

DIOCESE OF SALFORD



HOPE IN THE FUTURE

**A GUIDE TO SETTING UP
A PARISH SHARED
LEADERSHIP TEAM**

INTRODUCTION

Dear Brothers and Sisters in Christ,

Key to Stage 2 of Hope in the Future is the establishment of shared leadership within each parish. I am asking every parish to set up a Shared Leadership Team in the form that works best for them so that the priest(s) and laity can work together in the building up of the Missionary Parish.

This document contains some suggested models which have worked well in a range of parishes. However, these are all only advisory and the parish priest has the final decision, and responsibility must lie with him. May I encourage you to prayerfully discern which model might work best for your particular context? Could I also encourage you to ensure that there is a finance committee, as mandated by Canon Law, to advise the Parish Priest in matters pertaining to the financial affairs of the parish?

I recognise that this is, for many communities, a significant change in the way we organise our parishes but I believe that it will help us all to develop our parishes for our mission and will benefit future generations.

It might be helpful for your parish to hold a “planning and vision” session with an open invitation to the whole parish, so that all voices can be heard. This will enable people to outline their hopes, concerns and expectations and explore short and long term parish goals.

Your parish may choose your own model or a combination of the suggested models. Some parishes may wish to give the Hope in the Future parish team the responsibility of the parish leadership whilst others may wish to create a separate group, or include other lay leaders. Whatever the decision, it will be important that the structure is clearly defined

I hope that all parishes will make every effort to have a Shared Leadership Team in place by the launch of Stage 3 in October 2019. This will help priest(s) and people to share the running of each parish and will encourage true collaboration.

If you have any questions or concerns please email hope@dioceseofsalford.org.uk.

