



Cathedral of the Holy Spirit, Our Lady of Lourdes, St Mary's Foxton, St. Joseph's Shannon & Sacred Heart Rongotea

To Pastoral Leadership Group Members

To Pastoral Team Members

Dear Friends,

Synodal Governance—Integration of Pastoral Governance to support Pastoral Engagement.

All the baptised are called to further the work of the Kingdom of God. The Gospels define our Mission and Vision.

St John writes: *I have come that they may have life and have it to the full* (Jn 10:10).

St Matthew writes: *Go, therefore, make disciples of all nations; baptise them in the name of the Father and of the Son and of the Holy Spirit* (Matt 28:19).

The Scriptures give us the values of Christ. They enable us to read the signs of the times and decide what we need to do today to participate in Christ's Mission. Our Mission Statement begins with Genesis 1:1 and concludes with Revelations 22:21; it informs the Living Tradition of liturgical prayer, evangelisation, and teaching.

Pope Francis has asked for a "synodal hearing" of the needs of people on the edges of the Church and society and encouraged "synodal engagement" with parishioners. In response to Francis's call, this document is entitled **Synodal Governance—Integration of Pastoral Governance to support Pastoral Engagement**.

The title states the purpose. **To engage you in a conversation concerning integrating our present governance functions to support pastoral engagement across the parishes.**

St Paul writes: *People must think of us as Christ's servants, stewards entrusted with the mysteries of God. What is expected of stewards is that each one should be found worthy of God's trust* (1 Corinthians 4:1-2).

The consultation period begins on February 1, 2023 and concludes on February 28 2023. As part of the consultation process, you will be asked to complete an online questionnaire sent to you on February 12, 2023. Please complete it by February 28, 2023.

As part of the consultation, I will ask parishioners to give their views on governance in a separate questionnaire.

The outcomes of the consultation are not yet known. After reading the consultation feedback, I will send you the final recommendations in early March so that we can initiate any changes in April this year.

Finally, I thank each of you for participating in the governance of the parishes and this consultation process.

Yours

Joseph Grayland, Dr Theol.
Parish Priest Our Lady of Lourdes
Moderator, St Mary's Foxton
Acting Parish Priest, Cathedral of the Holy Spirit.

Synodal Governance—Integration of Pastoral Governance to support Pastoral Engagement.

This document has Four Sections:

1. Overview
2. Current Situation
3. Proposed Changes
4. Appendix

Overview

Our focus in 2023 is renewed Pastoral Engagement with parishioners following Covid.

Synodal Governance is the collaboration of the baptised (clergy and laity) in the leadership of the parishes. A Synodal Consultation is a conversation. Please talk with others about this consultation and its proposals before you answer the online questionnaire.

This consultation's focus is: "how we govern our "quasi-parish" and build more robust support for our broader pastoral engagement?" All governance structures must contribute to the overall focus of Pastoral Engagement.

This consultation document focuses on the governance structures we need to achieve our focus.

Our conclusions will affect our management processes and our Pastoral Team's workload. However, these are not the focus of the consultation.

The Appendix shows the current workload and areas of responsibility in the Pastoral Team. It is for your information.

The proposed changes are designed to:

- (1) bring our governance structures in line with the reality of being three distinct parishes
- (2) bring greater collaboration between our three parishes
- (3) provide the opportunity for a greater sharing of resources across the parishes
- (4) offer leadership members the opportunity to work collaboratively
- (5) establish a Synodal Structure of Councils and Subcommittees.

Glossary

Management Team: The Parish Priest, Parishes Manager, and Pastoral Coordinator.

Pastoral Team: All Lay and Clergy employed by Kotahi Ano parishes or assigned to them by the bishop.

