



PARISH CONSTITUTION

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PREAMBLE

The Catholic Parish of Our Lady of Fatima, Peakhurst was established on 12 May 1966 and Fr Joseph O'Shea was appointed as the first Parish Priest. The parish church was opened on 13 October 1968.

In November 1986, Cardinal Clancy informed the Parish that a new Parish Priest, Fr Ray Gatt, would be appointed for two years with the special brief of assisting the Parish to become a self-reliant community which would not have the services of a resident Parish Priest. The Parish would then be annexed to another parish whose Parish Priest would also be our Parish Priest who would be responsible for providing overall administration of the Parish, Mass and the Sacraments. Peakhurst Parish would continue to be a separate and identifiable parish and parishioners would be responsible for the non-priestly servicing of the community through the establishment of appropriate structures, ministries and programmes involving leadership on the part of some parishioners. The Parish was thus empowered by the words of Cardinal Clancy... "I am asking you to blaze a path along which many other parishes are expected to follow in the years to come."

A new style Pastoral Council and Pastoral Team was established in 1987 and in April 1988 Fr Paul Jacobs was announced as the first non-resident Parish Priest. A small team of committed parishioners was involved in drafting the Foundation Constitution of the Parish, which provided direction for the community.

In August 2000 Fr John Crothers was appointed to the role of non-resident Parish Priest on Fr Paul's retirement. In November 2016, Fr John retired and at the end of January 2017 the Missionaries of God's Love (MGLs), a Roman Catholic religious congregation established in Canberra in 1986, assumed responsibility as non-resident priests for the parish with Fr Steve Fletcher as the Administrator until Fr Chris Ryan was able to take up his appointment as non-resident Parish Priest at the end of 2017.

In 2018 the Parish Leadership Team commenced discussions about developing a new Constitution as the Foundation document no longer met the needs of the Parish in today's world and a number of aspects needed to be clarified.

In September 2018, a Constitution Working Party was established, who researched and drafted a new Constitution and, as part of the process, consulted extensively with the Parish Priest, Parish Leadership Team, Ministry Leaders and parishioners.

At the Annual Parish Meeting on 27 October 2019, the Parish accepted the draft Constitution for implementation.

CONSTITUTION OF OUR LADY OF FATIMA PEAKHURST PARISH

Part A - Constitution Statement

1 INTRODUCTION

1.1 Purpose

The purpose of this Constitution is to provide guidelines to assist the Parish of Our Lady of Fatima to fulfil its role as a community in which people encounter Christ through evangelisation, faith formation, in the celebration of the sacraments, in the provision of care and service to others, and in fellowship with other parishioners.

The Constitution reflects the Parish as a dynamic community of people searching for and living the message of Christ. As such, it is never meant to be definitive. It is envisaged that as different needs of the Parish arise, this Constitution will be reviewed and amended to best respond to those needs for the good of the Parish community.

The Constitution is meant to serve all parishioners. It is therefore, meant to be a simple straight forward document which is available to, and able to be understood by, all parishioners.

The initiative for development of or change to the Constitution rests with every parishioner. The responsibility for amendments to the written document lies with the Leadership Team (LT) in consultation with the Parish Priest (PP) who has ultimate authority on matters involving the interpretation of the Constitution.

1.2 Nature of the Parish

The Parish of Peakhurst, like all parishes, is a distinct canonical entity.

Like many parishes now, the PP is non-resident and is also PP to another canonically separate parish in which he resides.

The conditions of the appointment of the non-resident PP are at the prerogative of the Archbishop of the Archdiocese of Sydney.

The non-residence of the PP is complemented by a vigorous lay involvement expressing itself in different lay ministries within the parish community.

2 PARISH PRIEST

- 2.1 The PP has all the responsibility of full ministry to this Parish as required by Canon Law.
- 2.2 The PP has all the Canon Law rights and obligations with respect to the finances of the parish including the responsibility to ensure that the parish is financially independent and self-funding. This includes ensuring that a Parish Finance Committee (PFC) exists to assist and advise in the financial administration of the parish.
- 2.3 The PP is expected to seek prudent advice from the parishioners. He is accountable to the parishioners for the way in which he administers the Parish. The parishioners have a right to express their views and a duty to support the PP in his endeavours for the good of the Parish.
- 2.4 The PP supports the operation of a LT to provide advice and assistance in administering the activities of the Parish.