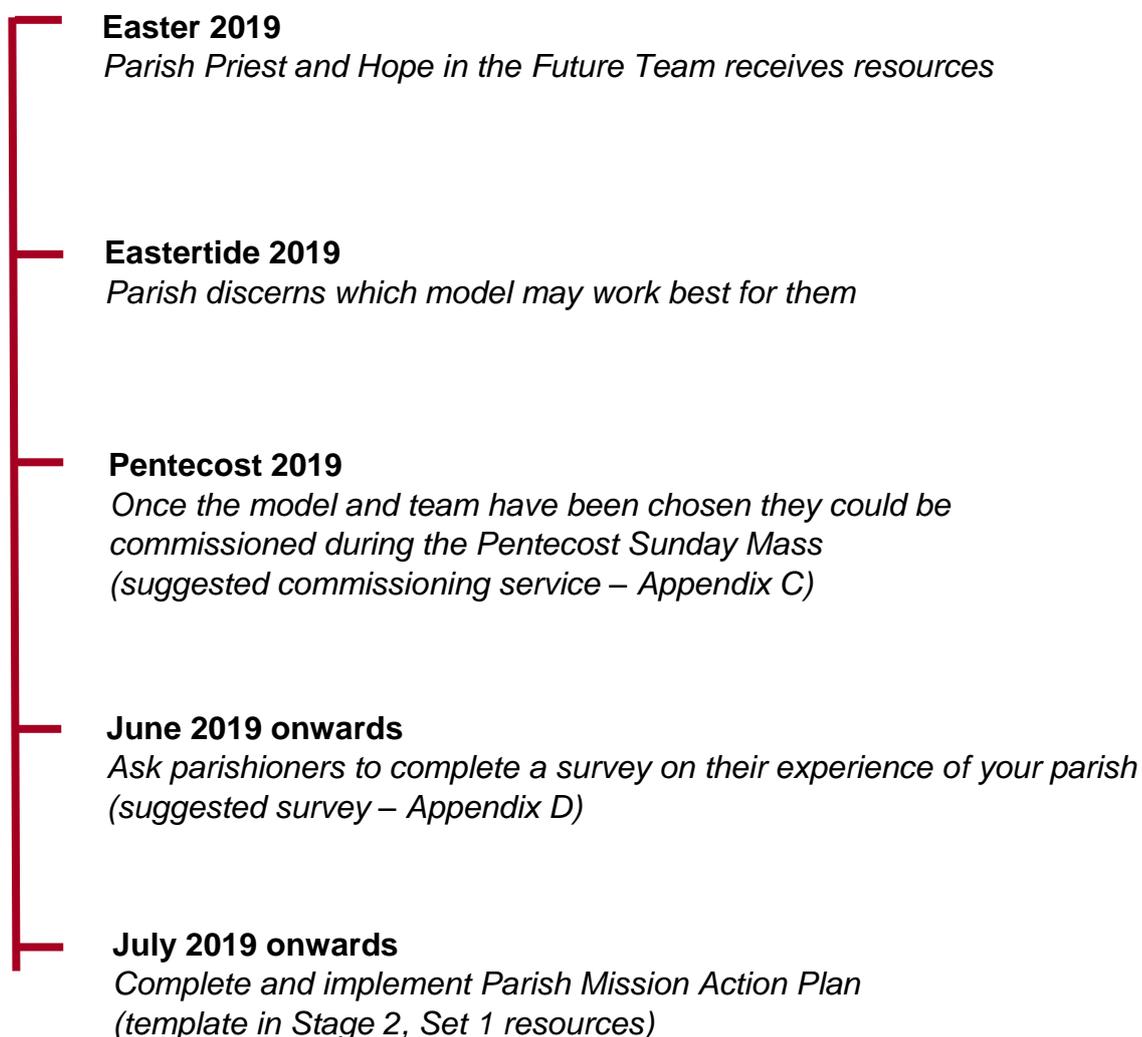
Stay with us Lord on our Journey,



+John Arnold
Bishop of Salford



A SUGGESTED TIMELINE



*“As the Second Vatican Council and successive popes have taught, the Church is not a corporation but a *communio* of the Spirit; its discipline does not come from coercion, fear, threat or persecution, but from the love of Christ, his mission, his people and his truth. This love means that leadership is always marked by respect for others, their charisms and their dignity, it always begins by presuming their good faith. Ultimately, only leadership like this can be a source of grace to the community, gathering its gifts for the service of the whole Body of Christ and struggle against evil.”*

James Hanvey SJ

FAQs

Where do we start?

Your parish may start by holding a planning and vision session with an open invitation to the whole parish to allow all voices to be heard.

This will enable parishes/parishioners:

- To outline their hopes, fears and expectations.
- To explore the different models available and place them in some context.
- To visualise what collaborative parish leadership looks like.
- To define long and short term goals for the parish.

If you require more information on how to run a planning and vision session or to enquire about a facilitator please email hope@dioceseofsalford.org.uk.

How does the Hope in the Future Team link in with this?

This will depend on your parish setting and what (if any) Shared Leadership model is already in place. The Hope in the Future Team may become the Shared Leadership Team if there currently isn't one. Alternatively the Hope in the Future team may run separately from the Shared Leadership Team with a specific emphasis on mission and evangelisation but a representative from the Hope in the Future Team should also be on the Shared Leadership Team as a channel of communication between the two groups.

How does the Lay Leadership course link in with this?

Similarly those who have been on the Lay Leadership course may become the Parish Shared Leadership Team along with the parish priest if there is no other model in place (model 2). Alternatively they could make up part of the Shared Leadership Team.

How does the Finance Committee link in with this?

Canon Law states that each parish should have a finance committee. The Parish Finance Council is a consultative body established to advise the Parish Priest in matters pertaining to the financial affairs of the parish. It works best if this is a separate committee which meets separately to the shared leadership team as at finance committee meetings budgets are set and the parish finances are explored in detail. A representative may wish to feedback to the Shared Leadership Team and the wider parish on the parish accounts in the form of a summary financial report. The Finance Committee Constitution can be found at Appendix B.

How can we be 'a listening parish'?

As your Parish Leadership Team starts to make plans for the development of the parish you may find it helpful to ask for some feedback from your parishioners. In Appendix D you will find enclosed a suggested surveys which you can photocopy. The results of this survey are for your parish use only and don't need to be returned to the Diocese, however you may wish to put your results in a report and email to hope@dioceseofsalford.org.uk as this will assist our planning. If possible, try and get a representation from across the parish (different ages, backgrounds and from the various Masses).

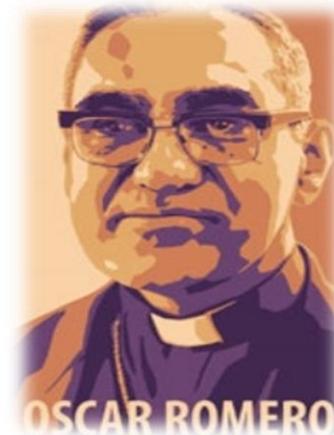
How can our Schools link in with this?

Our schools are an important part of our parish community. It is useful to have a school rep (pupil, staff or governor) on your parish leadership team. Resources and training events to develop and support school & parish links can be found here - www.dioceseofsalford.org.uk/parishes/school-links/

PRAYER REFLECTION

A Future not our own - St Oscar Romero

It helps, now and then, to step back and take a long view.
The kingdom is not only beyond our efforts,
it is even beyond our vision.
We accomplish in our lifetime
only a tiny fraction
of the magnificent enterprise
that is God's work.
Nothing we do is complete,
which is another way of saying
that the Kingdom always lies beyond us.
No statement says all that could be said.
No prayer fully expresses our faith.
No confession brings perfection.
No pastoral visit brings wholeness.
No programme
accomplishes the Church's mission.
No set of goals and objectives
includes everything.
That is what we are about.
We plant a seed that will one day grow.
We water seeds already planted,
knowing that they hold future promise.
We lay foundations
that will need further development.
We provide yeast that produces effects
far beyond our capabilities.
We cannot do everything,
and there is a sense of liberation
in realising that.
This enables us to do something,
and to do it very well.
It may be incomplete,
but it is a beginning,
a step along the way,
an opportunity for the Lord's grace
to enter and do the rest.
We may never see the end results,
but that is the difference
between the master builder and the worker.
We are workers, not master builders,
ministers, not messiahs.
We are prophets of a future not our own.