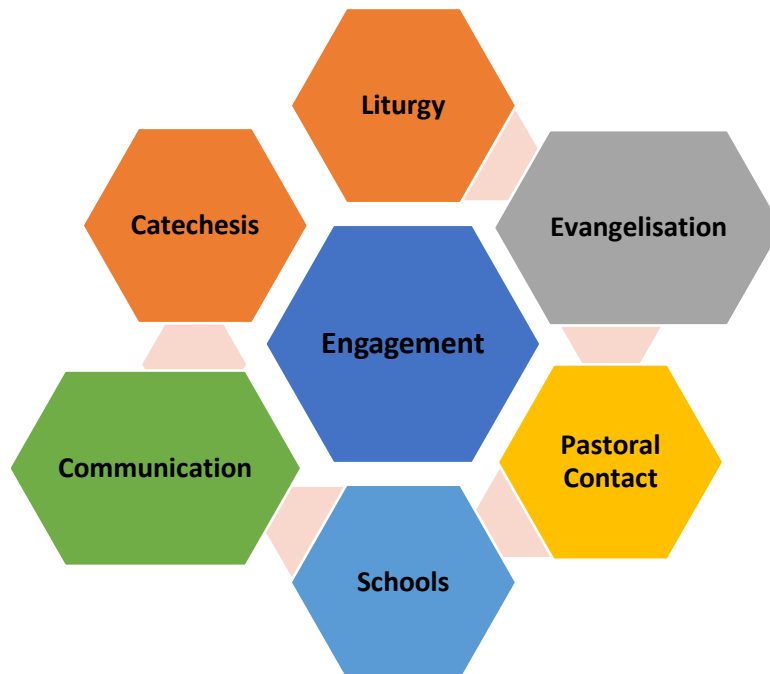
Councils A group of people who advise and counsel the Management Team.

Subcommittees A group of people who manage parish business.

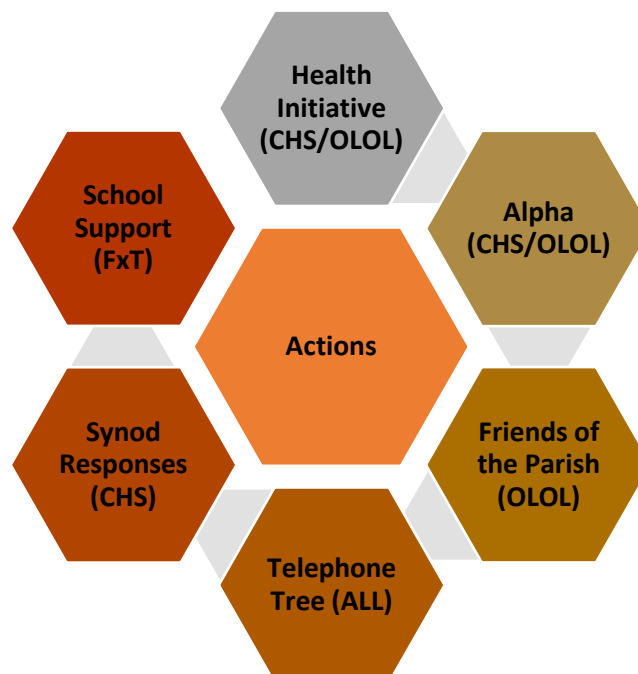
Current Situation- Pastoral Engagement 2023

This page shows our current Pastoral Engagement Actions and where they are happening. These actions must be integrated into our governance matrix for funding and longer-term viability.

We have **six critical points** of Pastoral Engagement:



Our **six Actions** of Pastoral Engagement:



CHS=Cathedral of the Holy Spirit, OLOL=Our Lady of Lourdes, FxT=St Mary's Foxton

Current Situation - Governance Matrix

The parish priest is expected to attend SIX (6) leadership team meetings.

These include finance committees, pastoral councils and liturgy committees.