- 2.5 The PP bears ultimate responsibility for each of the lay ministries that are created to support the functioning of the Parish.

3 LEADERSHIP TEAM

- 3.1 The LT operates as a consultative body to assist the PP in the provision of opportunities to enrich the faith and pastoral experiences of the parishioners.
- 3.2 The LT exists to propose and facilitate the implementation of pastoral initiatives that respond to the needs of the Parish community.
- 3.3 The operation of the LT is set out in the attachment 'Guidelines For The Operation of the OLF Leadership Team'.

4 PARISH FINANCE COMMITTEE

- 4.1 The PFC is a mandated body, under Canon Law, that has an advisory and consultative role with the PP of the Parish.
- 4.2 The PFC is to work closely with the PP assisting him in meeting the obligations for the administration and stewardship of the finances and temporal goods of the parish. The PP is accountable to the Parish in relation to his administration of the Assets.
- 4.3 The PFC, through its PP, is accountable to the Parish and the diocesan Bishop for its administration of the Assets.
- 4.4 Whilst it is a separate and distinct body from the LT, members of the PFC are expected to work in cooperation with the LT in the best interests of the Parish.
- 4.5 The operation of the PFC is set out in the attachment 'Guidelines For The Operation of the OLF Parish Finance Committee'.

5 LAY MINISTRIES

- 5.1 A lay ministry is any group of parishioners who conduct a clearly identifiable, non-priestly activity within the Parish.
- 5.2 Lay ministries may originate from the initiative of the PP, the LT or the parishioners themselves. However, their recognition as a ministry comes only from the PP.
- 5.3 By virtue of their Baptism parishioners are called to bring Christ to the people as they carry out their work within ministries.
- 5.4 The leaders of lay ministries will meet with the LT at a Ministry Leaders Forum at least once each year.
- 5.5 Lay ministries will meet as required to effectively carry out the functions of that particular ministry.
- 5.6 The operation of the Lay Ministries is set out in the attachment 'Guidelines for the Operation of Lay Ministries'.

6 PARISH MEETINGS

Annual Parish Meeting (APM)

- 6.1 The APM will be held between the 1st September and the 31st October each year.
- 6.2 The date for the APM and vacant leadership positions will be advertised in the Parish bulletin, Mass notices and on the Parish website and social media account at least twenty-eight (28) days prior to the meeting. Items for the agenda will also be advertised.
- 6.3 A report from the LT will be given at the APM.
- 6.4 Those eligible to vote at the meeting shall be those who regularly attend Mass in the parish and who are over 18 years of age.
- 6.5 A quorum for the APM shall include at least twenty (20) parishioners including a minimum of at least three members of the LT.
- 6.6 The election for new members of the LT will take place at this meeting.

Extraordinary Parish Meetings (EPM)

- 6.7 An EPM shall be called at any time by the PP, the Chairperson of the LT, or by a request signed by at least twenty (20) parishioners, to discuss any matter of importance. The request must state the special matter to be discussed.
- 6.8 The LT must act on this request within 28 days.
- 6.9 Parishioners are to be given at least fourteen (14) days' notice of this meeting via Parish notices, the website and by any other convenient way the LT deems suitable.
- 6.10 The purpose of the EPM is to be stated in a Notice of the EPM prepared by the Secretary of the LT.
- 6.11 A quorum for an EPM shall include at least twenty (20) parishioners (including a minimum of three members of the LT).

Changes to the Constitution

- 6.12 The Constitution for Our Lady of Fatima Parish, Peakhurst may be changed at an APM or EPM, providing that:
 - 6.12.1 at least twenty-eight (28) days' notice of the meeting has been given to the parishioners;
 - 6.12.2 parishioners wishing to have any matter or notice of any motion to be put to the APM or EPM for consideration, submit such matter or notice of motion in writing to the Secretary of the LT not less than twenty-one (21) days before the APM or EPM; and
 - 6.12.3 at least two-thirds of those present at the APM or EPM who are eligible to vote, agree to such a change.