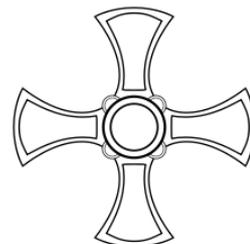


"Leadership in a Church of communion...needs to be seen in relational terms. It is not just a role or position, or a set of tasks. A leader who intends to express and build communion does propose plans and make decisions, and still holds ultimate responsibility, but includes people as far as possible in developing a vision, forming plans and making decisions. This requires a particular style of relation to people which is as consultative as possible."

The Sign We Give (Catholic Bishops Conference of England and Wales, 1995)

MODEL 1 – PARISH ADVISORY AND CO-ORDINATION TEAM

Used by Fr Chris Gorton & St Cuthbert's Parish, Bolton



How is the group recruited?

- One way is to have a parish census and ask parishioners which area of parish life they feel drawn to contribute to and if they would be prepared to be a coordinator for this particular area if chosen.
- The parish priest, with help of two or three parishioners looks at the responses and chooses people based on the forms and other information and factors e.g. representative balance from different parts and backgrounds within the parish.
- Another way is to call a series of meetings and bring together all those involved in different areas of parish life and then discern in a similar way.
- It is not an elected body.

How do the meetings run?

Once every two months there is a whole group meeting chaired by one of the parishioners. After opening prayer, apologies, and opening comments from parish priest, each person gives some feedback on their particular area of responsibility with opportunity for discussion. Other items are discussed that affect the whole parish. The other month each member of the group has a half hour meeting with the parish priest to discuss that area of parish, share ideas, thoughts of how best to support and develop. Very important and often productive meetings. Generally lines of communication are kept open so emails and post can be redirected to the right person to deal with.

How many people are in the group and what are their roles?

Around 12/13 covering different areas of parish life:

- Buildings
- Children
- Churches Together / inter faith dialogue
- Finance
- Hope in the Future
- Liturgy
- Music
- Outreach
- Pastoral
- Prayer
- Safeguarding (advisory role – not to share confidential information in this meeting)
- Social
- Young people

How often do they meet and for how long?

Whole group meetings once every two months lasting two hours.
Individual meetings half an hour each every other month.

What are the group's responsibilities?

To co-ordinate the people and activities in their particular area of parish life.

How long can people remain in the group?

Preferably after two years there should be a swap over year and then people replace themselves.

MODEL 2 – PARISH LEADERSHIP TEAM

Used by Canon John Dale & Holy Trinity, Worsley



How is the group recruited?

- Parish Priest chooses the team from personal knowledge of the parish with three main areas of responsibility in mind – safeguarding (advisory role), formation, administration & finance.
- The Leadership Team is made up of two lay leaders (who have completed the training provided for the Bolton/Salford Deaneries) from the three churches.

How is the wider parish involved?

At the start of the amalgamation process all three churches were invited to an open parish assembly (facilitated by Sr Catherine Darby). After a time of prayer and opening remarks from the parish priest parishioners were invited to choose one of the six key areas below they felt called to. Each of the groups was chaired by a lay leader who explained the remit of each subgroup and each group discussed ideas and short term/long term goals and fed back to the wider group. This involved over 70 people so people felt listened to and included. It also helped in bringing the new parish together, allowed people to get to know each other and express any concerns about the future.

How do the meetings run?

Lay leaders collaborate with the parish priest in key areas of the parish as well as discussion on wider whole parish issues.

How many people are in the group and what are their roles?

Six lay people plus the parish clergy.

How often do they meet and for how long?

Every six weeks for two hours.

What are the group's responsibilities?

- Finance & Administration
- Safeguarding (advisory role – not to share confidential information in this meeting)
- Outreach (youth, refugees, homeless etc)
- Formation (catechesis, sacramental programmes etc)
- Liturgy (readers & Eucharistic ministers training & rotas, music, liturgical calendar)
- Social Events
- Communications (website, newsletter)

How long can people remain in the group?

It is advised that a new team is formed every two years to share the responsibility and to allow others to be involved.

MODEL 3 – SENIOR LEADERSHIP TEAM (SLT)

Taken from *Divine Renovation* (Fr James Mallon) and used in a number of DR Parishes worldwide



8 steps to creating a SLT

- 1) Realise that you can't do it on your own, there is a better way.
- 2) Seek wise council and get help. Discern who would be best on your team. There should be a balance of strengths, personalities and backgrounds. Another tool to forming a balanced team is to ask: i) are they more of a people or task person ii) When they work with others do they tend to ask or tell? The four balanced styles are: Analytical, Amiable, Driver & Expressive.
- 3) Make a decision - collectively help make the best decisions for the parish.
- 4) Choose your people - 4 non-negotiable - i) Unanimity of vision ii) Balance of strengths iii) Healthy conflict and trust iv) Vulnerability.
- 5) Tell them what they are committing to, the expectations. Each member should be Faithful, Available, Contagious, and Teachable (FACT).
- 6) Start - pick times and dates and jump in. Try to keep meetings regular and put in the diary a year in advance.
- 7) Have great meetings. Have fun and don't worry about healthy conflict.
- 8) Support the people on your leadership team.