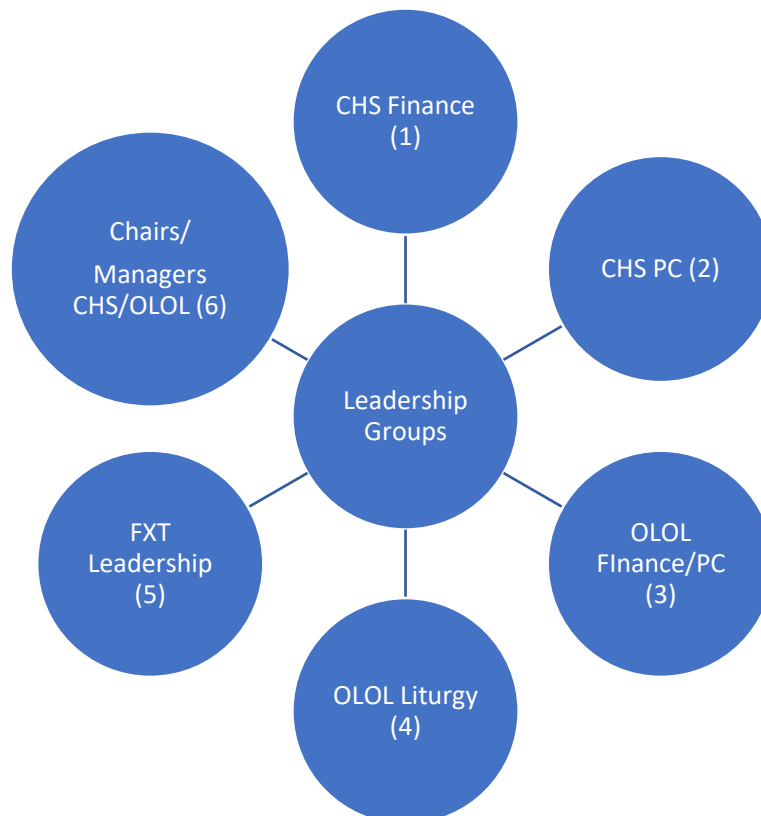
The present structure comes from the three existing canonical parishes. Having formed a quasi-parish of Kotahi Ano, we must review this structure.

At Foxton and Our Lady of Lourdes, the finance and pastoral councils have been integrated into one group, which needs to be reviewed.

At the Cathedral, the finance committee and the pastoral council remain separate.

There is a liturgy committee at Our Lady of Lourdes, but not Foxton or the Cathedral. The Pastoral Team handles the liturgy committee function at the Cathedral.

The Chairs/Managers (6) meeting is between the pastoral council chairs from the Cathedral and Our Lady of Lourdes. It is an information-sharing forum established during Covid.



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Proposed Changes

1. Establish three Kotahi Ano Councils
 - a. Finance, Pastoral Life and Liturgy (three (3) Councils).
2. Establish three Subcommittees in each parish
 - a. Finance, Pastoral Life and Liturgy (nine (9) subcommittees).
3. Establish a set number of joint meetings per year for each Council and Subcommittee.