PART B – GUIDELINE STATEMENTS

1 GUIDELINES FOR THE OPERATION OF THE LEADERSHIP TEAM

1.1 Purpose

Sound pastoral decisions are informed by the wisdom of the people of God. This Parish Leadership Team (LT) is a representative body of Christ's faithful whose purpose is the promotion of the mission of the Church in all aspects of parish life.

Through the establishment of the LT, the Parish Priest (PP) acknowledges the wisdom of his parishioners and expresses a desire for them to be co-responsible, taking up their own responsibility through Baptism, for the governance of the Parish. The lay members of the LT will work in close collaboration with the PP on matters pertaining to pastoral ministry.

The LT shares in the responsibility for the ongoing life and development of our Parish community, working together with parishioners to provide support for their efforts to live as followers of Christ.

1.2 Roles

The specific role of the LT is to:

- 1.2.1 work collaboratively with the PP as co-responsible in the spiritual and pastoral leadership of the Parish;
- 1.2.2 provide for the induction and formation of new LT members and Ministry Leaders;
- 1.2.3 take responsibility for the development and implementation of a pastoral plan that:
 - reflects a vision for the Parish;
 - establishes appropriate goals that reflect the key areas of the Parish Mission;
 - implements a strategy to realise the vision and goals; and
 - ensures regular evaluation of the Parish's attempts to achieve these goals.
- 1.2.4 oversee the workings of parish ministries so as to ensure their efficient and effective functioning;
- 1.2.5 work collaboratively with parish ministries and parish administration;
- 1.2.6 communicate effectively with all parishioners;
- 1.2.7 have each member, in their capacity as Link Person, liaise effectively with their assigned ministry representative;
- 1.2.8 establish Working Parties, as required, to which other parishioners may be co-opted. Each Working Party will consist of a LT member who must present a progress report at each LT meeting; and
- 1.2.9 prepare the Parish for the future, particularly through opportunities for future leaders of the Parish to emerge.

1.3 Membership

- 1.3.1 The composition of the LT shall be:
 - the PP

- six elected members
- a PFC representative (non-voting)
- Parish Secretary (non-voting)

1.3.2 Chairperson

Meetings of the LT will be presided over by a Chairperson elected from amongst the members of the LT.

The Chairperson of the LT is expected to:

- call and organise meetings of the LT, the Ministry Leaders Forum and the Parish, in co-operation with the Secretary of the LT;
- oversee the work of the LT;
- liaise with the Chairperson of the PFC on financial matters and report to the LT on matters arising at meetings of the PFC; and
- liaise with the PP on issues arising from each Ministry Leaders Forum.

1.3.3 Secretary

The role of the Secretary is defined in a separate statement kept by the Parish Secretary. This statement is reviewed annually at the meeting where the Chairperson and Secretary are elected.

1.4 Meetings

- 1.4.1 The LT shall meet as often as necessary to carry out its responsibilities and is expected to meet at least once a month.
- 1.4.2 Each LT meeting will last no longer than two hours. An extension of time can only occur if the majority of the LT members agree.
- 1.4.3 The agenda and minutes of the previous LT meeting are to be circulated to LT members at least 5 days in advance of the meeting.
- 1.4.4 Proper minutes of each LT meeting are to be taken by the Parish Secretary (or a delegated person) recording motions, resolutions, decisions, plans and other matters. A copy of the LT minutes is to be stored on the parish server. It is required that these minutes be confirmed at the subsequent LT meeting.
- 1.4.5 An absolute majority of the voting members of the committee shall constitute a quorum for meetings and decide a vote if taken. It is preferable that consensus is reached.
- 1.4.6 As the LT is an advisory body to the PP, should voting be equally divided on any given issue, then the PP shall have the casting vote.
- 1.4.7 Attendance at LT, Ministry Leaders Forum, APM and Extraordinary Parish Meetings:

- 1.4.7.1 all members of the LT are expected to attend scheduled meetings;
 - 1.4.7.2 if any elected LT member fails to attend either two consecutive meetings or one-third of the meetings held annually, then that position on the LT will be declared vacant unless excused by the Chairperson; and
 - 1.4.7.3 if any representative habitually arrives late or departs early from meetings, that position on the LT may be declared vacant.
- 1.4.8 With the consent of the Chairperson, other persons may be invited to attend portions of, or the entire meeting. Such guests do not vote but may contribute to the discussion.