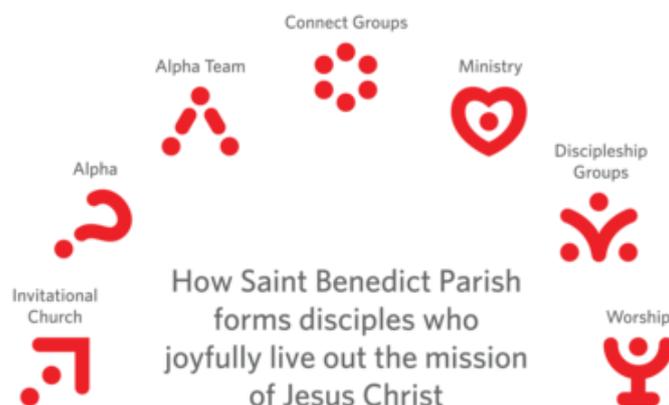
How many people are in the group and what are their roles?

- Made up of between 4 and 6 members (including Parish Priest).
- Responsible for strategically driving forward the Parish Vision and empower subgroups to thrive in their ministry.
- Based on the principle 'TEAM - Together Everyone Achieves More' and the realisation that the priest can't do it alone.
- Uses the Clifton Strengthsfinder (www.gallupstrengthscenter.com/) to review your team and put into 4 areas (executing, influencing, relationship building & strategic thinking).
- Listen to the parish – find out their experience of the parish and ideas for the future. This will help in developing a vision statement and making a 'game plan'.

How often do they meet and for how long?

- Meet each week for around 2 hours.

More information at www.divinerenovation.net/ or *Divine Renovation Guidebook*



THE GAME PLAN

MODEL 4 – PARISH PASTORAL COUNCIL



*Used by Fr Andrew Pastore SI & St Vincent de Paul Parish, Over Hulton
(with some lay leaders and non elected members)*

How is the group recruited?

The parish priest can decide upon the appropriate method of selecting members that is suited to their own particular situation. Some of these options include:

- Elections by the parish community
- Nomination and discernment
- Selection of representatives from parish organisations
- Selection by the parish priest in consultation with the present council members
- Persons who have completed the lay leadership course & take on a specific responsibility

How do the meetings run?

The parish priest convokes the meeting. The chairperson prepares the agenda and facilitates the meeting but does not have executive powers in the parish. The agenda for each meeting will be finalised by the secretary, chairperson and the president of the Council and should be circulated to Council members in advance of the meeting, together with any notes or other relevant material required. Minutes of the meeting will be circulated at an agreed time after the meeting has taken place. A period of time should be set on the agenda for prayer and reflection.

How many people are in the group and what are their roles?

Between 9 to 12 members. There must be a president (parish priest), chairperson (elected by the council) and secretary (responsible for circulating minutes and agendas). Additional committees may be set up to focus on liturgy, pastoral works and social events and fundraising.

How often do they meet and for how long?

Some parishes may wish to meet monthly while others may choose less frequent meetings. The minimum requirement for meeting is four times a year. Meetings can be between 1 and 2 hours.

What are the group's responsibilities?

- Fostering the sacramental, liturgical and prayer life of the parish.
- Supporting marriage and family life.
- Enabling the lay faithful to carry out their particular vocation of shaping society in accordance with the Gospel.
- Strengthening commitment to social justice and caring for the poor and marginalised.
- Encourage the leadership in initiatives reaching out to young people and engaging them in their journey of faith.
- Look for ways of welcoming new members into their communities to ensure that people of different nationalities and cultures find their place in the liturgy and parish life.
- Addressing creatively the particular social challenges of the parish and ensuring that the parish community is sensitive to the needs of all.
- Prayerfully discovering the needs of the parish and involving everyone in a response.
- Enabling the baptised to discover their call as Disciples of Christ.
- Providing the necessary structures that will marry the needs of the parish with the many gifts and resources of the community.
- Ensuring that all voices within the parish and the wider community are heard and respected.
- Reviewing the life and activities of the parish so that these are seen to foster the Mission of the Church.

How long should people remain in the group?

All members of the Parish Pastoral Council are to have terms of office. Ideally the term should be no shorter than two years and no more than four years initially, with the possibility of reappointment for one or more terms, according to the needs of each parish. If this is the case then it needs to be stated how many times the person may be reappointed the period of time in between appointments also needs to be stated. The parish might consider having staggered terms to maintain a minimum of stability and efficiency.

APPENDIX A - PASTORAL COUNCIL EXAMPLE STATUTES

INTRODUCTION

Canon 536 states:

After the diocesan bishop has listened to the presbyteral council and if he judges it opportune, a pastoral council is to be established in each parish; the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity. A pastoral council possesses a consultative vote only and is governed by norms determined by the diocesan bishop.

Following the Second Vatican Council's call to all Christians to exercise joint responsibility for the life and ministry of the Church, the Parish Pastoral Council is the forum for the effective participation of clergy and laity in the mission of the parish which is the mission of the Church and the mission of Jesus. The rights and duties of lay persons to participate in a Parish Pastoral Council are founded in the graces received in baptism and confirmation and, consequently, in their shared responsibility for evangelisation in the Church. Accordingly, the council must be strongly committed to a spirit of consultation and consensus.

