parish
- Organized and able to navigate and communicate well within the larger parish community
- Comfortable with technology (navigating online forms and platforms)

The PPOC will attend an orientation webinar to help them understand their role and the schedule of activities for administering the *Disciple Maker Index*.