1.5 Elections

- 1.5.1 Eligibility to stand for a position on the LT should depend on the candidate:
- being of the Catholic faith;
 - regularly attending Parish liturgy;
 - being an active member of the Parish for at least twelve months;
 - being committed to the Parish Community and its Mission;
 - being 21 years of age or older;
 - possessing good communication and interpersonal skills; and
 - having a capacity to contribute to the development and execution of parish pastoral plans.
- 1.5.2 The members of the LT will be elected at the APM of the Parish. Each member of the LT is elected for a 3-year term, with 2 members retiring each year. A retiring member cannot stand again for election to the LT until after 12 months from the date he or she retired (except to fill a casual vacancy). Retiring members hold office until the conclusion of the APM at which they retire.
- 1.5.3 The election of the LT Chairperson and Secretary shall be held at the first meeting after the APM each year and the person so elected will hold office for 12 months. A newly elected member of the LT is not eligible to hold the position of Chairperson. A Chairperson may be elected for an additional 12 months providing this does not extend their appointment on the LT.
- 1.5.4 Nominations for membership of the LT shall be called in sufficient time for the names of nominees to be included in the Parish Bulletin at least 7 days prior to the APM. Nominations shall be submitted to the Parish Secretary.
- 1.5.5 If more nominations are received than there are positions to be filled, an election will be held at the APM. Voting in the election will be by secret ballot unless the meeting determines otherwise, with the persons receiving the highest number of primary votes being declared elected. In the event of a tie for a position, another ballot shall be held and if no result is achieved, the position will be filled by a 'draw from a hat'.
- 1.5.6 If there are an equal number of nominations as there are positions to be filled, the nominations shall be submitted to the APM for ratification. The meeting may accept or reject any nominee. Should any vacant positions not be filled, the LT shall undertake to

fill the position/s with suitably qualified members of the Parish by inviting individuals to nominate and submit a Nomination Form.

- 1.5.7 Should a casual vacancy occur for a position on the LT, nominations shall be called by advertising the vacancy in the Parish Bulletin for two consecutive weeks, with nominations to close with the Chairperson of the LT seven (7) days from the date of the second advertisement. If only one person nominates, that person will be declared elected to the vacancy. If more than one nomination is received, an election will take place by parishioners completing voting slips during Masses on the next available weekend. The person elected to fill a casual vacancy will hold office for the balance of the term of the person they are replacing, and may stand for re-election at the next APM.

2 GUIDELINES FOR THE OPERATION OF THE PARISH FINANCE COMMITTEE

2.1 Purpose

The Parish Finance Committee's (PFC) principal purpose is to assist the Parish Priest (PP) in the stewardship of parish assets and financial resources in order to carry out the Parish's mission to support the celebration of the liturgy and to provide support for the clergy and the Parish.

The PFC assists the PP in maintaining Parish resources, in planning future capital works and in raising the necessary finances for the operation of the various Parish services.

2.2 Membership

- 2.2.1 The composition of the PFC shall be:
- the PP;
 - no fewer than four parishioners appointed by the PP; and
 - the Chairperson of the Leadership Team (LT), or in their absence a member of the LT, appointed to the PFC (as a non-voting member).
- 2.2.2 The PP is to use his discretion in the selection of qualified members of the PFC based on experience, demonstrable skills, and expertise in finance-related matters.
- 2.2.3 Parishioners who are active members of the Parish community and are 21 years of age or older are eligible for election to the PFC.
- 2.2.4 The positions on the PFC are a chairperson and a deputy-chair, elected from within the PFC on an annual basis, by the members of the PFC. These appointments may be renewed.
- 2.2.5 Employees of the Parish, or members of their immediate family, are not eligible for appointment to the PFC. Similarly no relative of the PP, nor any member of the same family of an existing PFC member, may serve on the PFC.

