



DISCIPLESHIP, STEWARDSHIP & PARISH MINISTRY

MINISTRY

*'You did not choose me.
I chose you
and
I commissioned you
to go out and bear fruit - fruit that
will last.....
And then you will be my disciples'*

**HOLY TRINITY
BLACKBUTT NORTH**

This edition December 2015

Welcome

We are called in our baptism to be disciples of the Lord. In response to that call, Holy Trinity's ministry program is offered as part of our stewardship program. The program offers all of us an opportunity to thank God for all the blessings we have received and to return at least a proportion of our gifts of time, talent (often what you are good at and like to do) and financial resources to God.

Jesus himself talked about stewardship. By addressing it directly, He made it clear how He wants us to live. God has given us stewardship of the earth and we have a responsibility to use our abilities to care for it in an appropriate manner. We also have the responsibility of stewardship for our own communities.

The Gospel itself invites us to take an active role in the working life of the parish - in the task of bringing the Good News of Jesus to people.

One way we can do this is by becoming involved with others and sharing with them what we have, not only of our money, but of our time and our talents as well. We can do this by taking part in the parish ministries.

All such voluntary work is now covered by new state legislation regarding volunteers. The law demands registration of our volunteers and a special registration if the voluntary work relates to children. Whilst a burden, I urge you not to allow it to prevent you exercising an effective ministry as a disciple of the Lord.

Everyone in our parish has an opportunity to become more committed, active, prayerful and productive as a member of the Church. No one expects one person to do everything, and our talents do differ. But if each one does something then the community of faith will be strengthened and much enriched. We thank God for the generosity of all our volunteers

The codes on the following pages refer to the description of the ministries in this booklet. When registering, indicate the ministries you would be prepared to assist in when you fill in the form included in this pamphlet.

You can also assist financially. There is also an opportunity for you to renew or, maybe for the first time, make a financial commitment to enable our parish to have a stable and reliable income for its pastoral and evangelizing works and maintenance.

You are the energy of the Church and a key source of its income. Today, seize the moment and become more intimately involved with your parish.



*Holy Trinity Church Office:
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Father Barry PP

THE FIVE FOUNDATIONAL MINISTRIES OF THE PARISH PASTORAL PLAN

1 IDENTITY & COMMUNITY
THE MINISTRIES OF COMMUNITY LIFE
(Six Teams 1.1-1.6)

2 WORSHIP & PRAYER
THE MINISTRIES OF WORSHIP, PRAYER AND SPIRITUAL LIFE
(Twelve Teams 2.1-2.12)

3 FORMATION & EDUCATION
THE MINISTRIES OF FORMATION AND EDUCATION
(Three Teams 3.1-3.3)

4 MISSION & OUTREACH
THE MINISTRIES OF MISSION, OUTREACH AND
EVANGELISATION
(Nine Teams 4.1-4.9)

5 LEADERSHIP & STRUCTURE
THE MINISTRIES OF ADMINISTRATION & FINANCE
(Seven Teams 5.1-5.8)



1. IDENTITY AND COMMUNITY LIFE

Fosters Christian Community, hospitality, welcome and respect - an identity founded in "communio"

1.1 PARISH PASTORAL TEAM: (PT)

Description of Ministry: The Parish Pastoral Team is chosen by the Pastoral Council and is endorsed by the Pastoral Assembly. It is imperative the members work to develop an understanding of, and commitment to, the Diocesan Pastoral Plan, the Parish Pastoral Plan and the Neighbourhood Church Strategy.

The Pastoral Team has the responsibility of organising and co-coordinating groups and activities within the parish community, initiating new teams and committees to meet the needs of the communities, as well as ensuring the pastoral plan is implemented.

The Pastoral Team works closely with all the Ministry Teams and is accountable to the Parish Priest. When fully functional, it relieves him of many day-to-day, week-to-week organisational tasks.

