

Parish Pastoral Council

✠ GUIDELINES ✠



✠ CATHOLIC DIOCESE OF AUCKLAND ✠





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A LETTER FROM BISHOP PAT



The Bishop's Office - Te Taumata o te Pihopa Katorika
Private Bag 47-904, Ponsonby, Auckland 1144
Website: www.aucklandcatholic.org.nz

My dear people,

I wish to recommend to you this new revised edition of the Guidelines for Parish Pastoral Councils as an effective resource for supporting all those who respond to their baptismal call to participate in the mission of the Church and the life of their parish by serving on the pastoral council.

Parish pastoral Councils are mandatory in the Auckland diocese and the guidelines are issued to assist parishes become what Pope Francis describes as *“the presence of God in a given territory, an environment for hearing God’s word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration.”* (EG #28)

The publication offers a framework of principles, procedures and practical ideas for collaboration and co-operation between clergy and people in shared responsibility for leading the parish. I invite you to make use of the wisdom it contains while adding your own modifications where appropriate.

The guidelines should be read alongside the 2014-19 Diocesan Pastoral Plan *“Fit For Mission”* which invites all Catholics to focus more specifically and practically on reaching out beyond our own parish communities to share our life and faith in the world. Pope Francis puts it like this”

“In all its activities the parish encourages and trains its members to be evangelisers. (A parish) is a community of communities, a sanctuary where the thirsty come to drink in the midst of their journey, and a centre of constant missionary outreach - We need to make them completely mission-oriented.” EG 28

The Guidelines and the Diocesan Pastoral Plan together are the blueprint for us to plan the future together. We all share co-responsibility in leading our communities in mission.

May God bless you in your work,

+ Patrick Dunn

Bishop Patrick Dunn



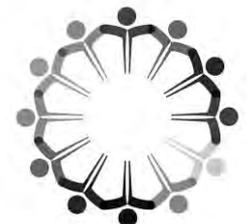
I. WHAT IS A PARISH PASTORAL COUNCIL?

The **Parish Pastoral Council** is not a body of representatives but a representative body whose primary function is to set the vision and plan to make “the life and activity of the parish ever more closely conform to the gospel.” Their focus is on the **pastoral** aspect of the parish.

The **Parish Pastoral Council** (PPC) consists of the Parish Priest and a team of parishioners chosen by the parish community. ***The Councillors work collaboratively to build a vital Christian community in which parishioners’ spiritual growth is fostered and their baptismal calls to mission are discerned and supported.***¹

The purpose of the PPC is to enrich the quality of parish life and provide opportunities for parishioners to:

- proclaim the good news of God’s love throughout the world
- invite more people into the community of disciples
- encourage the whole community to grow in holiness
- transform the world until the justice, peace and love of God’s reign prevail.



The PPC is a consultative body convened by the Parish Priest, which:

- prayerfully discerns parish needs

¹ A **Parish** is an intentional community (one in which each person chooses to belong) of the Christian faithful entrusted to the pastoral care of a priest. Parishes exist so that the community may grow in faith, share faith and transform the world through its faith.

Pastoral: means considering the wellbeing of the community and the needs of parishioners. It also includes offering support for the Parish Priest and planning for matters that will need attention in the future.

Collaborative ministry is a term used to describe lay people and clergy working together, using the baptismal gifts of all in the care of the parish and in the service of mission. The Holy Spirit *lavishes diverse hierarchical and charismatic gifts on all the baptised, calling them to be, each in an individual way, active and co-responsible* (CFL 21).

- sets pastoral priorities
- empowers people to participate in the mission of Christ
- encourages and invites parishioners to take pastoral roles in the parish.

It is not intended to be a management team for the parish. It builds up the pastoral and spiritual vitality of the parish in a way that takes account of diocesan priorities. *It will be the function of this council to investigate and consider matters relating to pastoral activity and to formulate practical conclusions regarding them* (Decree on Bishops #27).²

The Second Vatican Council (1962-65) strongly recommended PPCs. Bishops of Auckland since Bishop Reginald Delargey (1970-74) **have required that each parish in this diocese have one**, regarding them as an effective means for sharing responsibility among the people of God (Canon 536).

The Maori Pastoral Care Plan sets out the ways in which ministries for Catholic Maori participate in the mission of Christ and the Church. The national plan can be found at <http://www.catholic.maori.nz/PastoralPlan.htm>.

The 1989 Auckland Diocesan Synod committed all Catholics and parishes in the Diocese ‘to honour the Treaty of Waitangi as a covenant and, therefore, to a bicultural church and a bicultural society.’

PPCs have a duty of pastoral care for the *whole* parish community.



II. PURPOSE AND FUNCTION OF PARISH PASTORAL COUNCILS: PASTORAL PLANNING

Whatever their structure and approach, PPCs are about **pastoral planning**. The PPC works collaboratively with the Parish Priest to plan the parish’s pastoral programme. Pastoral issues which may be involved in planning include those which:

- impact upon the lives of parishioners and on the integration of their faith into everyday life – home, work, school and community;
- relate to initiatives that support and sustain people in their efforts to live and promote Christian values;

² While the Decree on Bishops speaks only about Diocesan Pastoral Councils, a later private Letter on Pastoral Councils (Omnes Christifideles) endorses councils of a similar nature in parishes: *OC; 1973: Par 12*.

- relate to the ongoing development of a vital Christian community whose focus extends beyond itself to influence on and service to the wider community.

The PPC's main role is to plan for the whole parish, not to co-ordinate individual ministries. PPCs are responsible for the "big picture." A PPC therefore:

- states and clarifies the parish's mission;
- develops a vision for the parish's preferred future;
- identifies and prioritises the parish's needs;
- draws practical conclusions and makes recommendations, creating a **parish pastoral plan** prioritised according to the parish's human and financial resources.

Parish Pastoral Councils are about governance (rather than management), that is, planning, direction-setting, policy formulation, and evaluation of the overall vision for the parish.

In order to protect the dignity of all and to ensure the safety of the parish and its parishioners, volunteers and employees, an appropriate policy around risk management needs to be included among the tasks of a PPC. Parish Councillors need to be familiar with the "Diocesan Parish Council Guidelines," the "Code of Ethics for Church Volunteers" and the "National Standards for Volunteers and Employees in Ministry."³ A process to authorise vetting for ministers (volunteer or employed) who work with vulnerable people needs to be in place.

Management deals with the implementation of the pastoral plan – it involves the daily management of standard parish operations. Management is the implementation of PPC recommendations by **parish standing committees or parish staff**. **Management is not, strictly speaking, the work of the council**. Parish Priests sometimes ask PPC members to assist in this by assuming some responsibilities. But other parishioners need to be invited and encouraged to use their gifts and talents to become active and contributing members of the parish. PPCs need to turn their attention to discerning other needs, studying, considering and recommending.

³ Parish Pastoral Council Guidelines: Catholic Diocese of Auckland, revised edition 2014. Code of Ethics for Church Volunteers, NZCBC. <http://www.catholic.org.nz/nzcbc/fx-view-article.cfm?ctype=BSART&loadref=83&id=47> Standards for Volunteers and Employees in Ministry, National Professional Standards Committee of the New Zealand Catholic Church; 2011. <http://www.catholic.org.nz/nzcbc/dsp-default.cfm?loadref=196>



III. APPROACHES TO STRUCTURING A PARISH PASTORAL COUNCIL

PPCs are structured in different ways depending on their main functions. In this diocese some undertake pastoral planning, some are the eyes and ears of the Parish Priest, some co-ordinate parish ministries, some receive reports from parish committees, and some help organise programmes. Over recent years there have been dynamic changes in PPC structure and function.

From	To
co-ordinating activities	articulating vision
voting on issues	building consensus
reporting and internal issues election by popularity	planning and goal setting selection for their gifts
parliamentary procedure	prayerful consideration
representatives of various groups	a body which discerns the good of the whole parish

There are currently two major approaches to the function of a Pastoral Council:

1) AN ENVISIONING AND PLANNING COUNCIL

This council assists the Parish Priest in intentional pastoral planning to undertake the mission of Christ from within the parish. This approach places emphasis on prayerful discernment of pastoral priorities. It involves parishioners in shared leadership, consensus decision-making and management by setting goals and objectives.

2) A CO-ORDINATING OR LINKING COUNCIL

This is a *representative* body of leaders from the committees, ministries or organisations in the parish. The body meets regularly with the Parish Priest to share information (usually through reports) and co-ordinates significant activities in the parish. Councillors may be elected or selected from the body of the parishioners. They may have or be allocated roles of special responsibility for co-ordinating areas of pastoral concern but ***in their planning and decision-making role on the PPC they represent the whole parish.***

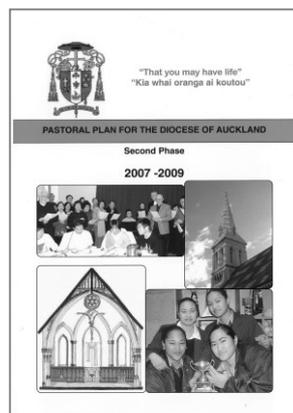
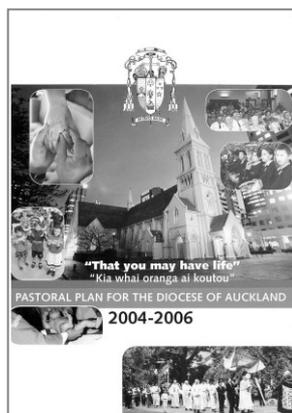
Many PPCs combine elements of both approaches. Each can be adapted to local circumstances. Several factors influence the choice of approach: the size and make-up of the parish, and the leadership style of the Parish Priest and of the parishioners. In all cases the goal of the PPC is to serve the good of the whole parish. **The preferred model of the Diocese of Auckland is the first one. All parishes are encouraged to work toward the first model,** but both models exist.

