



Archbishop of Wellington

PO Box 1937, Wellington 6140, New Zealand

19 June 2018

Dear Parish Leadership Teams

One of the outcomes of the Archdiocesan Synod was a decision that “The role of lay pastoral leaders and priests is clarified, with an emphasis on collaborative ministry” (Synod Directions and Priorities 3d).

The Council of Priests has been working on clarification of the roles of priest and lay pastoral leader at its meetings this year. As lay pastoral leaders are employees they must have a job description, which needs to be flexible to allow each Parish Leadership Team to manage its ministry in the way which best suits the gifts of the team members. Apart from sacramental ministry, collaborative ministry means the same flexibility is needed in describing the role of the priest.

The Council of Priests decided that the simplest method of “clarifying the role of lay pastoral leader and priest” was to write a Terms of Reference for Parish Leadership, which would apply whatever the composition of a Parish Leadership Team, or if there was only a priest in the parish. A more generic and simpler job description for lay pastoral leaders has been developed for employment purposes.

The Terms of Reference for Parish Leadership describes the ministry to be undertaken in the parish by the people appointed by the Archbishop (priest and lay pastoral leader), leaving it over to the Parish Leadership Team to determine details of how it will be carried out. The Terms of Reference also contains statements about the canonical responsibility of the parish priest and the membership of the Parish Leadership Team. The “Duties and Responsibilities” section outlines the various forms of ministry the Team is responsible for. The Appendix contains some examples of the specific tasks which might be undertaken by members of the Parish Leadership Team, but each team can decide how best to meet the requirements of the “Duties and Responsibilities” section in its own unique circumstances.

I am attaching the Terms of Reference, and would like Parish Leadership Teams to discuss it together and relate it to their own situation. I am not seeking proposals for changes at this stage, as we will review it in one year's time.

Thank you for the work you put into collaborative ministry in our parishes. You are the people making the words a reality.

Yours sincerely in the Lord

A handwritten signature in blue ink, reading "John Cardinal Dew". The signature is fluid and cursive, with the first name "John" being more prominent and the last name "Dew" ending in a long, sweeping tail.

✠ John A Cardinal Dew
Archbishop of Wellington

Terms of Reference for Parish Leadership

1. Nature and Purpose

- a) The Parish Leadership Team appointed by the Archbishop of Wellington to provide pastoral leadership and ministry in a collaborative and co-responsible way in a parish of the Archdiocese of Wellington.
- b) In parishes where there is only a Parish Priest appointed by the Archbishop, these Terms of Reference apply and "Parish Priest" is to be substituted for "Parish Leadership Team".
- c) The Parish Leadership Team is a collaborative body and its members are mutually supportive.
- d) The Parish Leadership Team is directly accountable to the Archbishop.

2. Structure and Composition

- a) The Parish Priest, Lay Pastoral Leader, Priests in Sacramental Ministry and Assistant Priests appointed to the parish by the Archbishop make up the Parish Leadership Team.
- b) Canonical responsibility for the parish is exercised by the Parish Priest.

3. Duties and Responsibilities

- a) Each member of the Parish Leadership Team has the right:
 - to be respected;
 - to be heard;
 - to be given responsibility and enabled to lead;
 - to be encouraged to fulfil the role to which he/she has been appointed.
- b) In exercising their leadership and service of the parish to which they have been appointed, the members of the Parish Leadership Team are to reflect on Pope Francis' description of the parish:

"The parish is the presence of the Church 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. In all its activities the parish encourages and trains its members to be evangelizers. It 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." *Evangelii Gaudium* 28

- c) The members of the Parish Leadership Team are collectively responsible for the pastoral care, sacramental life, formation and missionary outreach of the parish.
- d) The specific tasks of the Parish Leadership Team members are decided by the Team according to the skills and experience each brings to the ministry. Team members are expected to work closely together in the following areas:

- i. Providing the Mass and the sacraments in accord with the law of the Church and in response to the needs of the people whose pastoral care is entrusted to the Team by the Archbishop.
- ii. Developing and sustaining life-giving and inclusive liturgy in the parish.
- iii. Orienting the parish towards mission.
- iv. Ensuring there is an ethos of prayer and spiritual growth in the parish.
- v. Working with parish groups and individual parishioners to ensure that the parish actively builds community.
- vi. Facilitating the formation of parishioners as followers of Christ, and in particular the formation of parishioners in volunteer ministries.
- vii. Providing catechesis appropriate to the various stages of the Christian life.
- viii. Providing pastoral care to individuals and families in the parish.
- ix. Facilitating good communication within and beyond the parish, and working with the Parish Administrator/Secretary to ensure the parish is efficiently administered.
- x. Working with youth and young adult ministry leaders to further develop and sustain life-giving and inclusive ministry by, with and for young people.
- xi. Implementing the directions and priorities of the Archdiocesan Synod of 2017.