Commitment: Monthly meeting plus development of activities

What is needed: *Preparedness to take initiatives, be supportive and pro-active.*

1.2 SOCIAL TEAM: (ST)

Description of Ministry: The Team works closely with the Pastoral Team. It organises and helps initiate activities for building the parish; activities such as picnics, trips, functions, dinners, after Mass gatherings and other community building activities as opportunity presents.

Commitment: Considerable

What is needed: *Enthusiasm, Creativity, Ability to enthuse others, Ability to organise and follow through.*

1.3 YOUNG PARENTS AND PLAYGROUP MINISTRY: (YP)

Description of Ministry: Playgroup presently operates at St Therese's Hall and at, at times at St John's and Corpus Christi Hall during school time. The playgroups are composed of parents/guardians and some grandparents who offer a creative interaction for parents and their pre-school children.

Commitment: As set by the co-ordinator and the playgroup

What is needed: *Interest in the children and their parents/guardians.*

All will need to be registered as volunteers.

Non parental figures will need to have a child protection number.

1.4 BEREAVEMENT MINISTRY: (BM)

Description of Ministry: With around one hundred funerals per year, members of the Bereavement Team are encouraged to assist with the preparations for funerals, to assist in and even lead the Liturgy itself and follow up with the bereaved. It is intended that members of our communities involved in this ministry be trained to assist those in bereavement. Appropriate training will be offered to enable those called to deal with the ordinary situations they will face. Members of the ministry will be assisted to co-ordinate programs for those in need of support. Hopefully they will be able to assist families as they come to terms with the death of a spouse, parent or family member.

Commitment: The ministry already operates in the parish in a variety of ways. It has been well developed in our schools and is being developed further in our parish

What is needed: *The Pastoral Council is looking for people to assist those in sorrow. The Team is encouraged to assist in the preparations for and celebration of the funeral rites and in the absence of a priest (given the appropriate training) would be permitted to lead the funeral prayers when appropriate.*

1.5 HALL AND CATERING TEAM: (HC)

Description of Ministry: Over many years, *The Corpus Christi Ladies Group* at Waratah, *The Craft Group* at Lambton and various groups at New Lambton have ministered to our parish communities with catering and other ministries for many occasions. These groups have been key in our parish. Since the BER funds, a renewal of understanding is needed. Such groups could again play a significant part in offering services for a variety of parish functions and (at a charge) for catering following funerals and a limited number of other functions. The Hall and Catering Team, in conjunction with the Property and Maintenance Team, care for the physical fabric of the parish Halls and their furnishings. This will require good communications with our Primary Schools and Hall users. Money raised by the Hall and Catering Team is used for maintenance and upgrading of the Parish Halls and for other parish projects designated from time to time. Because of dramatic developments with our halls the team will require a rethink in 2013/14.

Commitment: Various depending on demand

What is needed: *People with some of the following skills: organising ability, ordering ability, a comfortable attitude to domestic operations, an ability to prepare sandwiches and other food etc at home, an interest in the parish and its endeavours—not everyone needs the same skills.*

1.6 FAMILY GROUP MINISTRY (FG)

Description of Ministry: Family Groups have operated in Lambton and New Lambton for some years. They exist for the encouragement of strong Christian families, for mutual support of the participants and the nurturing of faith. Family groups organize a variety of functions and activities for their members.

Commitment: Is set by the various groups

What is needed: *A need for and preparedness to share with others and be part of a supportive community group.*

2. WORSHIP, PRAYER AND SPIRITUAL LIFE

**Gathers people for prayer, sacrament and liturgical celebration
we are Eucharistic in life**

2.1 LITURGY AND ENVIRONMENT (LE)

Description of Ministry: The Liturgy and environment ministry is exercised by a Team which embraces a variety of other teams and ministries including the following: the Liturgical Assistants, Sacristans, Musicians, Welcomers, Readers, Commentators, Eucharistic Ministers etc. It is responsible for encouraging the Liturgical and Prayer life of the Communities and takes a very special interest in liturgical education. It is directly responsible to the Parish Priest. There is one Team for Holy Trinity Parish which embraces all the following liturgical teams operational at each church.