The Parish Pastoral Council is a planning body with short and long term goals to foster and enhance the quality of parish community life in the light of the Gospel message. A Parish Pastoral Council, united with the parish priest, provides an effective way for the people of God to hear God's word spoken through fellow Christians.

*Father Andrew Pastore
Parochial Administrator*

THE PARISH PASTORAL COUNCIL OF THE PARISH OF ST VINCENT DE PAUL HAS THE FOLLOWING PURPOSES;

1. To collaborate with the parish priest/parochial administrator in the mission of the parish so that the pastoral welfare of all in the parish community may be promoted as effectively as possible and community life promoted and enhanced;
2. To provide a forum for hearing the views and proposals of members of the parish community in all that concerns the life and mission of the parish;
3. As a planning body, to study the life and activity of the parish, research its needs, and establish short and long term goals to enable the parish to be faithful to its mission;
4. In accordance with the norm of law, the council has a consultative vote; its role is to collaborate with the parish priest in an advisory capacity in the mission of the parish. However, while the parish priest is not bound to follow the advice given by the council, even if it is unanimous, nevertheless he should not act against their advice, especially if it is unanimous, unless there be a reason which in his judgement is overriding (cf. canon 127,§2,2°).

The following matters shall be considered as falling within the competence of the council:

1. Fostering an identity with the local Church

In collaboration with the parish clergy, to foster within the parish community a genuine and lively sense of being a part of the local Church of Salford, through which the parish is inserted into the life of the universal Church;

2. Liturgical

To encourage the participation of all in the parish in the liturgical life of the community and to ensure that a liturgical committee be established;

3. Sacramental Programme

With the parish priest to co-ordinate the sacramental programme for children in the parish, together with our feeder Primary Schools.

4. The Catechumenate

Where the catechumenate programme has been established in a parish, to collaborate with the parish priest in implementing a programme for the reception of adults into the Church;

5. Evangelisation

In collaboration with the parish priest and under his direction, to plan regular classes for the ongoing instruction of the faithful and those wishing to be received into full communion with the Church;

6. Apostolate to the Unchurched

To seek effective ways of making contact with lapsed Catholics and the "unchurched" living within the parish community;

7. Small Faith Sharing Groups

In collaboration with the relevant parish committee, to encourage and facilitate the establishment of basic Christian communities/small faith sharing groups in the parish;

8. Family Life Apostolate

To collaborate generally with the parish family life group in strengthening family life in the parish, in planning parish-based programmes for those preparing to marry and in organising support programmes for newly weds, for the widowed, divorced and any single parent family;

9. Social Apostolate

To collaborate generally with various societies and groups in the parish such as the St Vincent de Paul Society, the home visiting group and the caring group, in seeking ways of rendering assistance to the poor and needy on a regular basis, in ensuring that all newcomers to the parish are formally welcomed, and that the sick, the infirm and the aged are regularly visited;

10. Youth Apostolate

To plan programmes and activities specifically for fostering the spiritual welfare of the youth in the parish;

11. Community and Fund-Raising Activities

To organise social functions to help foster a sense of community, and support the parish in fund-raising ventures;

12. Vocations

Together with the parish priest and other parish clergy and religious in the parish, to work towards the fostering of vocations to the priesthood, religious life and the dedicated lay apostolate;

13. Ecumenism

To foster an outreach to members of other Christian Churches as well as those of non-Christian faiths with a view to developing a better understanding and to promoting common projects within the community, especially for the needy and deprived;

14. Additions to and Maintenance of Existing Immovable Property

Together with the parish priest and the parish finance committee, to consider proposals for any major building or major repair/renovation programme in the parish. The final decision, however, must always rest with the parish priest, having heard the parish finance committee in accordance with the norm of law.

MEMBERSHIP OF THE PARISH COUNCIL

Membership of the council shall consist of the parish priest, together with the following:

- the assistant priest(s) and the parish deacon(s) who shall be *ex officio* members;
- those parishioners nominated by members of the parish (2 to 6 members);
- the parish priest is to determine the number of elected members bearing in mind the size of the parish and its particular needs;
- one representative each for approved parish associations;
- one representative of each religious and secular institute based in the parish;
- those parishioners freely appointed at the discretion of the parish priest (2 to 6 members);
- the parish priest is to determine the number of freely appointed members bearing in mind the size of the parish and its particular needs;
- the council may co-opt any other person(s) for a specific purpose for a period not exceeding its own term of office; such co-opted members are not entitled to a vote on the council;
- at the end of each term of office the council will evaluate whether membership of the council meets the current or future needs of the parish.

ELIGIBILITY TO NOMINATE, TO VOTE AND TO HOLD OFFICE

A Catholic who resides within the territory of the parish or is resident elsewhere and whose regular place of worship is the parish, shall be deemed a parishioner.

Any parishioner who has completed his/her sixteenth birthday, has received the sacrament of confirmation, and enjoys a good reputation shall be eligible for nomination and election to the Parish Council.

Any parishioner who has celebrated his/her sixteenth birthday and has received the sacrament of confirmation shall be eligible to nominate candidates for the council and to vote.

Disputes concerning the eligibility to nominate or vote for members of the council, or to be nominated for election or elected to the council, shall be resolved by the parish priest.