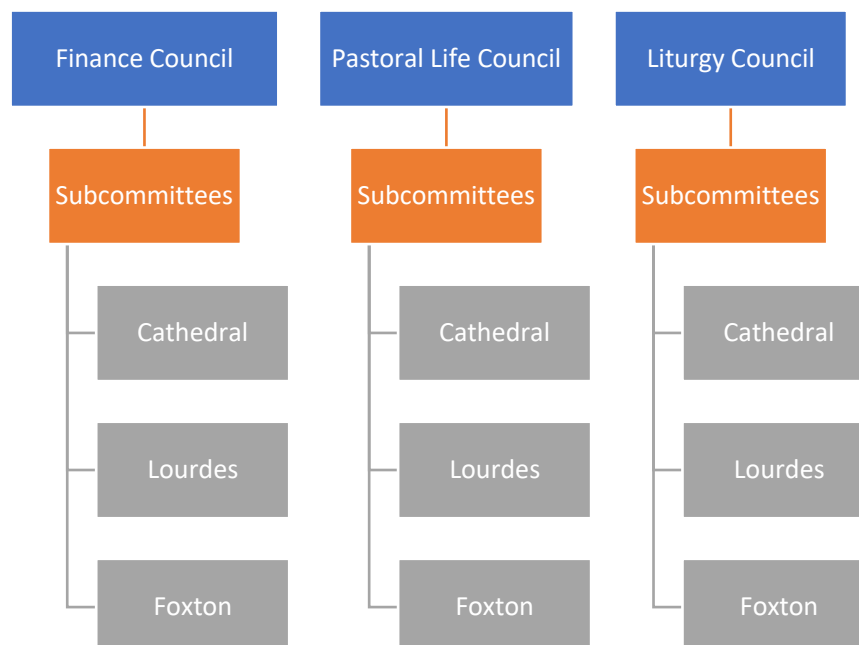


Kotahi Ano Councils

1. Finance Council:
 - a. financial strategy
 - b. staffing
 - c. budget signoff
 - d. capital expenditure
 - e. liaison with Diocesan Management.
2. Pastoral Life Council:
 - a. pastoral vision
 - b. evangelisation
 - c. parishioner engagement and diversity
 - d. lay pastoral ministry
 - e. communication.
3. Liturgy Council:
 - a. liturgical services
 - b. Sunday worship
 - c. ministry support
 - d. lay liturgical ministry training.
4. Council Structure:
 - a. Each Council meets four (4) times per annum in February (Lent), April (Eastertide), September (Ordinal Time) and November (Advent).
 - b. The Councils constitute the canonical and diocesan requirements.
 - c. The parish priest chairs the Council meetings.
 - d. Each Council comprises two (2) members from their respective Subcommittee and up to three (3) members of the Management Team members where appropriate (nine (9) possible members).
 - e. The Management Team members are *ex officio*.

Kotahi Ano Subcommittees

1. A Finance-Building-Maintenance Subcommittee:
 - a. Day-to-day finances, rental management (CHS), budget preparation, repairs and maintenance up to \$5,000.00 per item, monthly accounts and P&L review, identification of capital expenditure.
2. A Pastoral Care and Engagement Subcommittee:
 - a. Parishioner engagement actions, evangelisation, pastoral care, lay pastoral ministry training, parish social life, school/family engagement, budget preparation, and expenditure of up to \$5,000.00 on non-capital expenditures per year.
3. A Liturgical Ministry Subcommittee:
 - a. Liturgical services and seasons planning, music planning, sacramental catechesis, lay liturgical ministry training, budget preparation, identification of spending on major items (audio/visual systems), spending up to \$5,000.00 per year.
4. Subcommittee Structure:
 - a. Each Subcommittee meets once per month, excluding January
 - b. Subcommittees are action focussed and practical
 - c. Each Subcommittee has a minimum of three (3) and a maximum of six (6) members
 - d. Each Subcommittee chooses their leader
 - e. After each meeting, the leader communicates decisions to their respective Council via the Management Team.



Communication and Engagement

1. The Councils will ensure one (1) General Parishioner Meeting in November each year to outline each parish's work, goals, and priorities.
2. The Councils will communicate to parishioners decisions and issues following each Council meeting via the online Newsletter.

Membership of Subcommittees and Councils

1. Council membership
 - a. Two people selected by their Subcommittee
 - b. Management team members or members
2. Subcommittee
 - a. Membership is open to all parishioners aged 16 years or above with the skills or knowledge required by the Subcommittee.
 - b. Membership should be a minimum of three (3) and a maximum of six (6).
 - c. Members are appointed or elected for a three-year term and can be reappointed or re-elected for another two (2) years.

Appendix

Figure 2 — General Overview of Current Administration, Pastoral and Communication Functions.