IV. WHAT IS IN A PARISH PASTORAL PLAN?

A Parish Pastoral Plan can be short term (1-2 years) and/or long term (5-10 years). It sets out the Parish Mission, the vision of the PPC to carry it out, and the short-term goals by which the PPC will see the vision to fruition (see VIII.). The Plan needs to be regularly re-assessed, adapted and evaluated. It will embrace both the continuation of existing pastoral initiatives within the parish and the outward search to new ways in which the parish can carry out the mission of Jesus (bringing the justice, peace and compassion of God’s kingdom) to the wider world.

The goals in the Parish Pastoral Plan should ideally be set after consideration of goals in the Auckland Diocesan Pastoral Plan. Each year the parish reports back to the Diocese on how diocesan goals have been incorporated into the parish plan, and progress towards their achievement.

The Diocesan Plan for 2003-2009 identified ten areas of pastoral concern to assist parishes in their planning. They were Evangelisation, Parish Leadership, Development of Vibrant Parishes or pastoral areas, Adult Faith Formation, Support for Youth & Youth Ministry, Communication, Vocations, being Church in the World, Bicultural Issues and Ecumenism & Interfaith Relationships. The 2014 Diocesan Pastoral Plan ‘Fit for Mission’ urges parishes to plan for and engage in mission beyond their usual boundaries.





V. PARISH PASTORAL COUNCIL MAKE-UP AND TERMS OF OFFICE

MAKE-UP OF THE PPC

The PPC should be made up of:

- Eight or more parishioners in large parishes (ideally no more than twelve with balanced numbers of women and men);
- Five or more parishioners for smaller parishes;
- Councillors should reflect the diversity of the parish in gender, culture and age (ideally two or more under 30);
- The Parish Priest
- A non-voting staff representative selected by the members of the parish staff.

TERM OF OFFICE FOR COUNCILLORS

Two to three years is the most common term, with a staggered retirement so that continuity is retained, that is, one third to one half of the council members retire every one or two years. Those who have served one term can be eligible for another term, given regular participatory attendance.

Each parish has to determine in advance its own term of office.

Members are sometimes pressured to stay on longer, but it ***is not recommended that anyone serve more than two consecutive terms. The diocese recommends a term of two years, followed by a second term if desired.*** It is important that this time limit is observed so that the many parishioners are enabled to use and develop their gifts. If long-serving councillors do not step down, other parishioners become reluctant to accept nomination. PPC members who have served the parish well can be nominated again following a break in service.

Leave of absence for up to three consecutive meetings may be granted.



VI. WHO ARE POTENTIAL PARISH PASTORAL COUNCILLORS?

Potential PPC members are parishioners over 16 years of age who are able to commit to work together in service for the good of the whole parish.

They will take responsibility for:

- establishing a vision for the parish;
- drawing up a pastoral plan with goals to help bring the vision about;
- inspiring and empowering other parishioners by drawing on gifts and talents present in all.

It is essential for the PPC to work as a team, but each member brings their own particular talents. Each member ideally should:

- be active in the parish and a person of prayer;
- understand what it means to be Church today in Aotearoa New Zealand;
- ***have the good of the whole parish in mind*** - not just a group or area of their particular interest;
- be able to communicate well with parishioners and groups;
- be committed to punctuality and to attendance at all meetings, sending an apology if necessary;
- undertake to be properly informed on issues before making decisions;
- be able to reflect widely and have the patience to ponder deeply;
- have the ability to listen to the needs of parishioners;
- be able to listen respectfully to others on the PPC with full attention, being open to different points of view;
- take full part in PPC discussions;
- understand and agree to the consensus decision-making process.



VII. SELECTING PARISH PASTORAL COUNCILLORS

There are different ways members can be selected, which may depend on the parish's PPC structural model and function.

1) STANDARD ELECTION PROCESS MODEL

All members are nominated from among parishioners at large. Nominations are called for, and elections are held. Councillors are elected for a set term by a democratic (written ballot) vote, usually at an AGM, or sometimes at Sunday Masses.

2) REPRESENTATIVE MODEL

Representatives of various groups (ministry, cultural or age-related) are selected by those groups to be on the PPC. ***Once on the Council, however, each person is there to work for the good of the whole parish.***

Note 1: Many parishes combine these first two models - they have a minimum number elected plus those selected by large established groups in the parish. Elected members should outnumber those selected by groups.

Note 2: Because many people representing groups have difficulty leaving responsibility for that group behind in order to work for the good of the whole parish, parishes are encouraged to carefully study and consider the merits of all models, particularly the discernment model below

3) DISCERNMENT PROCESS MODEL

Members are chosen using a discernment process as follows:

- an appropriate selection steering group is set up by the existing parish council. The steering group would ideally consist of persons whose judgement is well respected in the parish and who understand its needs. The members of this group are not eligible for election.
- parishioners are asked by the steering group to nominate people they consider would be good PPC members;
- those nominated are invited to a session of information and formation, with an opportunity for them to speak and ask questions of the steering group;
- the steering group selects an appropriate mix from those nominated to be PPC members (*Brisbane model see Appendix A*).

- the steering group oversees an election process after publishing CV's of the nominees (*Recommended by Rademacher & Rogers, see Appendix A*)

Note: *If this model is chosen it needs to be clearly communicated to the parish to avoid misunderstandings. In some situations, such as the absence of an existing PPC and especially when the parish priest is new to the parish, the election model is more appropriate.*

Because the purpose of a PPC is to investigate, ponder and propose practical conclusions about pastoral matters, the potential councillor therefore would require the ability to study, reflect and to listen to and integrate the views of others. Wisdom is an essential quality. Participation in and knowledge of the parish community are givens. These qualities (see VI.) should be sought out.

INSTALLATION

So that the community recognises, accepts, supports and prays for PPC members they should be formally installed at a Sunday parish Mass following their election/appointment. (*For Installation Ceremony, see Appendix B.*)



VIII. HOW DO PARISH PASTORAL COUNCILS OPERATE?

MISSION, VISION AND GOAL-SETTING

Immediately after installation, PPC members should meet for a weekend or day to work out a common vision and set goals in light of the parish mission statement. (The parish mission statement itself should be reviewed every few years, with input and assent from the whole parish, *see Appendix C.*)

A Parish Profile (*Appendix D*) should be used during the retreat to help Councillors assess the pastoral state of the parish, and give an indication of what areas should be prioritised.

Ways of coming to a parish mission and PPC vision and goals are outlined in *Appendix E.*

MEETINGS

Together the pastoral council decides how often it needs to meet. Once a month, excluding January, is most common. *In addition to regular meetings* it may be good to have special meetings or parish forums once or twice a year to:

- involve and inform parishioners (especially when there is a major issue under consideration);
- give Councillors training and formation;
- do long-term planning;
- evaluate and celebrate their work.

PPC meetings are open to all parishioners. Any input by visiting non-members of the PPC is to be brief, and a request to speak should be made in advance if input is not on current issues being deliberated by the PPC. It will help visiting non-members if an agenda of the forthcoming meeting is displayed in a public place in advance.

MEETING ATTENDANCE

In order for a parish council to function well members need to attend meetings regularly. Therefore the following terms are observed.

- A councillor who is absent from three consecutive meetings without a sufficient apology will no longer be considered a member of the council.
- A scheduled parish council meeting with fewer than half its members plus one in attendance does not have a quorum and therefore cannot proceed.
- A parish council meeting without its parish priest or his appointed delegate present cannot proceed unless it has his permission.

STYLES OF MEETING

There are at least two approaches to the running of a PPC meeting:

- A business style meeting, with agenda items, discussion and decision making;
- And a formative style of meeting in which there is dialogue and reflection on pastoral question such as priorities for the parish, but little detailed planning.

Collaborative ministry needs not only to use each style where appropriate but also to combine elements of both styles, developing a way of working which harmonises them. Time must be given for discernment and prayer, and people's gifts need to be recognised and energised.

REPORTING FROM COMMITTEES

Reporting should be done once or twice a year to the council and annually at the parish annual general meeting/forum. If organisations or committees have issues they wish to raise then those issues can be put onto the agenda, but monthly reports are not a good use of either Committee or PPC time.