2.3 Meetings

- 2.3.1 The PFC shall meet at least every three months to review its activities to date and establish its priorities or adjust its estimates as required. For the meeting to be valid, the PP or his nominee must be in attendance.

- 2.3.2 The Chairperson of the LT provides a link between the PFC and the LT and has non-voting rights but may contribute to discussion so as to inform the PFC about LT and Parish priorities to ensure parish activities are coordinated.
- 2.3.3 An absolute majority of the voting members of the PFC shall constitute a quorum for meetings and decide a vote if taken. It is preferable that consensus is reached. The PP has a deciding vote in the case of a tie.
- 2.3.4 With the consent of the Chairperson, other persons may be invited to attend portions of, or the entire PFC meeting. Such guests do not vote but may contribute to the discussion.
- 2.3.5 Proper minutes of each PFC meeting must be kept recording motions, resolutions, decisions, plans and other procedures. A copy of the minutes is to be provided to the Parish Secretary for storage on the parish server. It is required that these minutes be confirmed at the subsequent meeting.

2.4 Appointment

- 2.4.1 PFC members are appointed for a three-year term, at which stage their appointment is reviewed by the PP. If no appropriate replacement member is available the PP may extend the term of members. Members may be re-appointed, but some change in the membership of the PFC ideally should take place every three years.
- 2.4.2 It is preferable, for the sake of continuity, that individual terms be staggered. In this way, there will be a regular rotation without a complete turnover of members.
- 2.4.3 PFC members cease in their office once their successor is appointed and assumes their role.
- 2.4.4 In the event that an appointed PFC member cannot complete the term of office, the PP shall appoint a replacement to complete that member's term.

2.5 Responsibilities

- 2.5.1 Prepare a budget that:
 - i. reflects the parish priorities and goals indicated by the LT;
 - ii. considers all submitted budget requests;
 - iii. ensures that all obligations of the Parish are included as well as those relating to lenders and programs of the Archdiocese;
 - iv. meets the expectation that the Parish will have a balanced budget, or will have:
 - entered into an Archdiocesan agreement for the repayment of any debt;
 - an operating deficit drawing on its own funds for a short term.
 - v. is submitted to the PP for preliminary approval;
 - vi. is submitted to the PFC and LT for final review; and
 - vii. the PP gives final approval to, before it is communicated to the Parish.
- 2.5.2 Conduct a review of all parish finances during the quarter ending 30th June
- 2.5.3 Establish appropriate financial procedures e.g. setting expenditure limits.

- 2.5.4 Regularly review periodic (at least quarterly) financial reports, balance sheets, income statements, comparisons to budget as well as prior year results and cash flow analysis.
- 2.5.5 Review budget to actual comparisons by individual program category. Identify and investigate significant variances from budgeted figures.
- 2.5.6 Ensure review of maintenance and utility costs in order to minimise costs through preventative maintenance, energy conservation, and the implementation of risk management programs and recommendations.
- 2.5.7 Manage internal controls and procedures by:
 - i. ensuring that the Archdiocesan-required procedures, as described in the Parish Finance and Administrative Guidelines are being followed for cash receipts, cash disbursements, and administration of bank accounts, petty cash, and payroll;
 - ii. ensuring that no accounts are opened in the name of the Parish without the approval of the PP, LT and PFC;
 - iii. reviewing the financial reports for parish general operations and other parish organisations or programs with bank accounts or revenue collection responsibilities, to determine if proper accounting practices and internal control procedures are in place;
 - iv. identifying areas where internal controls may be lacking or proper accounting practices not applied, and make recommendations to the PP as to how those areas can be corrected;
 - v. advising the PP on the selection of independent auditors and review management letters issued by the auditors including resolution of internal control deficiencies.
- 2.5.8 Oversee the preparation of parish accounts, arrange for their audit and publish annual summaries of the parish accounts, which are lodged with the Archdiocese.
- 2.5.9 Oversee parish investments and provide advice as to the management of parish funds and banking arrangements in accordance with *Archdiocesan Parish Finance and Administrative Guidelines*.
- 2.5.10 Prepare an annual audited Parish Financial Report and present a full copy of this to a meeting of the PFC prior to forwarding to the Chancery.
- 2.5.11 Ensure that a suitable Annual Financial Report of the Parish is made available to parishioners.
- 2.5.12 Provide advice as to what the Parish should do to comply with Archdiocesan policies with respect to conflicts of interest, protection of whistle-blowers and fraud detection, reporting, and prevention.
- 2.5.13 Provide advice on how to use undesignated bequests or other unbudgeted revenue.
- 2.5.14 Provide advice when hiring anyone providing business services to the Parish.
- 2.5.15 Become knowledgeable on Archdiocesan fiscal policies and procedures so as to provide advice to the PP on implementation, including by attending any information sessions offered by the Archdiocese.
- 2.5.16 Evaluate compliance with Archdiocesan fiscal policies and assist the PP in meeting these obligations. When necessary, bring any concerns about irregularities to the attention of appropriate authorities.