NOMINATION AND ELECTION

For valid nomination, all that is required is that a parishioner be nominated by a fellow parishioner and seconded by another. There is to be no limitation to the number of parishioners who may be nominated as candidates for election to the council.

The election which is to be conducted by secret ballot at the weekend Masses on a designated date will be subject to the supervision of the parish priest.

OFFICERS

The officers of the council shall be the president, the chairperson, the vice-chairperson and the secretary. They shall constitute the executive of the council. The parish priest shall be the president of the council. He shall preside over the council and, in consultation with the other officers of the council, shall convoke it and prepare an agenda for the meeting.

The chairperson, the vice-chairperson and the secretary shall be elected by the members of the council by simple majority.

The chairperson shall chair meetings of the council and facilitate its smooth functioning.

The vice-chairperson shall fulfil the role of the chairperson in his/her absence.

The secretary shall notify all members of scheduled meetings of the council, record the proceedings, distribute the minutes, maintain the records of the council, and be responsible for any necessary correspondence.

TERMS OF OFFICE

Ex-officio members of the council, i.e. the assistant priest(s) and parish deacon(s) shall be *ex officio* members of the council as long as they retain their pastoral assignments to the parish.

Elected and appointed members of the council shall have a three-year term and shall be eligible respectively for re-election or re-appointment for one further period of three years. A three-year period should elapse them prior to any further re-election or re-appointment.

Notwithstanding this, should any member have a special expertise, he/she may be co-opted to serve on the council.

Representatives of religious and secular institutes shall have a three-year term of office and shall be eligible for only one further period of three years.

VACANCY

The vacancy of an elected member's seat on account of resignation, death, permanent departure from the parish or dismissal, shall be filled either by the parishioner who received the next highest number of votes in the election or through a by-election, at the discretion of the executive of the council.

The vacancy of an appointed member's seat on account of resignation, death, permanent departure from the parish or dismissal, shall be filled with an appointment by the parish priest for the unexpired portion of the term, should he deem it expedient.

The vacancy caused by the resignation, death, permanent departure from the parish or dismissal of a representative of a religious or secular institute shall be filled by another representative nominated by the respective institute for the unexpired portion of the term.

MEETINGS

The council shall meet at least once a quarter and at any other time at the request of the chairperson in consultation with the other members of the executive.

As far as possible, at least seven days notice of any meeting is to be given to members.

A simple majority of the members of the council (i.e. half of the membership plus one) shall constitute a quorum. Where possible the Parish Priest should be present.

Any parishioner who indicates a desire to attend a meeting of the council is to be admitted, subject to the condition that he/she is not eligible to vote.

SUSPENSION OR DISSOLUTION OF THE COUNCIL

The bishop may suspend the activities of the Parish Pastoral Council or dissolve it at any point if he wishes.

If, for any reason, a simple majority of the members of the council tender their resignation at the same time, the council shall be deemed dissolved; in such circumstances, the parish priest, in consultation with the chairperson of the outgoing council, shall and without undue delay, initiate a process for nomination of candidates for a new council and then arrange for an election.

DISMISSAL OF A COUNCIL MEMBER

Having heard the parish priest, the council member concerned and any other member of the council, the bishop may, after careful consideration, dismiss a member of the council if, in his opinion, the member is not fulfilling his or her role as specified in these Statutes, i.e. *“to collaborate with the parish priest in an advisory capacity in the mission of the parish,”* or if the member concerned has become a source of disunity in the council.

The decision of the bishop to dismiss such a member of the council is final.

REVIEW OF STATUTES

These statutes will be reviewed annually by the Parish Council and accepted at the annual Parish meeting.

APPENDIX B – PARISH FINANCE COMMITTEE CONSTITUTION



The Parish Finance Committee Constitution

1. Definition

- a. The Parish Finance Council is a consultative body established to advise the Parish Priest in matters pertaining to the financial affairs of the parish.

Canon 537:

“In each parish there is to be a finance committee to help the parish priest in the administration of the goods of the parish, without prejudice to can. 532. It is ruled by the universal law and by the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful selected according to these norms”.

Canon 532:

“In all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with cann. 1281-1288”.

2. Competence

- a. The Parish Finance Committee exists in order to assist, support and advise the Parish Priest in the sound administration of the temporal goods of the parish. The Parish Priest is personally accountable to the Bishop and the Trustees of the Diocese, and his personal responsibility cannot be transferred to the Committee. The Parish Priest can, however, be fittingly helped in these matters through the generous collaboration of parishioners, with their expertise, support and advice brought together in the Parish Finance Committee. This sound assistance will be greatly valued.
- b. Members shall have available to them a copy of any Diocesan administration guidelines, the latest completed Parish Financial Return, the parish budget, and a copy of the Parish Finance Committee Constitution. Such information must be received and given in a spirit of confidentiality and prudence.