EVALUATION

A self-evaluation of how the PPC has carried out its tasks should take place once a year, perhaps just prior to the annual parish gathering. It might include feedback sought from parishioners at large and/or from members of standing committees. The evaluation might include:

- Was meeting frequency adequate?
- Was attendance good (if not, why?)
- Has the vision been adhered to (if not, why?)
- Have goals have been reached (if not, why?)
- Was anything omitted that should have been done?
- What has been the result of PPC activity?
- Has the PPC been of help to the Parish Priest?

- Have the standing committees been successful at
 - Enriching worship?
 - Caring for parishioners?
 - Enabling people to grow in their faith?
 - Attracting more people to serve?
 - Encouraging outreach/ activity on behalf of justice?
 - Meeting needs of youth and young people?
 - Reaching out ecumenically?
 - Bringing good news and building God's reign?

- How might next year be different?

ACCOUNTABILITY

The PPC should report its evaluation to the parish at an annual gathering or in the form of a brief report. It may wish to give account of its efforts more frequently at meetings where parishioners are updated on pastoral and/or financial matters. PPC meeting minutes or summaries may also be made available on notice boards, or members can give brief reports periodically at parish masses.

There also needs to be a commitment to gather concerns from parishioners and to report back to them following consideration of these. The pastoral council has to consider:

what is the most appropriate way to do this, and to engender trust so that parishioners value the process and use it?

DECISION-MAKING

It is normal procedure for the PPC and all committees for sufficient notice to be given of new matters to be presented and decided upon.

It is likewise important for the PPC to take adequate time to discuss, and consider major decisions. Consensus or general agreement should be sought.



IX. PARISH PASTORAL COUNCIL EXECUTIVE

Each PPC meeting agenda should be prepared by a small Executive appointed to plan and determine an agenda that gives order and direction to a meeting. The Executive is normally composed of Parish Priest, chairperson and secretary.

The Executive may sometimes be called on to act in between PPC meetings in order to meet particular deadline dates given by the Bishop, the Diocesan Pastoral Council⁴ or Diocesan Departments. Any action taken by the executive will be reported to the full PPC at the following meeting.

ROLES OF EXECUTIVE MEMBERS

THE PARISH PRIEST

The Parish Priest exercises the pastoral care of the parish community and is accountable to the bishop. Although the PPC is a consultative body for the Parish Priest, he participates as a full member of the council and fully collaborates in its workings. The PPC does not formulate policy independently of him nor ought he to formulate pastoral policy independently of or outside the PPC. The parish priest should take care to communicate his vision and concerns to the council and in turn listen to theirs in their capacity as a representative and advisory body. All councillors are called to work collaboratively as an apostolic team.

The Parish Priest:

- is vital to the life of the PPC. He is the custodian of the vision of the parish and PPC mission as the mission of Christ;
- encourages the freedom and initiative of the Spirit-filled people he leads by sharing responsibility with them;
- helps the PPC to seek prayerfully a loving response to the needs of all the people;
- is an ex-officio non-voting president. ***He presides over, but does not chair or facilitate, PPC meetings.***

⁴ The Diocesan Pastoral Council (DPC) is a body which advises the Bishop on the pastoral needs of the people in the Diocese. It consists of representatives from all regions of the Diocese, ethnic communities, religious orders and youth. It meets quarterly and its regional representatives regularly consult with PPCs on concerns or issues about which the Bishop seeks information. Further information on the DPC or Regional Pastoral Councils can be obtained from the Diocesan Pastoral Office.

The Parish Priest will normally accept the agreed view or recommendations of the PPC. If he does not do so he needs to give his reasons for his difference from the PPC. Any disputed issue should be re-examined at the next PPC meeting. If the Parish Priest still believes a PPC decision is not in the best interests of the parish he will communicate this to Council members at that next meeting. If there is no resolution on a serious matter, diocesan mediation should be sought through the Diocesan Pastoral Office. Otherwise, the Parish Priest has the final say (CCL, can 536, §2).

CHAIRPERSON

This is a one-year term, elected annually by PPC after its retreat.

He/she chairs PPC meetings;

- keeps in mind that the purpose of pastoral councils is to help guide the parish in the mission of Christ;
- is an non-voting ex-officio member on all PPC standing committees;
- is responsible for developing the PPC agenda, and does this in consultation with the Parish Priest and PPC Secretary.

Conducting a meeting calls for common sense applied to rules of order for meetings. To have a meeting get hung-up on mundane details of rules of order/parliamentary procedures to a point where the MISSION suffers would be quite “out of order.”

Council meetings will be more productive in less time if consideration is given to making use of the following points:

- be guided by Christian rules of order where charity, love and understanding prevail;
- follow the prepared agenda (*see Appendix F*) and keep to time;
- **guide** the members of the PPC (don't dictate, but be firm);
- don't get bogged down on new issues; realise that they often require more study or committee action to obtain more facts, so defer the issue until a later meeting;
- ensure each member has the opportunity to speak, some quieter members have equally important contributions, but may need to be prompted to speak; tactfully discourage 'lime lighting' by more vocal members;
- initiate discussion where necessary, summarise discussion so as to avoid misinterpretation
- confirm planning initiatives by making them resolutions the PPC affirms, and recording them in the minutes.

SECRETARY

At the first meeting after its retreat, the PPC will elect (or appoint) a secretary who will hold office until the next annual meeting. Parish facilities (and the computer skills of the parish secretary) should be made available to the PPC secretary where necessary, in consultation with the priest and parish secretary.

If no elected member of the PPC has necessary skills, the PPC may retain the services of a secretary from outside the PPC, but this person does not take part in PPC deliberations or vote.

The Secretary of the PPC:

- receives and responds to correspondence after bringing it to the attention of the Executive and/or whole PPC;
- liaises with the Parish Priest and Chairperson promptly on receipt of any correspondence where deadlines are to be met (*as earlier in IX.*);
- records and maintains minutes of all PPC meetings. Minutes should be circulated to councillors immediately after each meeting to enable them to make all committees and groups aware of council discussion and action taken;
- establishes a means of communicating PPC business to the whole parish community (*See suggestions in Appendix C*).

NOTE: A copy of all PPC minutes should be forwarded to the Pastoral Office, Pompallier Centre, Private Bag 47904, Ponsonby, or emailed to patl@cda.org.nz or adrianaj@cda.org.nz.





X. PARISH PASTORAL COUNCIL COMMITTEES

Each PPC determines the ***standing (permanent) committees*** needed for their particular parish. Standing committees should be established as necessary for ongoing activities in the parish. Such committees are:

- Liturgy (including liturgical music)
- Religious Education (sacramental programmes and adult faith education)
- Caring/Service/Hospitality⁵
- Youth Ministry
- Multicultural
- Justice and Peace⁶
- Ecumenical and Interfaith Relationships
- Family Life

Diocesan Departments have prepared Guidelines for these committees (*See Appendix G*) and are available to assist in their work, and in the training and formation of their members.

Usually one or more PPC members will take a committee as their portfolio, or responsibility. If there is no standing committee in one or more of the above ministry areas, then one or more PPC members should still be designated with responsibility of being the liaison person with the parish groups or parishioners that work in those ministry areas.

AD-HOC (TEMPORARY) COMMITTEES can be established for specific tasks or projects, but these are dissolved when the tasks are completed. Such committees might be for planning and implementing a parish fair, a parish jubilee, a new building, a pilgrimage, and so on.

⁵ A Caring Committee might include representatives of all groups who offer a service to meet immediate needs, whether within the parish or outside of it: for example, visiting and taking Communion to the sick, grief ministry, homework centres, St Vincent de Paul, foodbanks, hospital transport, school breakfasts, gardening for pensioners, referrals to professional services, family support, working with refugees, ESOL, etc.

⁶ The Justice and Peace Committee would include representatives of groups whose activities (raising awareness of injustices, offering advocacy and action opportunities to parishioners aimed at changing the causes of injustice) are oriented toward encouraging long-term solutions to injustices on a community, national or global level, for example, justice and peace groups, Caritas, Pax Christi.



XI. PRAYER AND SPIRITUAL REFLECTION AT MEETINGS

Pastoral Council meetings differ from business or non-church committee meetings. Time set aside for prayer and faith sharing is an **essential start** to each meeting. This does not mean a simple opening prayer but one of at least 20 to 30 minutes. Prayer time should be spent either breaking open the readings for the coming Sunday or in some reflection which requires of each member reflection and response. It is a way of building the group into a faith community, and also of modelling what the parish should be. Ideally, every group which meets in the parish should begin this way.

PROCEDURE FOR BREAKING OPEN THE WORD

A different member should be designated to lead this reflection for each meeting. The leader should provide a copy of the Gospel for the coming Sunday for each person.

- begin with the sign of the Cross;
- one person reads the gospel aloud;
- invite members to share a word or phrase which spoke to them (*no comments from them or anyone else. It is fine if different people choose the same word or phrase*);
- a second person reads the gospel aloud; the group listens with this question in mind: ***What message does this reading have for me personally?***
- share reflections among the group (*no comments on anyone else's sharing*);
- a third person reads the gospel aloud while the following question is pondered: ***What message does this have for us as a pastoral council? OR What message does this have for our parish in the circumstances of today? All these reflections can be shared and discussed***;
- close with a spontaneous or formal (for example, Glory be...) prayer.

