



Nazareth Parish Leadership Team Charter

Revised Version

October 2021

Nazareth Parish Leadership Team – Charter

Preamble

Nazareth Parish, like so many other parishes, faces the profoundly important challenge and opportunity as we move into the next phase of living out our Christ-centred mission. Amidst a new landscape of complexity and diversity, the parish priest and lay people with their unique gifts, roles, and responsibility are called to work together. It is unsustainable, however, to expect the parish priest to lead alone. He is to avail himself with the best expertise available. An astute parish priest surrounds himself with a team of lay leaders who accept and share responsibility in leading the parish. Together, priest and laity are to work collaboratively as a united leadership team, to serve the parish mission to which they hold themselves accountable.

This document has been prepared to assist in the establishment and maintenance of a parish leadership team in Nazareth Parish.

‘Everyone will know that you are my disciples if you love one another’ (John 13:35)

Parish Vision

A vibrant community, journeying with Jesus.

Parish Mission

Our communities will deepen their faith by:

- Celebrating and worshiping joyfully together
- Developing and growing through ongoing faith formation
- Actively living the mission of Jesus in and through the world.

Our mission is supported and upheld by the 5 pillars that underpin our vision. They are:

- Faith – the way we are formed in faith
- Liturgy – the way we offer praise and thanksgiving
- Community – the way we live and work together and with others
- Outreach – the way we serve the world
- Planning and administration – the way we steward our resources.

Principles that guide our actions in living out this mission:

- To be welcoming and inclusive
- To proactively invite and support the specific giftedness of all
- To encourage and develop a sense of belonging
- To think globally and act locally
- To act with compassion and justice
- To model leadership and governance that reflects collaboration.

Purpose

The Leadership Team exists in the spirit of co-responsibility advised and guided by the parish priest. The parish expects that the parish priest will not make significant parish decisions without respect of this Charter. The Leadership team will:

- Facilitate and provide for the achievement of the mission of the parish community in Community Engagement, Liturgical and Spiritual Life, Education and Faith Formation, Outreach and Stewardship
- Ensure that the Parish Vision and Mission informs all decision making
- Take responsibility for the ongoing development and implementation of the Parish Strategic Plans.

Objectives

The objectives of the Leadership Team are to:

- Engage the parish members in the work of the parish
- Respond to the needs of the parish
- Recognise and acknowledge the uniqueness of the parish communities
- Provide oversight of Finance, Strategy and Risk
- Identify, acknowledge and mitigate risks of parish members, particularly in relation to child safety, and safety of the vulnerable (elderly, disabled or sick)
- Endorse the Parish Budget; and
- Participate in formation, education and development of skills as necessary.

Leadership Team Membership

To be a member of the Parish means a person who:

- Lives within the boundaries of the Parish
- Lives outside the boundaries but has made the Parish their community
- Actively participates in Parish life
- Has a child at one of the schools located within the Parish.

A member of the Leadership Team is a parish member who has:

- Demonstrated a deep interest in growing the Parish as a faith community
- An interest in the positive engagement with all people of the Parish
- The ability to work co-operatively with other members of the Leadership Team
- Possesses skills that support the management and development of the Parish
- Committed to the Leadership Team's Charter
- Has appropriate compliance standards (e.g., working with children, police check)
- Sufficient time to allocate to the role
- Prepared to undergo the Leadership Induction program.

Structure

Our Parish Community is made up of 5 pillars, representing ministry life across the Parish. Our Leadership Team is to be reflective of this structure. The overall composition of the Leadership Team will include a diversity of skills, gender, culture, education and work experience.

The Leadership Team will consist of a minimum of 7 Parish members, including the following:

- Parish Priest
- Chair of the Advisory Committee
- Chair of the Finance Committee
- Principal nomination from Parish schools
- Parish Finance Administrator as Secretary for the Leadership Team (non-voting).

In addition, elected and/or nominated members representing our pillars of:

- Faith
- Liturgy
- Community
- Outreach
- A parent representative from Parish schools.