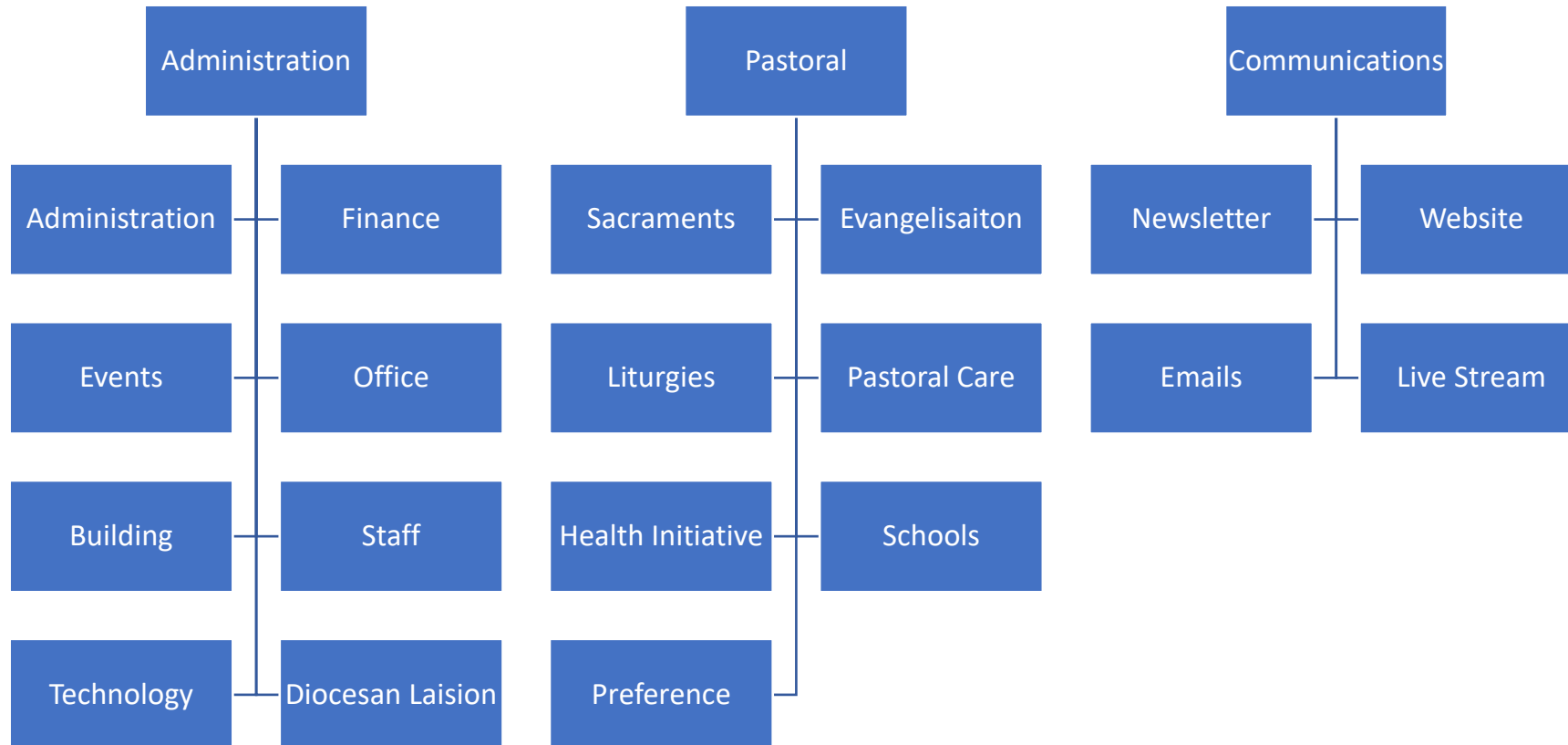


Figure 2 — Current Responsibilities by Role