- 2.5.17 Provide Archdiocesan authorities with access to the information they request.
- 2.5.18 Review fundraising activities to assess the effectiveness of existing programs and recommendations for changes. This includes the allocation of funds by ministries engaged in outreach.
- 2.5.19 Any expenditure or other act of extraordinary administration, which, in accordance with diocesan law, requires the permission of the Archbishop, must be discussed by the PFC before being submitted to the Archbishop. These have been defined by a Decree dated 31 July 2015.

2.6 Residual Matters

- 2.6.1 The members of the PFC must at all times act with discretion and confidentiality and in the best interests of the Parish.
- 2.6.2 The services of the members of the PFC are to be voluntary. No paid employee, or member of an employee's immediate family may be a member of the PFC.
- 2.6.3 Each new member of the PFC is to receive a copy of *the Parish Finance and Administrative Guidelines* and other material, as required.
- 2.6.4 The Chairperson of the PFC is to report on financial matters to the LT.

3 GUIDELINES FOR THE OPERATION OF LAY MINISTRIES

3.1 Purpose

As Jesus reminds us that he is the vine and we are the branches, and it is the branches through which nourishment enlivens the vine, so it is with parish ministries that enliven our parish.

There are many ministries by which our parish is enriched – some of which require occasional participation and others which entail more regular service.

Involvement in ministries will not only enrich the lives of the participants, but it will also vitalize the communion of faith with those who are served.

Each ministry assists in implementing the parish priorities and goals in its specific area of mission and responsibility. Ministries are the task groups of the Leadership Team (LT). Together with the Parish Priest (PP), they strive to build a community of disciples who serve our Church and our Parish and reach out to the broader community.

3.2 Types of Ministries

A current list of ministries is maintained on the parish website.

3.3 Creation of New Ministries

3.3.1 The formation of any new ministry would necessitate a formal request being submitted to the LT. This would require a role description that includes:

- a Statement of Purpose;
- a set of Objectives;
- a statement of Value to the Community;
- an outline of operating costs; and
- the provision of signatures of at least three people indicating their willingness to participate as members of the ministry.

3.3.2 The decision pertaining to the creation of any new ministry rests with the LT and ultimately the PP.

3.4 Membership

3.4.1 Each ministry is to have no fewer than three members.

3.4.2 The ministry members are to elect a Leader:

- who is a regular member of that ministry;
- for a period of twelve months;
- at the first meeting of each calendar year;
- voted on by regular members of that ministry;
- who may be re-elected to the position; and
- who must be endorsed by the LT and the PP.

NOTE: An exception applies to Youth Ministry where an employee is appointed by the LT.

NOTE: An exception applies to 'St. Vincent de Paul' where external membership rules specify that office bearers hold positions for a period of four years.