The role and construct of our pillars are included as attachment 1 to this Charter. The inclusion of staff from Parish schools forms a significant element of the Faith and Outreach pillars.

From time to time, it may be necessary to co-opt outside expertise onto the Leadership Team. Also, it is important that each of the three church communities of the Parish are represented on the Leadership Team.

Appointments will be for up to 3 years, and members can apply for an extension, but cannot serve beyond 9 consecutive years. Members might reapply after a gap of 2 years.

Selection process

Appointments will be made through to the end of December. A Nominations Sub-Committee will be established to govern the nomination and appointment process. Nominations for vacancies will be for a calendar year. The Parish Priest can appoint a representative should there be no nominations from one of our pillars. The Nomination Sub-Committee will include the Parish Priest, Chair of the Advisory Committee and Chair of the Finance Committee.

As vacancies arise, a request for nominations will be made and if necessary, elections held for the positions representing the pillars. (See above)

Chair

A Chair will be appointed for 2-year period at the first meeting of the year by the Leadership Team. The Chair will be responsible for the orderly conduct of meetings, agenda construct and minutes of meetings. The Chair will call on the Parish Finance Administrator to act as secretary to the Team.

Rules of operation

The Leadership Team will:

- Meet at least 6 times each year
- Approve strategic direction for the Parish pillars
- Report to the parish community half yearly on Parish performance and direction
- Hold a community forum at least annually
- Prepare a formal annual report for publication against the Parish strategic plan
- Establish sub-committees as required
- Operate meetings in the line with standard meeting principles, including formal minutes, motions for resolution
- Provide at least 14 days' notice before meetings.

Communication

Communications will take the form of meetings and formal publications.

These include:

- Half year reports to be conducted at the end of a designated Sunday Mass
- Annual forum, where ideas, issues and opportunities are aired for consideration as part of the overall Parish plans. At least 28 days' notice needs to be provided.
- Annual published report containing:
 - A set of financial statements (income, cash flow and balance sheet)
 - A summary of the year's activities, including reports under the headings of each of our pillars
 - Outline of Parish achievements
 - Next year's plan and revised strategic plans
 - Review Leadership Team Charter (every 2 years).

Nazareth Parish activities and pillars

The Nazareth Parish consists of many groups and committees that all contribute to the wellbeing of the Parish communities. As part of the Parish Master Plan, these activities have been grouped into the 5 pillars that underpin our Parish Community. Below are the activities that we believe are currently operating in our Parish in 2021. In the future there may be changes to activities under the different pillars.

FAITH The way we are formed in faith	LITURGY The way we offer praise and thanksgiving	COMMUNITY The way we live together and with others	OUTREACH The way we serve the world	ADMINISTRATION The way we steward our resources
<ul style="list-style-type: none"> • Faith Formation Fund • RCIA • Theology Group • Sacramental preparation • Prayer Groups • Schools • Booknook 	<ul style="list-style-type: none"> • Liturgy Team • Liturgical Ministries • Musicians and Choirs • Sacristans and Altar Society 	<ul style="list-style-type: none"> • Pastoral Teams • Passionist Family Groups • Sunday Hospitality • Care Groups • Welcomers • Ministry to the Sick • Church Security and Opening and Closing • Church Cleaning 	<ul style="list-style-type: none"> • St Vincent de Paul <ul style="list-style-type: none"> ◦ Torquay ◦ Grovedale • Social Justice Group • School communities 	<ul style="list-style-type: none"> • Advisory Team • Finance Team / Budget • Office Administration • Communications • Asset Management • Stewardship • Building Maintenance • Safeguarding

FAITH
The way we are
formed in faith

- Faith Formation Fund
- RCIA
- Theology Group
- Sacramental preparation
- Prayer Groups
- Schools
- Booknook

Statement of Purpose – Faith Pillar

Purpose

1. Support community in further developing and deepening their faith.
2. Connect schools and parish through the sacraments, prayer, liturgy and faith formation opportunities.

Authority

1. Parish Priest has canonical responsibility for faith and sacramental life of parish and school members.
2. In the schools, the responsibility for faith development and the sacramental life of the students, staff and parents is the shared responsibility of the Principal, Religious Education Leader and the Parish Priest.