Another good way of both providing ongoing formation as well as spiritual input is to alternate the above Breaking open the Word with the study of a resource (for example, Caritas Lenten Reflection), papal document, or liturgy document before conducting the "business" of the meeting.



X. PARISH PASTORAL COUNCIL RELATIONSHIPS

RELATIONSHIP WITH THE FINANCE COMMITTEE

The Parish Pastoral Council and the Finance Committee function independently. It is essential, however, that they collaborate with one another in carrying out the parish's mission.

The Finance Committee serves as an advisory body to the Parish Priest in the administration and stewardship of the parish finances, budget and resources (including buildings, property and other assets). It operates according to guidelines set down by the diocese. The Pastoral Council on the other hand advises the priest on matters relating to pastoral activity. Strong communication and co-operation between the two groups are an effective means of collaboration. Some ways to achieve this are:

- (a) for a member of the Finance Committee to be a member of the PPC;
- (b) for a member of the PPC to be a member of the Finance Committee;
- (c) for a member of the Finance Committee to liaise closely with the Pastoral Council;
- (d) having an occasional (twice a year) meeting of the two groups to assist in formulating pastoral decisions which are informed and realistic.

Pastoral priorities are set by the PPC. If the parish does not have sufficient money to carry out the desired pastoral work, the Finance Committee needs to consider how the money may be made available. It is the PPC, not the Finance Committee, which decides pastoral priorities.

Guidelines for the Finance committee are on the diocesan Administration website:
<http://www.administrationaucklandcatholic.org.nz/Finance/DiocesanNorms/tabid/884/Default.aspx>

RELATIONSHIP WITH PASTORAL STAFF/TEAM

Many parishes have a salaried pastoral staff person or team who are responsible to the Parish Priest for providing services and responding to parish needs which arise on a daily basis. In the parish setting, the Parish Priest is the employer of these parish staff members and usually they meet regularly with each other to share information and plan appropriate work. Ideally all work together to implement the vision which the PPC has developed, within the budget set by the Finance Committee. It is necessary to establish effective communication and consultation between PPC and Pastoral Staff. Some PPC Chairpersons find it helpful to have a monthly meeting with the Parish Staff to achieve this, but as a rule the elected staff representative attends the PPC meetings on a regular basis and presents a monthly report in person or in written form.

It is important that each PPC adopts its own policy on what the actual requirements are when considering the employment of people in the parish e.g. a parish pastoral

assistant : religious education advisor : parish pastoral co-ordinator : parish manager : parish secretary : youth worker, etc. Each job description is to be drawn up in consultation between the parish priest and the pastoral council and published, so that the person engaged and the parish community understand the contract clearly. Model job descriptions and employment contracts are available from Leanne Killgour, at the Pompallier Diocesan Centre leannek@cda.org.nz

(Also see Guidelines issued by the Bishop of Auckland, Appendix H.)

RELATIONSHIP WITH STANDING COMMITTEES

Each Committee will have either a member on the PPC or a PPC member who holds a portfolio that includes liaising with that Committee.

RELATIONSHIP WITH THE PARISH SCHOOL

In New Zealand, Catholic Schools are integrated and are therefore in a unique relationship with both the Crown and their proprietor. In most cases the proprietor is the Diocesan Bishop. In keeping with the requirement of the Crown, Catholic schools are governed by a Board of Trustees, which has between 3-7 members elected by the school community and an equal number minus one appointed by the proprietor who safeguard the Catholic character of the school.

Many parishes have a primary school within their geographical boundaries and if this is the case it is important to establish good reciprocal relationships between both the parish and the school community.

There are two reasons for this:

- Even though the catchment area of the school usually stretches beyond the parish boundaries, the parish and the school are part of one and the same 'Community of the Faithful' and should therefore not be strangers to each other.
- In many ways the Catholic school and the Catholic parish are separate entities but they have a collaborative task in evangelisation, respecting differences and responsibilities, but working with the same children for the Kingdom. Schools educate and evangelise the parishioners of the future (and present) as well as bringing newcomers and 'returning' Catholics into the parish family.⁷

⁷ For an extensive treatment of this collaborative task of evangelisation refer to *Appendix 26: A collaborative School-Parish approach to Evangelisation* in "Handbook for Boards of Trustees of New Zealand Integrated Schools," published by NZCEO Ltd, 2010: pages 143-149.

One way of establishing good reciprocal relationships is to have a member of the Board of Trustees on the Parish Council or a Parish Councillor on the Board of Trustees provided the member has a genuine interest in the wellbeing of both communities. In many cases a Parish Priest will be a member of both councils. Alternatively a member of the Parish Council could take up the role of attending the Board of Trustee meetings as an interested party as Board of Trustee meetings are open to the public.

Another way to foster communication is by exchanging minutes and/or reports between Parish Council and Board of Trustees.

The relationship between the Parish Pastoral Council and the Catholic Secondary School is different from the one described above due to the regional nature of the Catholic College. Nevertheless it is an important relationship to foster since many colleges now have RCIA groups for students wishing to be initiated into the church. A connection to a 'Community of the Faithful' is an urgent requirement here.



In 2014 there were fourteen different organised migrant communities with chaplains in the Auckland diocese. The majority have established executive committees or pastoral councils with their own set of protocols or constitutions. Many of these operate in a similar manner to Parish Pastoral Councils with elected representatives and standing committees for various aspects of community life. Advice is offered to the chaplaincies by the Pastoral Office and the Bishop's Pastoral Assistant.



A Handbook for Ethnic Chaplaincies is currently being updated and covers principles, procedures, relationships with parishes, finances, and enrolment in Catholic schools.



XIV. PASTORAL AREAS

All parishes are part of a broader pastoral area.

The 2014 pastoral plan 'Fit for Mission' encourages related parishes to work together in achieving the vision for its mission. Indeed in some areas parishes are already working together because of local circumstances.

When parishes begin to work together intentionally for the sake of mission, and depending on the level of cooperation, it will be helpful to put in place the following arrangements.

- A Pastoral Area Council made up of representatives of individual PPC's who will formulate a pastoral plan for the area.
- Make provision for someone who can attend to and coordinate the administrative tasks in the service of the pastoral area.



APPENDIX A: DISCERNMENT PROCESS FOR SELECTING PPC MEMBERS

There is a variety of models used in the Auckland diocese today. All these can be explained further by Diocesan Pastoral Office staff. However, there are **three general principles involved in using a Discernment Process:**

- **The emphasis is on gifts.** Serving on the PPC is a ministry which requires certain gifts. The purpose of a council is to investigate, ponder and propose practical responses to pastoral issues. The potential councillor therefore requires the ability to study, reflect and to listen to and integrate the views of others. Wisdom and prudence are essential. Participation in and knowledge of the parish community is a given. These gifts and others should be sought out.
- **Expectations are clear.** Parishioners need to know exactly what is required of a potential councillor, the nature of the role, the commitment in time, the term of office, number of meetings, decision-making process, so that participants can make an informed choice.
- **Gifts must be discerned.** There are ways of discerning the gifts of potential council members and these should be employed.

Steering Group / Discernment model

- I. The Steering group which includes the parish priest plans the implementation of the process.
- II. It informs the parishioners fully about the process. It publishes the criteria for potential nominees and calls for nominations
- III. It calls together the nominees and informs them in an orientation session what being a member of a parish pastoral council involves.
- IV. If the **selection process** is to be used the steering committee after a period of prayer selects an appropriate mix from the slate.⁸ (*When the final selection is made, the parish priest steps back. His role in the process is consultative rather than directive*) If **an election** is to be held the steering group publishes the CV's of the nominees and oversees an election process, either at an AGM or at Sunday Masses.⁹

⁸ William J Rademacher & Marliss Rogers, *The New Practical Guide for Parish Councils*, (Mystic, CT: Twenty-Third Publications, 1988), pp 120-128.

⁹ The Brisbane Model offers a variety of final selection processes which can be found in: Cecilia Anning, *Handbook for Parish Pastoral Councils*, 3rd ed, (Brisbane, QLD: Office for Parish and Deanery Pastoral Councils, Archdiocese of Brisbane, 2007, p 22-28.



APPENDIX B: INSTALLATION CEREMONY FOR PPC MEMBERS

Since the PPC is a ministry of service for the entire parish, the installation or commissioning should take place on the Sunday following the election or appointment of PPC members, with members of the parish present. A suitable time is either prior to the Sunday Mass, after the entrance procession, or following the homily. Symbolic gestures may be used - with an explanation to the congregation.

Suggestions:

- The priest might anoint the hands of the new members with blessed oil to recall their baptismal anointing and to show they are sharing in the priesthood of Jesus Christ;
- Retiring PPC members could lay hands on the heads or shoulders of new members as a sign of blessing and support
- Retiring members might pass on to them a copy of the parish pastoral council guidelines as a symbol of their work;
- The gifts of bread and wine, as well as other symbolic gifts, can be brought up by the new members of the PPC, representing the congregation.