3. Structure

a. Membership

The Parish Finance Committee shall be comprised of approximately five reputable people who are knowledgeable and skilled in financial matters and known for their prudent judgement. The committee should meet at least quarterly. Membership shall be by invitation and appointment by the Parish Priest.

b. Terms of Office

Members of the Parish Finance Committee shall be appointed for up to five years. They may resign but another person must be appointed to take their place for the remainder of the term.

c. Officers

- (i) The Parish Priest presides over the meeting and receives the Committee's proposals.
- (ii) One person should be nominated as Secretary, and will be required to keep a Minute Book and to assist in co-ordinating the work of the Committee, in preparing for meetings and in implementing those proposals of the Committee, which have been accepted and ratified by the Parish Priest.
- (iii) Committee members are not subject to liability either individually or corporately.

d. Quorum

A Quorum for meetings is the Parish Priest and three committee members.

4. Duties of the Committee

The Parish Priest is obliged to administer parish goods, according to Church Law as found in Canon 1281-1288. The Parish Finance Committee assists the Parish Priest in fulfilling the following responsibilities:

a. Accounts

- (i) To monitor the parish financial situation by regularly reviewing income and expenditure, preferably against an annual budget, to ensure that the parish operates within its means.
- (ii) To ensure that the Annual Financial Return is prepared and submitted to the Diocese accurately and on time.
- (iii) To prepare and publish an Annual Financial Statement and Report for the members of the parish community.
- (iv) To evaluate, make recommendations and coordinate parish fund raising activities including planned giving.
- (v) To develop a plan for the financing of necessary repairs, renovations and purchase of equipment.
- (vi) To develop a plan for the systematic repayment of any parish debt.
- (vii) To implement all Diocesan policies relative to financial matters.
- (viii) To comply with all the appropriate requirements of Canon and Civil Law.

b. Property

The Committee shall assist the Parish Priest to:

- (i) Prepare an inventory of Parish furniture and equipment and other items in parish properties including the Presbytery. On completion, an updated copy is to be sent annually to the Diocesan Finance Office.
- (ii) Arrange for any valuable items belonging to the Parish to be photographed as a record for insurance purposes, and if any item is thought to be worth more than £10,000 having it professionally valued.
- (iii) Observe his obligation to ensure that details of all legacies are notified to the Diocesan Trustees through the Financial Secretary of the Diocese.

6. Relationships

a. With the Parish Priest

- (i) The relationship between the Parish Priest and the Committee is one of support and collaboration.
- (ii) The Parish Priest shall consult the Finance Committee about any non-routine expenditure.
- (iii) The Finance Committee shall be encouraged to comment upon any possible economies, so that they may genuinely share in the responsibility for the parish finances for the benefit of the parish.

b. With the Parish

In fulfilling its responsibilities the Parish Finance Committee must be directed by the values of the Gospel as well as by good business practice. Efficient and effective use and management of parish resources must be measured as much by their contribution to parish mission and ministry as by commonly accepted business standards.

For more information of support please contact:

Department for Finance and Administration
Cathedral Centre, 3 Ford Street, Salford, M3 6DP

Email: finance@dioceseofsalford.org.uk

Tel: 0161 817 2203

Fax: 0161 372 9991

Web: www.dioceseofsalford.org.uk/services/finance-and-admin/

APPENDIX C – COMMISSIONING SERVICE

This suggested commissioning service could take place on Pentecost Sunday as part of the Mass or on another date outside Mass.

Opening Prayer

O God, the giver of every perfect gift, by the grace of baptism, you adopt us as your own and call us to your service. Strengthen us by your Holy Spirit to live the Gospel we have embraced. Deliver us from self-seeking and cause us to work for the common good. Keep us loyal to Christ in all we set out to accomplish that the praise and glory may be yours alone. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, God for ever and ever. Amen.

Presentation of the Candidates

The presider invites the members of the leadership team to come forward.

Dear friends, these members of our parish have been selected to act as an advisory body to the pastor of this parish community. In sharing their gifts and wisdom, they have the pastoral needs of this entire faith community at heart. Let us pray for their perseverance in this important service.

The presider addresses and questions the leadership team:

My brothers and sisters, you are called to a most important work in our community. Your duty is to foster the pastoral activity of this parish, to help all of us to grow in faithfulness of the Gospel, to be the disciples of Christ that we are called to be. Because of your knowledge and competence you have been chosen to share your insights with one another, with your pastor and the whole pastoral team, for the well-being of the entire parish and the building up of the kingdom of God. Therefore, I ask you, are you willing to

share your insights honestly, with courage and with mutual respect?

Each member responds:

I am.

Presider:

Are you committed to work together with openness to the needs of every member of this parish community?

Each member responds:

I am.

Presider:

Will you strive to make prayer a part of your daily life, ensuring that in all deliberations we are open to the grace of the Holy Spirit?

Each member responds:

I am.

Presider:

Ever-living God, you have chosen us to be your beloved people, and have gathered us to live in this parish of *N.* to proclaim the Gospel of Christ to all people and to love and serve you in word, worship, and work. Bestow your ✠ blessing upon these members of our shared leadership team and let their deliberations be pleasing to you. May your Spirit enlighten their minds and guide their actions that they may be renewed in faith, united in love, and bring to fulfilment the work of your Church for the honour and glory and for the benefit of all your people. Blessed are you Lord God, for ever and every. Amen

APPENDIX D – ‘A LISTENING PARISH’ SURVEY



PARISHIONER SURVEY

Are you? Male Female

Are you aged?