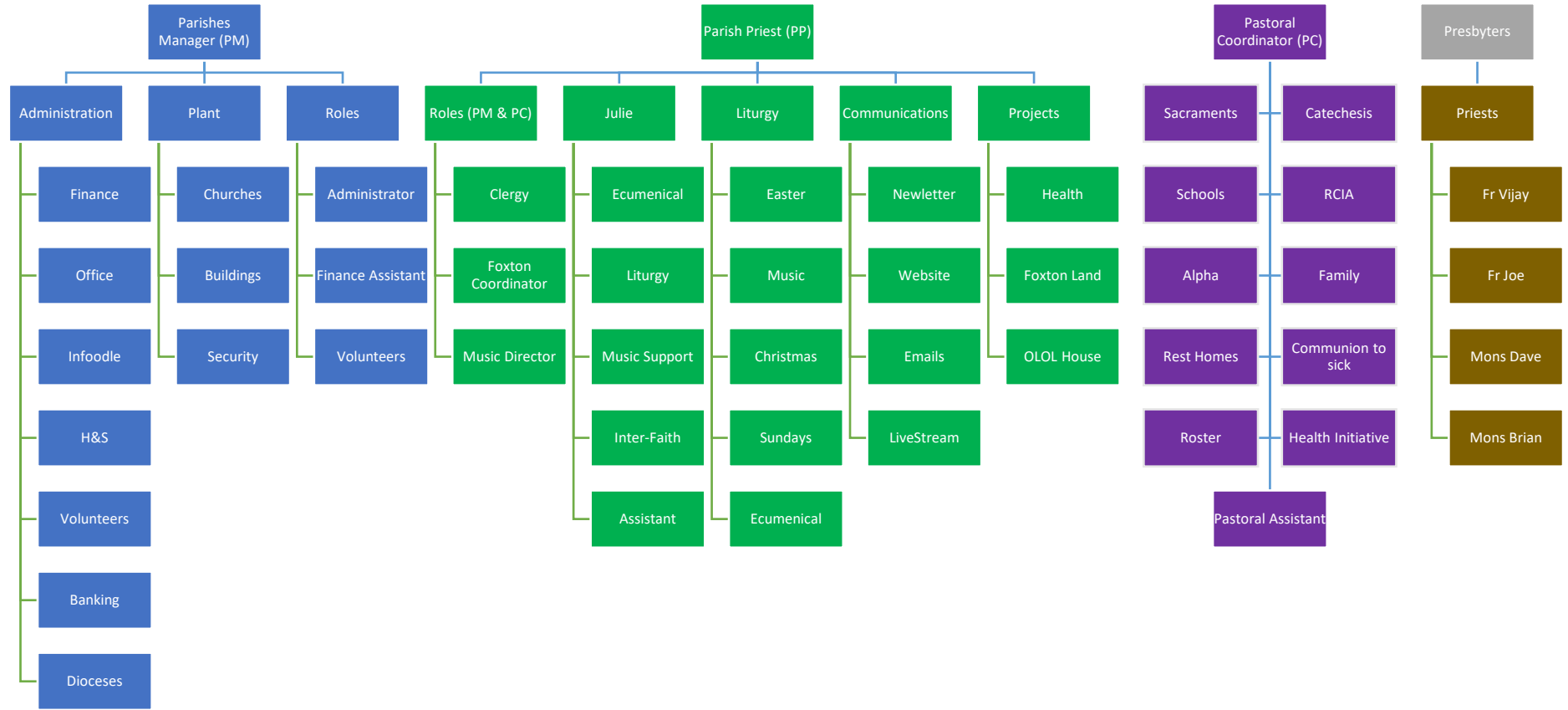
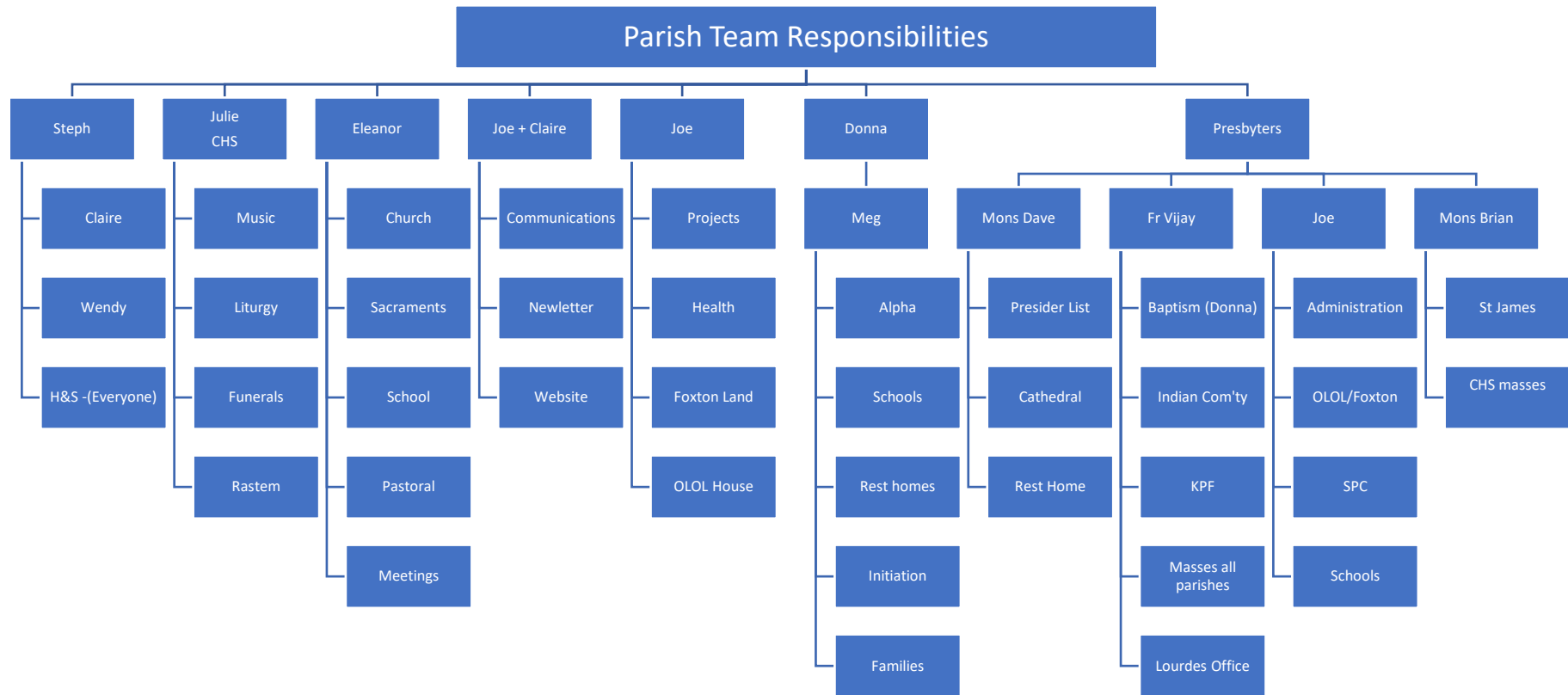