Any ceremony should include an expression of appreciation for those members who are retiring and space in the front of the church could be reserved for committee members as well, for they too serve important functions in the parish.

To help form community, a simple meal may be planned for councillors and committee members after the liturgy. The whole parish may join in for a pot luck dinner.

ORDER OF SERVICE FOR PPC INSTALLATION CEREMONY

After the homily the presider invites the members of the Parish Pastoral Council forward.

PRIEST:

Let the following Parish Pastoral Council members come before the congregation to be commissioned *(Each is called by name.)*

On behalf of this parish community of..... which you have been called to serve, and in the name of the Bishop, I commission you as Parish Pastoral Councillors.

Your sharing in responsibility in the mission of the church and in the ministry of Jesus will be joined with the efforts of others throughout this Diocese of Auckland, to effectively build up the Body of Christ.

Service to the people of God takes many forms and requires a diversity of gifts and talents, as well as the gift of self. Christ calls us to the challenge of discipleship, to be a sign of God's kingdom in this time and place.

Do you understand and accept the responsibility of service on the parish pastoral council?

MEMBERS:

We do.

PRIEST:

Will you do your best to work for the spiritual and material welfare of the parish, the region, the diocese, and the wider society?

MEMBERS:

We will. With the help of God, we pledge our service on this Parish Pastoral Council, offering the gifts and the talents which God has given us.

We ask the support and prayers of all the parishioners so that we may continue to deepen our spiritual lives and open our hearts to the Spirit.

ALL:

WE ACCEPT YOUR COMMITMENT TO OUR PARISH. WE THANK YOU FOR YOUR WILLINGNESS TO SERVE; MAY WE GROW TOGETHER IN LOVE, FAITH AND JOY. *(Congregation's response put on PowerPoint, overhead or in bulletin.)*

PRIEST:

Let us pray.

Brief period of silence

Loving God, bless and strengthen today our sisters and brothers who have committed themselves to this special ministry of leadership on our Parish Pastoral Council. Help them to be formed in your Word, sensitive to the needs of others, and reconciling in their relationships. Give them vision and courage to seek the truth and to discern your will in all matters they will be asked to consider.

We ask for them the grace to fulfil their unique roles in the priestly, prophetic and kingly mission of Jesus Christ. God, please accept our prayer in the name of that same Jesus Christ, our Lord.

ALL:

AMEN

Presentation of symbol of their work:

Parish Pastoral Council Guidelines or other symbol of their work

PRIEST:

Take to heart your responsibility for this parish community and strive to grow in faithfulness to the Gospel.

MEMBERS:

Amen

Prayer of the Faithful:

The members of the parish pastoral council return to their places and the prayer of the faithful follows. These should include an intention for the parish pastoral council and for the parish community. One of the following may be used or adapted.

That the members of our parish pastoral council may give witness to the presence of Christ by lives manifesting faith, hope and love.

We pray to the Lord.

That the Church, the People of God, may grow in Christ and in the bond of common fellowship.

We pray to the Lord.

That all who are concerned with the welfare of our parish may be open to the movement of the Holy Spirit and strive to carry out God's will.

We pray to the Lord.

The Liturgy of the Eucharist follows.



APPENDIX C: PPC COMMUNICATION WITH THE PARISH COMMUNITY

Good communication can help build cooperation and is instrumental in generating understanding, interest, motivation and involvement.

COMMUNICATION and DIALOGUE keep all in the parish informed, enthused, dedicated and responsive to the mission of Christ. This is what Christian community spirit is all about.

Here are some suggestions for PPC communication:

- Use the parish magazine or weekly bulletins to publish advance meeting notices and open invitations to attend PPC meetings;
- Publish an agenda in a place accessible to all (Church foyer, parish hall, parish website)
- Make use of time allowed for announcements on Sundays to clarify or inform the parishioners of important PPC decisions or other actions;
- Many parishes give a brief (2-3 mins) monthly report of PPC deliberations at notice time on Sundays after each meeting;

DO NOT take for granted that everyone in the parish already knows the facts about an important issue to be considered.

DO NOT neglect to ask for opinions from the parish community on an issue of major concern before the pastoral council deliberates.

- Produce a Parish Directory; include parish groups and contact information; give every family a copy, post it on your website and deliver it to new parishioners to help them become familiar with the parish; leave copies in the Church foyer for visitors and potential new parishioners;
- When parishioners come together for an AGM or PPC elections, use the occasion every few years to review and revise the parish mission statement.

ANNUAL GENERAL MEETING AND ELECTIONS

It is at an annual gathering of parishioners that people can offer constructive suggestions for the vitality of parish life and bring issues of pastoral concern to the attention of the PPC.

The calling together of the parish should be promoted several weeks in advance of the advertised date. The parish community can be encouraged to come together as the Body of Christ for the benefit of the whole parish community.

There is no need to make the AGM coincide with the conclusion of the financial year as this coincides with Christmas and the holiday period. A much better time for an AGM is during the period between Easter and Advent, i.e. in ordinary time when new councillors can take time to learn their roles. A financial report can still be made to the parish at a midyear gathering.

Serving on the PPC is one of the ways in which parishioners can use their Baptismal gifts (along with serving on other committees and groups in the parish and beyond). Encourage parishioners to nominate themselves or others for PPC membership, to work in collaboration with the Parish Priest, as Pope Benedict has called us to do.¹⁰

Nominations can be called for on forms provided by the parish and published in the bulletin for a few weeks prior to elections. The qualities being sought in PPC members should be highlighted (*see VI*).

Publicity leading up to the annual parish gathering should remind parishioners of their voting rights and responsibilities: the parish needs wise members on its Parish Pastoral Council to make decision on behalf of all parishioners. Publicity may include an outline of PPC goals and standing committees. Publicity should be appropriate for all parish groups. Preparation for the gathering should be incorporated into the liturgies of the preceding weeks, for example, at the prayers of the faithful, to prayerfully heighten awareness of the opportunity and privilege to serve on the PPC.

Parishes using the discernment process instead of an electoral process will need more preparation time. (*See VII and Appendix A*)



APPENDIX D: PARISH PROFILE

¹⁰ Pope Benedict XVI, *Message on the Occasion of the Sixth Ordinary Assembly of The International Forum of Catholic Action, 10 August 2012*;

http://www.vatican.va/holy_father/benedict_xvi/messages/pont-messages/2012/documents/hf_ben-xvi_mes_20120810_fiac_en.html

In 1984 the Bishop of Auckland sought co-operation of the clergy, in consultation with PPCs, to complete an annual profile which assists the Bishop in planning pastoral policy, assessing diocesan needs and providing information required by the Vatican. The completion of this profile was initially included as a step in the pastoral planning process that led to *"Shaping Our Future"* 1998. It is now available as a tool for parishes in their planning for the future.

Therefore a profile should be completed annually by the PPCs when it assesses the spiritual and pastoral needs of the parish in order to set goals for the year. The information on the Profile is also valuable when reviewing stated goals and establishing priorities for the future.

Profile information includes:

- demographic profile of the parish;
- number of families on parish roll;
- number of Baptisms, Confirmations, First Communion, First Reconciliations and Marriages;
- number of children receiving religious formation at both primary and secondary levels;
- pastoral programmes planned by committees and groups;
- number and kinds of lay ministries;
- number and kinds of pastoral assistants;
- numbers of visitations to hospitals and the sick;
- annual Mass count and Sunday Mass times;
- branches of diocesan organisations operating in parish;
- administrative details on finance, parish plant, building projects, etc.

A Profile template is available from the Diocesan Pastoral Office.



APPENDIX E: FORMULATING A PARISH MISSION, PPC VISION AND GOALS

Basic elements of pastoral planning.

- Mission
- Vision
- Goals
- Objectives
- Action steps
- Accountability/Evaluation

Mission Statement

Describe the present reality: How things are today, right now. Then ask yourself what does the parish exist for in this specific time and place? What is this parish's specific mission in this place at this time?

Have a fruitful discussion about the 3 elements of a mission statement:

- the core work of the Jesus' community,
- the unique way in which it approaches its work,
- what happens as a result.

Arrive at a mission statement.

The mission of parish is to (how do we capture the spirit of the parish?)

Setting a Vision

Where the organisation sees itself in the future – a picture of a future which does not yet exist, a future state which requires change, a future which is different from the present. It paints the ideals we would like to achieve. What is the direction you want the parish to go in? {Brain storm in 2's or 3's, record the results, have 2 groups try to put together those dreams, come together, come up with a vision all can agree with.} *(This can take from 1 hour to one month and is best facilitated)*

Our vision (for the next 2-5 years) is:.....