Reporting

The Parish Leadership Team will report on its responsibilities to the Archbishop according to the frequency and in the form decided by him.

APPENDIX

Some examples of the specific tasks which might be undertaken by members of the Parish Leadership Team:

Liturgy

- careful planning and carrying out of Eucharistic and other liturgies, according to the Church's Liturgical Year and the needs of the parish;
- encouraging active participation in the liturgy, and the discernment and exercise of those gifts which enrich liturgical celebrations;
- acting in an official capacity, as mandated by the Archbishop, in liturgical celebrations in the parish.

Mission

- developing understanding of the centrality of social justice as part of the Christian life, and raising awareness of local justice issues;
- deepening understanding of the role of the parish and individuals in evangelization and the 'transformation of the world';
- encouraging involvement of the parish in the wider community, particularly with those who are disadvantaged.

Prayer and spiritual growth

- nurturing the spiritual life of parishioners and the parish community;
- encouraging a spirit of prayer in all aspects of parish life;
- ensuring that a variety of opportunities for prayer and reflection are available throughout the year;
- being people of prayer and attending to personal spiritual growth.

Building community

- supporting and encouraging the development of effective lay leadership;
- carrying out discernment of gifts and their exercise in different aspects of parish life;
- having sound methods for decision-making and resolving conflict, which take into account cultural differences;
- developing welcoming and inclusive relationships within the parish, and with the local community;
- having parish processes which take into account the ways and needs of different ethnic groups in the parish;
- encouraging close collaboration between the parish and the schools within the parish;
- fostering a spirit of collaboration with other parishes and with the Archdiocese.

Formation

- ensuring that parishioners with the appropriate gifts have access to the training and mentoring needed to assist them in their ministry;
- encouraging continuing study within the parish of catechetical and liturgical practice and its theological basis;
- facilitating the study of significant papal documents;
- supporting and mentoring parishioners who lead catechetical and other programmes.

Catechesis

- ensuring the provision of sacramental and catechetical programmes appropriate to the various stages of the Christian life;
- encouraging participation in parish sacramental programmes, including the participation of Catholic children attending state schools;
- encouraging participation in Marriage Preparation courses and other marriage-related courses;
- overseeing the parish RCIA programme, with particular reference to its liturgical and community dimensions;
- deepening understanding among all parishioners of the community dimension of catechesis and catechetical programmes.

Pastoral care

- enabling and encouraging others to be involved in specific aspects of pastoral care;
- providing pastoral care to individuals and families, including visiting the housebound and new parishioners, supporting the bereaved and those in crisis, and discreetly assisting those living in poverty;
- responding to the needs of those with complex personal situations related to Church teaching.

Communication

- working with the Parish Administrator/Secretary to ensure the parish is efficiently administered and there is regular communication with parishioners;
- supervising production of weekly parish bulletin and other means of communications (eg parish website);
- providing a regular report to meetings of the Parish Pastoral Council;
- keeping the Archbishop informed of major developments and issues in the parish, and liaising with Archdiocesan offices;
- serving on the Parish Pastoral Council, Parish Finance Committee, and school Board of Trustees.

Youth and young adult ministry

- understanding and promoting Tu Kahikatea –Standing Tall (NZCBC) especially the 3 goals for youth ministry:
To empower young people to live as disciples of Jesus Christ in our world today.
To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
To foster the total personal and spiritual growth of each young person.
- using a Comprehensive Model for youth ministry.
- collaborating with the Archdiocesan Young Church Ministries office.

Archdiocesan Synod of 2017

- encouraging and assisting the Parish Pastoral Council to develop a pastoral plan based on the Synod directions and priorities;
- reviewing the Team's work in various areas of its ministry to ensure the Synod directions are taken into account;
- supporting lay leadership and new initiatives in the parish, particularly those related to those who are marginalised or disadvantaged in the community.