3.5 Responsibility Guidelines

- 3.5.1 All ministries must work in collaboration with the LT.
- 3.5.2 The ministry members are responsible for areas of service as specified in the Ministry's role description approved by the LT.
- 3.5.3 Each ministry is responsible for its own organisation and is expected to:
- annually review its specific purpose and objectives;
 - elect a leader at the commencement of each year;
 - plan for the development of activities in the area of ministry by formulating goals, objectives, timelines and determining who will be responsible for implementation;
 - submit proposals for new programs or significant changes to existing programs to the LT for approval;
 - promote the activities and programs of the ministry and communicates to the parish leadership LT and parishioners as required; and
 - conduct ongoing evaluation of existing activities and programs.
- 3.5.4 A Ministry Leader will be expected to:
- promote the work of the Ministry and regularly report on its work to the LT link person;
 - conduct meetings, oversee activities and communicate on behalf of the ministry;
 - attend and participate in Ministry Leaders' Forums or appoint a delegate;
 - co-ordinate the Ministry's activities with those of other Ministries;
 - maintain close links with the LT by liaising with the relevant ministry link person and seek this person's advice where any general assistance may be required, but most especially on any matter that cannot be resolved by the ministry; and
 - provide a written annual report on the work of the ministry due prior to the APM.
- 3.5.5 In respect to financial management, each ministry must:
- follow the procedures as provided by the Finance Committee;
 - develop a budget (if applicable) for the area of ministry and have this approved by the Finance Committee;
 - ensure that the forecast budget expenditure is not exceeded; and
 - ensure that any emerging budget difficulties are raised with the FT.
- NOTE:** An exception applies to 'St. Vincent de Paul' who have their own external reporting requirements.

3.6 Ongoing Operation of Ministries

- 3.6.1 The responsibility for the ongoing operation of each ministry rests with the LT and ultimately the PP.

3.6.2 Any review would be based on:

- membership;
- meeting of ministry responsibility guidelines;
- achievement of desired goals and objectives; and
- achievement of budget outcomes.

4 GUIDELINES FOR THE OPERATION OF THE MINISTRY LEADERS' FORUM

4.1 Purpose

Sound pastoral decisions are informed by the wisdom of the people of God. This Ministry Leaders' group is a representative body of Christ's faithful whose purpose is the promotion of the mission of the Church in all aspects of parish life.

Our Ministry Leaders share in the responsibility for the ongoing life and development of our parish community, working together with parishioners and the Leadership Team (LT) to provide support for their efforts to live as followers of Christ.

4.2 Membership

The Ministry Leaders group consists of:

- the members of the LT; and
- the Leader or another member of that ministry, from each of the Parish ministries which are recognised by the Parish Priest (PP) and as appear on the Parish website.

4.3 Role

The role of the Ministry Leaders group is to:

- 4.3.1 provide recommendations on major issues affecting the Parish;
- 4.3.2 plan for the future;
- 4.3.3 promote communication among the Ministries and the Parish at large;
- 4.3.4 provide support for the Ministries; and
- 4.3.5 develop the religious leadership and administrative talents of its members.

4.4 Leaders of Ministry Forum

A meeting of Ministry Leaders with the LT will be held at least once each year, preferably in the first half of the calendar year, in addition to the Annual Parish Meeting.

This meeting will enable the Ministry Leaders to:

- 4.4.1 express their views on what is happening;
- 4.4.2 express the views of their Ministry on what should happen in the Parish; and
- 4.4.3 be informed on Parish activities, major policy issues and progress with items listed in the parish plan.

4.5 Meeting Structures for the Ministry Leaders' Forum

- 4.5.1 All members are expected to attend its meetings. If they cannot attend, they may nominate a representative from their ministry to attend on their behalf.
- 4.5.2 The meeting will last for no more than 2 hours.
- 4.5.3 The LT will endeavour to provide all members of the Ministry Leaders with at least twenty-one (21) days' notice of each meeting and the agenda for that meeting. Notice of each meeting will be advertised in the Parish notices and on the Parish website.

- 4.5.4 The meeting is chaired by the Chairperson of the LT but may be facilitated by another person.
- 4.5.5 The Secretary of the LT shall convene the forum and set the agenda in consultation with the Ministry Leaders and the LT.
- 4.5.6 The agenda and minutes of the previous meeting are to be circulated to members at least 7 days in advance of the meeting.
- 4.5.7 Minutes are to be taken at each meeting.
- 4.5.8 A summary of each meeting will be made available to parishioners on the Parish website.

REVISION HISTORY

| | |
|------|-------------------------------|
| 1988 | Original Constitution Written |
| 2019 | Constitution Rewritten |
| 2021 | Revisions Made |