Limitations

1. In consultation with Parish Priest and Liturgy Group, this committee makes decisions regarding sacramental celebrations.
2. In consultation with Parish Priest, Administration and Outreach, this committee makes decisions on Faith Formation opportunities.
3. Schools make decisions in regard to the teaching of the Religious Education curriculum.

Duties and Responsibilities

1. Offer and co-ordinate faith formation opportunities to all age groups across the parish.
2. Prepare candidates and participate in the sacramental life of the parish.
3. Develop an annual action plan and budget to be submitted to the Parish Leadership Team that incorporates the work of each area.

Reporting

1. Provide an annual report to the Parish Leadership Team.

Composition

1. A Representative from each school
2. A parish Sacramental representative
3. Parish Priest,
4. Prayer Group,
5. Theology Group.

Meetings

1. minimum 4 per year or as needed.

Statement of Purpose – Liturgy Pillar

LITURGY

The way we offer
praise and
thanksgiving

- Liturgy Team
- Liturgical Ministries
- Musicians and Choirs
- Sacristans and Altar Society

Purpose

1. Provide the opportunity for parishioners to be actively engaged in the preparation of parish liturgies.
2. Offer liturgies that will engage, develop, and support parishioners for mission.

Authority

1. The Parish Priest is the chief liturgist for the parish.
2. Others, by virtue of delegation and appropriate training, will lead the various liturgical ministries to further development.

Limitations

1. In consultation with Parish Priest and with his delegated authority, the Liturgy Team can give direction to the various ministries for the proper and dignified celebrations of the liturgies.

Duties and Responsibilities

1. Prepare, appropriately in advance, the liturgies of the Liturgical Year.
2. Support those involved in sacramental preparation, in the preparation of the sacramental liturgies.
3. To seek opportunities and encourage:
 1. parishioners to develop and grow in their active participation in, and understanding of the sacred liturgy
 2. members of the Liturgy ministries to undertake appropriate training for their particular ministry
 3. Liturgy Team members to undertake Liturgical Theology study
 4. New people and new ideas within the preparation of parish liturgies.

Reporting

1. Periodic reporting to the Leadership Team and the parishioners each 6 months.
2. Refer items of significance (as required) to the Leadership Team.

Composition

A representative from each of the following:

1. Liturgy Team
2. Liturgical ministries
3. Musicians and Choirs
4. Sacristans and Altar Society.

Meetings

1. Regular meetings in planning the liturgical year
2. 6 monthly meeting with Leadership Team

COMMUNITY
The way we live together and with others

- Passionist Family Groups
- Sunday Hospitality
- Care Groups
- Welcomers
- Ministry to the Sick
- Church Security and Opening and Closing
- Church Cleaning

Statement of Purpose – Community Pillar

Purpose

1. Actively engage with parishioners to support the pastoral, social and community needs of the parish
2. Actively engage with other Christian Churches in the spirit of ecumenism

Authority

1. Ultimate accountability rests with the Parish Priest
2. Delegation from Parish Priest as agreed in duties and responsibilities

Limitations

1. In consultation with the Leadership Team, Parish Pastoral Teams can liaise with and assist various groups including:
 - i. hospitality
 - ii. welcoming
 - iii. church environment
 - iv. ministry to the sick.

Duties and responsibilities

1. Pastoral Teams to work with various groups in their local parish community
2. Work across the parish, sharing best practice and providing mutual support
3. Liaise with schools on relevant parish/school activities
4. Working with all groups to live out Parish Vision and Mission
5. Contribute to parish communication across all mediums
6. Church security and cleaning

Reporting

1. Periodic reporting to Leadership Team
2. Regular reporting to the Parish

Composition

1. Parish Priest
2. Pastoral Team Chairs (three)
3. Co-ordinators for:
 - i. Ministry to the sick
 - ii. Care group
 - iii. Hospitality
 - iv. Welcomer
 - v. Passionist Family groups.