- Under 11
- 11 – 16
- 17 – 25
- 26 - 39
- 40 - 65
- 65 +
- Prefer not to say

What is your current situation?

- I work/in training
- I am at school/college/university
- I am retired
- I am unemployed/unable to work
- Prefer not to say
- Other – Please indicate here:

Which of the following statements apply to you? (Please tick all answers that apply)

- I am baptised Catholic
- I have made my first Holy Communion
- I have been confirmed into the Catholic Church
- I consider myself to be a practising Catholic
- I consider myself to be a practising Christian other than Catholic
- I belong to a faith other than Christianity
- I consider myself to be a religious/spiritual person but do not belong to any organised religion
- I do not consider myself to be a religious/spiritual person
- I prefer not to say
- Other – Please explain here:

How often do you attend Mass?

- Daily
- A few times a week
- Every week (Saturday vigil/Sunday)
- Once a month
- A few times a year
- Never

Why do you go to church? (Please select all answers that apply)

- I enjoy the Mass
- I like being part of a Catholic Community
- I feel that I have to go because my family expects it
- I feel welcome there
- I feel uplifted by the experience

I like to worship with other people

I feel that it is a duty or obligation

I prefer not to say

Other – Please explain here:

On a scale of 1-5 how involved are you in your parish? (please circle)

Not Involved 1 2 3 4 5 Very involved

On a scale of 1-5 how valued for you feel in your parish? (please circle)

Not valued 1 2 3 4 5 Very valued

How could your parish make you feel more included as part of the community?

What could the parish do to make the faith come to life?

What do you like about the Catholic Church?

What do you not like about the Catholic Church?

What do you like about your Parish?

What do you not like about your Parish?

What suggestions do you have to improve your Parish?

How can you help your Parish?

Does the parish support parents and families? How could it support them more?

ADDITIONAL SUPPORT

The team at the Cathedral Centre are available to assist with the mission of our 122 parishes and 208 schools. The centre is home to the departments of Finance and Administration, Formation, Caritas, Education, Communications, Safeguarding and the Diocesan Chancery and Tribunal. Also based at the Cathedral Centre is a café and bookshop and you are more than welcome to visit.

Address: Cathedral Centre, 3 Ford Street, Salford, M3 6DP
Tel: 0161 817 2222 **Email:** reception@dioceseofsalford.org.uk

Finance: Ruth Turley

ruth.turley@dioceseofsalford.org.uk

Legal affairs: Edward Nally

edward.nally@dioceseofsalford.org.uk

Administration & Personnel: Patrick O'Dowd

patrick.odowd@dioceseofsalford.org.uk

Property: John Corrigan

john.corrigan@dioceseofsalford.org.uk

Chancery/Tribunal: Fr Christopher Dawson

christopher.dawson@dioceseofsalford.org.uk

Communications: Rachel McGee

rachel.mcgee@dioceseofsalford.org.uk

Archives: Paul Carr

archives@dioceseofsalford.org.uk

Safeguarding: Dawn Lundergan

dawn.lundergan@dioceseofsalford.org.uk

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education@dioceseofsalford.org.uk

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info@caritassalford.org.uk

Formation: Fr Paul Daly

paul.daly@dioceseofsalford.org.uk

Liturgy: Fr James Manock

james.manock@dioceseofsalford.org.uk

Youth Ministry: Lorraine Leonard

lorraine.leonard@dioceseofsalford.org.uk

Hope in the Future: John Griffin

john.griffin@dioceseofsalford.org.uk

**Parish Mission & Youth Ministry:
Fr Chris Gorton**

christopher.gorton@dioceseofsalford.org.uk

Spiritual Formation: Fr Joe Gee

joseph.gee@dioceseofsalford.org.uk

Catechesis: Fr Christopher Lough

christopher.lough@dioceseofsalford.org.uk

Marriage & the family: Fr Andrew Pastore

frandrew@schoenstatt.org.uk

Dialogue: Fr Peter Hopkinson VG

peter.hopkinson@dioceseofsalford.org.uk

Vocations: Fr John Hitchen

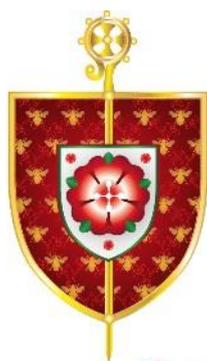
john.hitchen@dioceseofsalford.org.uk

Bishops Office: Marie Sartini

marie.sartini@dioceseofsalford.org.uk

As a Diocese we will be providing:

- Short video clips on Shared Leadership Models.
- Training Days.
- A team of facilitators to accompany your parish in setting up and developing your shared leadership team (please get in touch if you would benefit from this or if you would like to become a facilitator. Training will be provided).



DIOCESE OF SALFORD

To share your ideas/feedback or for further information/support contact:

Hope in the Future, Department for Formation
Cathedral Centre, 3 Ford Street, Salford, M3 6DP

Tel: 0161 817 2214 | 07741 147 496

Email: hope@dioceseofsalford.org.uk

Web: www.dioceseofsalford.org.uk/parishes