GOALS: (from 3-5)

- What we want to do, are committed to do
- Change infrequently, but always subject to review
- Expand on, flow from mission /vision
- Lead to specific, action-oriented objectives

OBJECTIVES:

- How to accomplish our goals
- Consistent with mission /vision
- Flow from and reinforce goals

- Lead to specific programmes and activities
- Change more frequently as they are accomplished or as circumstances change

ACTION STEPS:

- How objectives will be implemented
- Descriptive of specific programs and activities
- Flow from and reinforce objectives
- Change frequently in plan revision and review

ACCOUNTABILITY:

- Who is responsible for particular action steps
- Definite timeline (beginning, status check, completion) ;
- Measure objectives and action steps





APPENDIX F: SAMPLE PPC MEETING AGENDA

An agenda should be pre-set yet flexible. When a meeting agenda has not been planned in advance it is difficult for the chair to keep councillors focussed, productive or to any time frame. The start and end times of the meeting should be pre-set, clear on the agenda (which is emailed or delivered to members at least a week before the meeting), and adhered to. If additional time is required to complete urgent agenda items, the Chair should check with councillors whether they wish to have an additional meeting, extend the present meeting by a set amount of time, or complete the discussion by other means, for example, email. The Chair should respect members' time commitments and not presume to run overtime without asking permission.

A good physical room climate (not too large or small, adequate lighting, moderate temperature and friendly but businesslike chair/table arrangements) is important for a good meeting atmosphere. Primary school classrooms should be avoided as they do not usually provide comfortable seating for adults.

SAMPLE AGENDA

- 1) Opening - Sign of the Cross in Maori: "*Ki te ingoa o te Matua, o te Tamaiti, o te Wairua Tapu. Amene.*"
- 2) Spiritual Reflection of 20-30 minutes (*see XI*).
- 3) Attendance: The Secretary records names of those present, as well as any apologies (leaves of absence) in the minutes (*see V*).
- 4) Confirmation of minutes of previous meeting:
 - a) Minutes will have been circulated shortly after the previous meeting, and any corrections or additions should be given to the Secretary prior to each meeting for alteration.
 - b) If for any reason minutes have not been circulated, the Secretary may distribute them at the meeting.
- 5) Matters arising from previous minutes: This is a list of issues currently under deliberation and not yet resolved.
- 6) Correspondence:
 - a) Presentation to the PPC of information pertinent to the parish, received from the Bishop, Diocesan or other organisations, or individuals.
 - b) Where the Executive has met in between meetings, a report is given on decisions made or action taken.

- c) The Secretary records in the minutes the date of the letter, the name of the sender, a brief outline of letter content, what action was taken - or to be taken – and by whom.

7) Report from regional representatives: *(Where there is a functioning regional council).*

A Regional Council is an intermediate structure between a Parish Pastoral Council and the Diocesan Pastoral Council. Here parish representatives communicate and co-operate with each other and provide mutual support wherever they can. They assess the regional needs and problems and arrange ways and means of dealing with them.

8) Committee issues:

- a) If periodic committee reports are circulated with the agenda prior to the PPC meeting, it enables members to read the information beforehand to use meeting time solely for questions and clarifications.
- b) Consultation before council meetings between chairperson and Committee convenors/ liaison people ensures that matters affecting **the whole parish** are discussed at the PPC meeting.

9) General business - reports from:

- a) the Presider/Parish Priest, on any NEW development affecting PPC deliberations, and any other recommendations;
- b) presentation by chairperson of NEW issues for deliberation by the PPC, with all known facts;
- c) assignment of issues to committees or individuals for research or investigation required before the next meeting.

10) Appoint member to lead next spiritual reflection (see XI)

11) Set next meeting date

12) Close meeting with Prayer

13) Adjournment time to be noted on minutes



APPENDIX G: TERMS OF REFERENCE FOR STANDING COMMITTEES

G1: LITURGY COMMITTEE

Diocesan Contact: Teresa Wackrow & Liturgy Centre Team
Pompallier Centre, 30 New St, St Mary's Bay
P | 09 360.3042, [E | teresaw@cda.org.nz](mailto:teresaw@cda.org.nz)
W | www.liturgycentre.org.nz

Postal address: Private Bag 47-904, Ponsonby 1144

ROLE OF THE COMMITTEE:

The Liturgy Committee monitors the liturgical needs of the parish, or other worshipping community, and determines suitable ways of responding to those needs.

MEMBERSHIP

- a. The parish priest, or his representative, is an integral member of the Liturgy Committee and a regular participant in Committee meetings;
- b. Membership is drawn from those who have a role in or knowledge and love of the liturgy, and time to commit to the regular monthly meetings. The committee ideally reflects the age, ethnicity, gender and education of the community it serves.
- c. One of its members is either on the pastoral council or liaises closely with the liturgy contact person on the council.
- d. In its personnel and operation, the Committee acknowledges and affirms the unique place of Maori as *tangata whenua* and the bicultural nature of the Church in the Diocese.

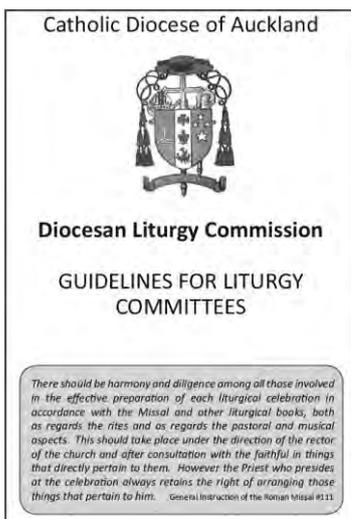
TASKS OF THE LITURGY COMMITTEE

- It ensures periodic assessment of the community's liturgy, including procedures, music, personnel, areas of emphasis, and areas of neglect.
- It ensures that the needs of the following are addressed: *Lay Leaders of Prayer, *Leaders of Children's Liturgy of the Word, *Ministers of the Word, *Extraordinary Ministers of Holy Communion, *Ministers of Music (organists, cantors, other instrumental or vocal musicians), *Ministers of Pastoral Care of the Sick and Bereaved, *Ministers of the Altar (Servers, Acolytes), *Ministers of

Initiation (RCIA, RCIC, Infant Baptism, Confirmation, First Holy Communion, First Penance), *Ministers of the Assembly (Hospitality, Collection, Environment), *Deacons.

- It provides opportunities for on-going spiritual and liturgical formation for its members, for all ministers of the liturgy, and appropriate liturgical catechesis for the assembly.
- It conducts medium and long-term planning, in accordance with the Seasons (Advent, Christmas, Lent, Easter, Pentecost, and Ordinary Time), Solemnities and Feasts in liturgical time, as well as local celebrations and needs.
- It respects and responds to the cultural needs within the worshipping community in its ongoing development of the liturgy. (*in collaboration with the multicultural committee*)
- When making changes to the liturgical environment, (e.g. rearrangement of furniture, installation of a stained glass window) the Liturgy Committee enlists the help of others with liturgical expertise, as well as those with expertise in related areas such as art, architecture, interior design etc.
- In the design, building and renovation of churches and other places of worship, the Liturgy Committee ensures that the 2012 Diocesan *Guidelines for Building or Renovating a Church or Worship Space* are followed in order that the Church's liturgical requirements are understood and satisfied.

(The Catholic Diocese of Auckland 'Guidelines for Liturgy Committees' and 'Guidelines for Building or Renovating a Church or Worship Space' can be downloaded from www.liturgycentre.org.nz)



G2: RELIGIOUS EDUCATION COMMITTEE

Diocesan Contact: Sr Siân Owen RSJ & Religious Education Team
Pompallier Centre, 30 New St, St Mary's Bay
P|09-360 3056 E| re.team@cda.org.nz
W| www.credo.org.nz

Postal address: Private Bag 47-904, Ponsonby 1144

MEMBERSHIP

The Religious Education (RE) Committee Membership could include

- a. The Parish Priest (or his representative)
- b. A parish RE staff member (if any)
- c. Parish based Religious Education catechetical leaders
- d. Sacraments of Initiation catechetical leaders
- e. RCIA and RCICCA ministry leaders
- f. The DRS or other RE teacher/s from local Catholic schools
- g. Other interested parishioners

TASKS OF THE RE COMMITTEE

Pastoral areas might like to consider a common RE Committee serving the needs of their Pastoral Area

- Facilitates and organises the delivery of ongoing faith formation to: e.g. adults, families, youth, children in state schools.
- Encourages participation in local, regional and diocesan initiatives
- Works in collaboration with the Diocesan RE Team and local Parish and Pastoral Area RE Committee
- Is aware of the specific expertise available from the Diocesan RE Team, especially in the areas of Deaf Pastoral Care, Coping with Grief/Seasons for Growth/Stormbirds programmes, adult education programmes and catechetical leaders formation.

G3: CARING AND SERVICE COMMITTEE

Diocesan Contact: Pat Lythe & Adriana Janus
Pastoral Office
Pompallier Centre, 30 New Street, Ponsonby
P| (09) 360 3004
(09) 360 3052
W| www.aucklandcatholic.org.nz/pastoral

Postal address: Private Bag 47-904, Ponsonby 1144

(The activities of this committee are usually of a practical nature and very parish oriented. This means there is no specific diocesan department to support it)

ROLE OF THE COMMITTEE

Through this committee the parish identifies and tries to find ways of responding to those most in need in the parish and the wider community, when and where possible.