Meetings

1. Pastoral Teams: monthly
2. Combined Pastoral Teams: biannually

OUTREACH
The way we serve
the world

- Faith Formation
St Vincent de Paul
 - Torquay
 - Grovedale
- Social Justice Group
- School communities

Statement of Purpose – Outreach Pillar

Purpose

1. Actively work with and beyond the Parish community to witness the truth that is Jesus in us
2. Shape a more just and compassionate society irrespective of age, gender or religion
3. Facilitates:
 - i. Education (on matters relating to refugees, asylum seekers and indigenous)
 - ii. Outreach by developing projects and delivering outcomes
 - iii. Advocacy (by giving a voice to the vulnerable)
 - iv. Linkages with other Christian Churches and the wider community.

Authority

1. Delegation from Parish Priest to deliver outcomes according to agreed duties and responsibilities
2. Direction from National Vinnies Office on all matters in supporting those in need
3. Recruit members and support them to participate in duties and responsibilities
4. Access to the use of Parish office facilities

Limitations

1. Outreach Pillar Committee makes recommendations for projects within the Parish, having regard to the boundaries of faith and mission
2. Where commitment of parish funds is necessary to support a major project, Parish Leadership Team approval is required
3. Prudent judgement where parish reputation is at risk of being damaged
4. No authority to direct Parish staff

Duties and responsibilities

1. Develops and manages a work plan for the year
2. Plans and executes actions to support those in need
3. Develops awareness programs for those marginalised locally, regionally and internationally
4. Acts as advocates for the vulnerable

5. Collaboratively works with other team members, both within Parish Outreach teams and across other Parish teams
6. Supports other like-minded groups across the Geelong region

Reporting

1. Periodic reporting to Parish Leadership Team on a 6-monthly cycle
2. Meet reporting requirements of Vinnies state office as an independent requirement from the Parish
3. Refer items of significance to Leadership Team
4. Raise issues of concern to Parish Leadership Team that may require cross parish discernment

Composition

1. Social Justice Group
2. St Vincent de Paul Torquay
3. St Vincent de Paul Grovedale
4. Parish schools

Meetings

1. Regular meetings to execute annual work plan
2. Minutes for recording actions and decisions combined into a 6-monthly report to Parish Leadership Team.

ADMINISTRATION
The way we
steward our
resources

- Advisory Team
- Finance Team / Budget
- Office Administration
- Communications
- Asset Management
- Stewardship
- Building Maintenance
- Safeguarding

Statement of Purpose – Administration Pillar

Purpose

1. Advise the Parish Priest in issues arising within the Parish
2. Support the Parish community in overseeing parish financial, administrative, asset management and project matters

Authority

1. The Parish Priest is the ultimate decision maker
2. There may be a need to consult with the Archdiocese in regard to asset management and other issues arising from government decisions
3. Delegation from the Parish Leadership Team as agreed in duties and responsibilities

Limitations

1. The Parish is governed by the rules of Canon Law, and the rules of federal, state and local governments

Duties and Responsibilities

1. Support the Parish Priest in:
 1. reviewing and deciding on policies and practices in the Parish
 2. overseeing the financial viability of the Parish.
2. Ensure that:
 1. the administration of the Parish is effective
 2. all parishioners feel safe when being involved in the Parish
 3. the Parish adheres to all that is necessary to safeguard the rights of all parishioners including the elderly, families and especially children.
3. day to day asset maintenance and security.

Reporting

1. A Finance Report to the parishioners twice a year, including a report of the progress of the Stewardship Program
2. Regularly communicates with parishioners in regard to the finances and other issues arising in the Parish

Composition

1. Leadership Team, including nominated members and elected members
2. Advisory Group with members nominated by the Parish Priest
3. Finance Committee with skilled based members
4. A safeguarding group with skilled based members

5. A communications team with IT expertise
6. Parish staff (paid and volunteers)

Meetings of the subgroups

1. Advisory group meets fortnightly
2. Parish Leadership Team meets at least six times a year
3. Finance Committee meets six times a year, or as required
4. Building Maintenance Team meets six times a year
5. Parish staff meet regularly to execute office work plans.