Figure 3 — Responsibilities by Person



Appendix 1 Reference Canon Law and Diocesan Norms:

(Code of Canon Law = CCC+number)

- CCC 223: In exercising their rights, Christ's faithful, both individually and in association, must take care account of the common good of the Church, as well as the rights of others and their own duties to others.
- CCC 516: We operate as a "Quasi-Parish" (Code of Canon Law 516), but because of exceptional circumstances, we are not a single canonical parish.
- CCC 519: states that the Parish Priest 'exercises the pastoral care of the community entrusted to him...so he may carry out the offices of teaching, sanctifying and ruling with the cooperation of other priests, deacons, and with the assistance of lay members of Christ's faithful, in accordance with the law.'
- CCC 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 goods are administered in accordance with cann.1281-1288.
- CCC1280: Every juridical person (pastor of a parish) is to have its own finance committee, or at least two counsellors, who are to assist in the performance of the administrator's duties, in accordance with the statutes.
- CCC 1282: States, "All persons, whether cleric or laity, who lawfully take part in the administration of ecclesiastical goods, are bound to fulfil their duties in the name of the Church in accordance with the Law". This indicates that lay leadership of church/parish goods is authentic and relates to the ministry of the lay faithful.

Canon Law requires the Parish Priest to have a Finance Committee (CCC537) to assist him in administering parish goods.

Diocesan Norms

These norms are badly out of date but may be used for guidance:

- Finance committees recommended to meet monthly or bi-monthly (cf CCC532).
- Membership of a finance committee is at least two and not exceeding six (6) (cf: CCC1280).
- Members are appointed for three (3) years and may be reappointed for a further two (2) terms not exceeding nine (9) years, without the permission of the bishop.