MEMBERSHIP:

Those with a heart and a gift for this kind of ministry. One person needs to be the liaison person on the Pastoral Council, another one needs to link with the St Vincent de Paul group (if there is one) or Legion of Mary, if that group does visitation. One member should have oversight of hospitality, the other for care. The committee needs to be able to identify volunteers from the congregation and co-ordinate them.

This includes:

- Overseeing the working of all hospitality and member care ministries.
- Co-ordinating the activities that involve hospitality and care ministries.
- Ensuring effective procedures for welcoming new parishioners and helping them take part in parish life.
- Assisting those in need (perhaps through St Vincent de Paul) with housing, emergency food & clothing, transport
- Offering bereavement support, prayer and practical (catering) support
- Visiting the sick and housebound/collaborating with ministers who take Communion to the sick.
- Co-ordinating parish and social gatherings, from cups of tea after Sunday Mass, to larger whole parish occasions.

- Offering congregational health support
- Being aware of the agencies which offer help to families in need.

HELPFUL DIOCESAN AGENCIES:

Catholic Social Services: (09) 378 9650

Auckland Regional Secretariat of St Vincent the Paul: (09) 815 6122

Emergency Housing, De Paul House: (09) 4805959.

Monte Cecilia: (09) 275 6661.

Family Life International: (09) 629 4360, (09) 629 4361.



G4: YOUTH AND YOUNG ADULT MINISTRY COMMITTEE

Diocesan Contact: Teresa McNamara
Youth and Young Adult Ministry
Pompallier Centre, 30 New Street, Ponsonby
P|09 360 3021 MP|021 649 012
W| www.akyouth.org.nz,
FB| www.facebook.com/akcym

Postal address: Private Bag 47-904, Ponsonby 1144

MEMBERSHIP

The Youth and Young Adult Ministry Committee Membership could include:

- a. The Priest responsible for ministry to young people (or his representative)
 - b. A deacon or parish pastoral worker (if any)
 - c. A parish or regional Youth Ministry person (if any)
 - d. One or more representatives from each group in the Parish/community actively ministering to young people (this might include a youth group and a young adult group or could include different ethnic-based youth groups)
 - e. One teacher or special character representative from each Catholic Secondary College aligned to that parish/community
-

TASKS OF THIS COMMITTEE

- Plans and actively supports a comprehensive programme of ministry to young people in the parish/community
 - Encourages participation of young people in parish/community, regional and diocesan initiatives
 - Works in collaboration with the Auckland Catholic Diocesan Youth Ministry Team and any Regional Youth Ministry Committee.
-

RESOURCES:

- Auckland Catholic Youth Ministry website: www.akyouth.org.nz.
- Auckland Catholic Youth Ministry Facebook page: www.facebook.com/akcym
- Framework for Catholic Youth Ministry in Aotearoa New Zealand:

[Tu Kahikatea Standing Tall](#)

- Standards for Catholic Youth and Young Adult Ministry in Aotearoa New Zealand: [Journeying Together Hikoī Tahi](#)

Note: Youth and Young Adult Ministry typically engages with young people aged 13-35.



G5: BI- AND MULTICULTURAL COMMITTEE

Diocesan Contact: Kevin McBride
Bi-cultural desk
Pompallier Centre, 30 New St, St Mary's Bay
P| 360 3121 E| kevinm@cda.org.nz

Street Address: Private Bag 47904, Ponsonby, Auckland 1144
Alternatively Pastoral Office Ph 360 3004

ROLE OF THE COMMITTEE

This committee works:

1. To educate the parishioners with regard to the church commitment to bi-culturalism and the Treaty of Waitangi.
2. To include and involve all the migrant groups in the parish in parish liturgies and activities.

MEMBERSHIP:

- a. A Maori representative
- b. One representative of each of the major migrant groups in the parish

THE TASKS OF THIS COMMITTEE:

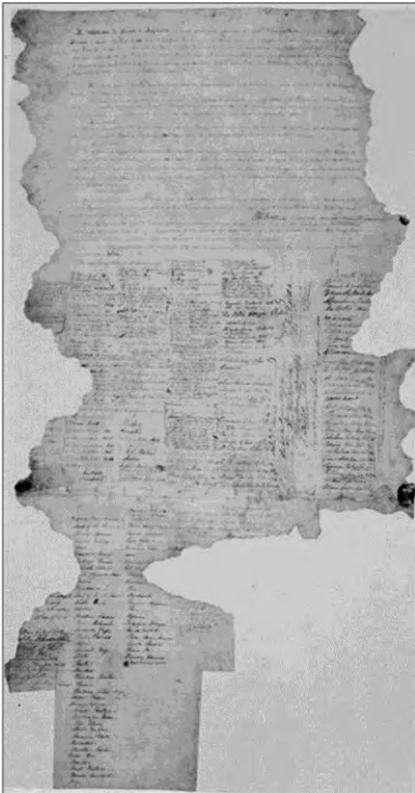
- The committee makes itself aware of the diocesan commitment to biculturalism.
- It works with the Liturgy committee to incorporate Maori elements, such as greetings, hymns and prayers in parish masses.
- It convenes a discussion on the Treaty or bi-cultural issues at least once a year, e.g. Waitangi Day.
- The committee liaises with the leaders of the migrant communities to communicate what is happening in the parish and to discover ways all can be included and involved.
- It works on ways to communicate information about the different customs, such as the special feast days of each community, to the whole parish
- It co-ordinates a multi-cultural Mass or prayer service (i.e. with each group providing a different ministry or leading one hymn)

- The committee co-ordinates multicultural gatherings, concerts, food fairs and other celebrations.
- It works with other neighbouring parishes in these areas.

RESOURCES:

NZCBC statements on the Treaty of Waitangi (1990, 1993, 1995, 2013) NZCBC statements on cultural diversity (2002, 2005, 2010)

<http://www.catholic.org.nz/nzcbc/fx-listarticles.cfm?ctype=BSART&loadref=83>



THE TREATY OF WAITANGI 1840

G6: JUSTICE AND PEACE COMMITTEE

Diocesan Contact:	Mary Betz Justice and Peace Office Pompallier Centre, 30 New Street, Ponsonby P (09) 360 3037 E maryb@cda.org.nz W www.catholicjusticeauckland.org.nz
Postal address:	Private Bag 47-904, Ponsonby 1144

ROLE OF THE COMMITTEE:

This committee works within the parish to:

1. make parishioners aware of Catholic social teaching and how to apply it to issues of social, economic and environmental injustice in their communities, nation and world;
2. Identify, publicise and encourage actions toward justice which parishioners can participate in.

The committee is provided with information and resources by the Diocesan Justice and Peace Commission and Caritas, but may also choose to find and use resources of other agencies.

MEMBERSHIP:

- a. All Parish Social Justice Animators (PSJAs - one or more parishioners usually appointed by the Parish Priest or PPC - or in that role by virtue of long-standing social justice activity. PSJAs are part of the Diocesan Justice & Peace Commission Network, receive Commission newsletters & notices, and attend twice-yearly formation/information meetings);
 - b. Anyone with an interest in learning about and/or working toward social and environmental justice;
 - c. At least one person from the PPC (either a Parish Social Justice Animator or a PPC member for whom Justice and Peace is their portfolio/responsibility).
-

THE TASKS OF THIS COMMITTEE:

- Pray and reflect together at meetings, and regularly contribute prayers of the faithful on justice issues for Sunday liturgies;
- Learn about Catholic social teaching (see resources below) and find ways of reaching parishioners with it;

- Compile an email list of parishioners who would like regular updates on social justice issues and events. Pass on the monthly Diocesan Justice & Peace Commission's *Justice Matters* E-newsletter, and notice of your own parish events;
- Choose one or more issues each year (e.g. climate change, euthanasia, affordable housing, and munitions), study the Catholic social teaching about the issue, and plan parish education and event(s) around the issue (e.g. speaker, DVD/discussion, hands-on experience, writing letters to government, etc). You may wish to work with neighbouring parishes to put on events.
- Mark Social Justice Week (second week in Sept) each year, using Caritas booklets and liturgy resources to, e.g., hold a discussion, show a short PowerPoint at Sunday Mass etc. Encourage parishioners to attend the annual Social Justice Forum put on by the Diocesan Justice and Peace Commission each Aug/Sept.
- Check the Justice and Peace Commission website regularly for events and resources – www.catholicjusticeauckland.org.nz
- Encourage parishioners to join you at meetings, in action, in prayer – and generally encourage action for justice as a part of the faith life of every Catholic.

RESOURCES:

- **NZCBC statements on justice** <http://www.catholic.org.nz/nzcbc/fx-list-articles.cfm?ctype=BSART&loadref=83>
- **NZCBC *The Consistent Ethic of Life: Te Kahu-O-Te-Ora*** <http://www.catholic.org.nz/nzcbc/fx-view-article.cfm?ctype=BSART&loadref=83&id=94>
- **Papal encyclicals which include social teaching** (*see social justice website above*)

G7: ECUMENICAL AND INTERFAITH RELATIONSHIPS COMMITTEE

Diocesan Contact: Pat Lythe or Adriana Janus
c/o Pastoral Office
Pompallier Centre, 30 New Street, Ponsonby
P | (09) 360 3004 E | patl@cda.org.nz,
P | (09) 360 3052 E | adrinaj@cda.org.nz

Postal address: Private Bag 47-904, Ponsonby 1144

MEMBERSHIP

Committee or individual to take responsibility for co-ordinating parish involvement in, and keeping up to date with Church teaching on, ecumenism and interfaith dialogue

THE TASKS IN ECUMENISM

- Establishes contact and communicates with other Christian churches in the area.
 - Co-operates and collaborates in various projects/services/activities such as combined Ash Wednesday and Good Friday activities, World Day of Prayer, Week of Prayer for Christian Unity, foodbanks.
 - Initiates ecumenical collaboration with neighbouring churches
 - Encourages parishioners to become informed and involved in this area.
-

THE TASKS IN INTERFAITH RELATIONSHIPS

- May begin to work in interfaith relationships following the same pattern as the ecumenical co-ordination.
 - Establishes contact and communicates with the other faiths in the neighbourhood: e.g. Muslim, Hindu, Jewish, Buddhist, Sikh in order to promote dialogue and common activities.
-

This is an aspect of Church life ideally suited to pastoral area membership and/or involvement.

LINKS AND CONTACTS:

The Diocesan Commission for Ecumenism & Interfaith Relationships
(patl@cda.org.nz)

The NZ Catholic Bishops Committee for Interfaith Relations

The NZ Catholic Bishops Committee for Ecumenism

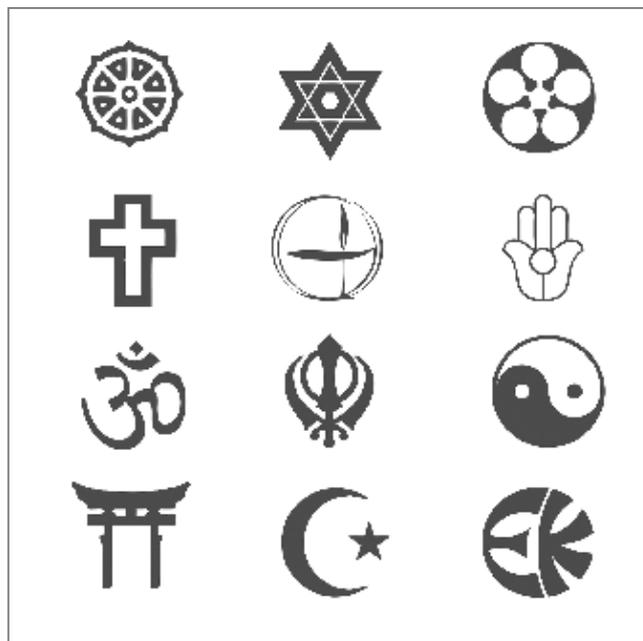
(www.catholic.org.nz/nzcbc/)

The Auckland Interfaith Council: (Louise Campbell, Catholic representative)

lcampbell@nzcbc.org.nz

RESOURCES:

- ***Unitatis Redintegratio* (The Restoration of Unity)** is Vatican II's Decree on **Ecumenism**.
- ***Nostra Aetate* (In our Age)** is the **Declaration on the Relation of the Church with Non-Christian Religions** of the Second Vatican Council.
- ***Dignitatis Humanae* (Of the Dignity of the Human Person)** is the Second Vatican Council's Declaration on Religious Freedom
- Promoting Interfaith Relations in Aotearoa New Zealand (NZCBC) 2012
- Statement on Religious Diversity – (Human Rights Commission) 2009



G8: FAMILY AND FAITH COMMITTEE

Diocesan Contact: Pastoral Office
Pompallier Centre, 30 New Street, Ponsonby
Pat Lythe P| 360 3004, Adriana Janus P| 360 3052

Postal Address: Private Bag 47904, Ponsonby 1144.

At present there is no Diocesan Office for Family Life to provide support for this committee. However, Auckland Diocese does have a Marriage Preparation office and questions pertaining to marriage can be directed to them. (Tonny Flapper and Sandra Armstrong Ph 360 3025)

ROLE OF THE COMMITTEE

This committee supports parish families in their commitment to live lives of faith, taking particular notice of the pressures of modern living that families often experience.

MEMBERSHIP COULD INCLUDE:

1. A member of the parish council to liaise.
 2. A member of the parish pastoral staff e.g. pastoral associate.
 3. Parish members with a heart for and experience of marriage and family life.
-

TASKS OF THE COMMITTEE:

The following are some suggestions for activities a Family and Faith committee could engage in:

- To pray, reflect and study together on the call and mission of the family.
- To ensure a welcoming environment for families in the parish.
- To provide educational opportunities around marriage and family life.
- To organise opportunities to discuss and learn about topical issues affecting families, e.g. drug prevention, caring for elderly parents, monitoring internet use and online behaviour etc.

- Establish ways to support and befriend parents in the Baptism preparation programmes, and following Baptism.
- Generally look for opportunities to strengthen and promote the mission of families in the world.

RESOURCES:

1. **NZCBC Statements:** August and February 1994 *A Community of Love*; July 1982 *When Dreams Die*; January 1988 *Healing Love: In Support of Married and Divorced Catholics* and [many other documents](#) or <http://www.catholic.org.nz/nzcbc/>
2. **Pontifical Council for the Family:** www.familia.va





APPENDIX H: GUIDELINES FOR PARISHES ON EMPLOYING A PARISH PASTORAL ASSISTANT

These guidelines concern the employment of Parish Pastoral Assistants. They are concerned specifically with the relationship between pastoral assistants and the parish community as represented by Parish Priest and Parish Pastoral Council. They are drawn up on the understanding that parishes concerned function according to the Diocesan Guidelines for Parish Pastoral Councils.

The process of employing a parish pastoral assistant is divided into three stages:

PREPARATION

- 1) The parish priest and the PPC investigate the present and future needs of the parish.
- 2) They make enquiries within the Diocese about what is happening in other parishes.
- 3) If it seems that the best course of action is to employ a pastoral assistant, a recommendation is made to the parish.
- 4) An ongoing process of education is undertaken to prepare the parish for the appointment of a pastoral assistant, the major areas of pastoral responsibility s/he would be involved in and the basic financial principles; entailed in the employment of pastoral assistants.
- 5) The PPC looks into funding (with the Finance Committee) appropriate wages and conditions of work.
- 6) A small subcommittee develops a realistic job description, and prepares a resume of the parish profile to send out to prospective applicants.
- 7) The position is advertised in *The NZ Catholic* newspaper, the parish bulletin and diocesan and parish websites.
- 8) Enquiries may be made of key people in the Diocese (contact Diocesan Pastoral Office) who may know of potential pastoral assistants who may wish to apply for the position.
- 9) The subcommittee prepares clear guidelines to determine which of the applicants should be interviewed.

- 10) The subcommittee prepares clear guidelines for the "interviewing panel" which should include Parish Priest and PPC representatives.
- 11) The interviewing panel and PPC should spend time in prayer and discernment before the final decision.

ENTERING INTO AN EMPLOYMENT AGREEMENT

An employment agreement must be drawn up at the beginning of the appointment. This agreement should include both the legal dimensions of work conditions and an outline of the expected role of the Pastoral Assistant which has been agreed upon by the Parish Priest and the PPC in consultation with the person to be employed.

The following items are a necessary part of a contract:

- 1) The time span of the appointment, which by law includes a trial period of 90 days from the commencement date of the agreement.
- 2) Conditions of termination of appointment or resignation (one month notice to be given by either party).
- 3) Accountability (see notes below).
- 4) Detailed job description with tasks expected of the pastoral assistant. The description should be subject to review at the end of the trial period and annually thereafter.
- 5) Hours of work. Due to the nature of pastoral work in each parish, hours need to be flexible and negotiable. However, a number of hours per day or week need to be specified as a guideline.
- 6) If a lay person is employed remuneration should be related to comparable positions in the education and/or social service field. Remuneration should be reviewed as part of an annual performance review.
- 7) If the pastoral assistant employed is a Religious, a contract between the Bishop and the Major Religious must be drawn up.

The remuneration of a Religious is determined by the New Zealand Bishops Conference who annually set a stipend based on the minimum wage for the year. This does however not preclude negotiation between Religious Orders and PPCs.

- 8) All contracts are to be reviewed annually.

9) Leave suggested :

- annual, four weeks by law;
- sick leave, by law 5 days per year but can be negotiated
- study/in service/retreat leave as negotiated
- bereavement leave as determined by law
- special leave e.g. parental leave as determined by law

ONGOING RELATIONSHIPS

ACCOUNTABILITY

The Pastoral Assistant will be accountable to the Parish Priest.

S/he may be a member of *(See V)* and report regularly to the PPC.
(Bishop of Auckland 1992)

Copies of suggested position descriptions and other templates can be downloaded from the diocesan website at

<http://www.administrationaucklandcatholic.org.nz/OperationSupport/HumanResources/ParishJobDescriptiontemplates.aspx>

or by contacting Leanne Killgour P | 09-360 3009 E | leannek@cda.org.nz