Commitment: To enhance the worship of the praying community

What is needed: *Almost any skills can be utilised in this ministry. Its work is quite vast.*

2.2 LITURGICAL ASSISTANTS (LA)

Description of Ministry: The heart of our parish life is our worship, especially in the Eucharist. Liturgical Assistants enhance the liturgical celebrations and help build up the community of faith. Much of their work is in the day to day running of our churches and includes opening the church and preparing it and the various ministers for Mass and other liturgical celebrations. They may also assist in the distribution of Holy Communion, carry the Eucharist to those who are sick, lead the community in celebrations of the Word; recitation of the Divine Office and 'Communion Services in anticipation of the Eucharist'. They may expose the Blessed Sacrament in the simple form when a Priest or Deacon is not available and assist in the celebration of Baptisms, Marriages and Funerals. They may wear an alb when assisting in or leading a ceremony.

Commitment: On a roster basis for each Sunday Mass. On a less formal basis at weekday Masses

What is needed: *An aptitude to pay attention to detailed preparation, a solid understanding of their faith, a desire to learn more about the liturgy, a preparedness to learn something of leading and presiding skills.*

2.3 SACRISTY TEAM: (SC)

Description of Ministry: This Ministry Team operates in each of our churches. It involves many day to day practical matters relating to the liturgical and prayer life of the communities. The Team members are responsible for the decoration of the Church for liturgical celebrations and the arrangement of flowers. Some members also take responsibility for the good order of the sacristy, ordering of candles, wine etc, and the cleanliness of vestments, brassware, chalices, and the various towels, purifiers, altar linen and other cloths.

Three teams operate - one in Lambton, another in New Lambton and the third in Waratah. At times they may choose to work together, especially for major Feasts and events. Several times a year the teams organise a 'Spring' cleaning of the churches.

Commitment: Varies but usually 1-2hours per week on a roster basis with additional time needed for a Team approach to major liturgical celebrations.

What is needed: *Love of the Liturgy, Creativity and innovation, ability to work in a team, washers and ironers; sewers, cleaners; flower arrangers; artists, ideas etc.*

2.4 MUSIC MINISTRY: (MU)

Description of Ministry: One of the most important ministries in the liturgical life of our parish. Organists and other available musicians provide music on a roster basis for the liturgical life of New Lambton, Lambton and Waratah.

Commitment: According to availability, the musicians provide music for Sunday and (when appropriate) weekday masses, funerals, marriages and other celebrations in the life of the communities. On major occasions, the musical resources of churches combine to provide the best we have in our worship of God.

What is needed: *This includes skill with a musical instrument, some ability to sing, willingness to practice, preparedness to take part in the Liturgy, filing and storage of music, preparation of music for events.*

2.5 THE MINISTRY OF WELCOME: (WE)

Description of Ministry: The Welcoming Teams provide representatives at all Weekend Masses to welcome people as they come to the Eucharist. The Teams distribute the bulletin and/or any other material to be shared with parishioners. They attend to the neatness of the entry porches and sometimes provide refreshments following Mass.

Commitment: According to numbers available on a roster for the church and Masses they nominate.

What is needed: *A friendly and welcoming approach to people, a preparedness to be early for Mass and to collect together material intended for distribution to the congregation upon arrival and to ensure it is distributed.*

2.6 THE PROCLAMATION OF THE WORD (RE)

Description of Ministry: Readers and commentators at New Lambton, Lambton and Waratah form the nucleus of this team which is responsible for and has the privilege of proclaiming the Word during Sunday Liturgies, for commentating and for the Intercessions. Members also participate in other liturgies as appropriate.

Commitment: To be involved in the Liturgy on a roster basis at your nominated mass/es.

What is needed: *A preparedness to use and develop your **public** reading ability, Love of the scripture and a sense that God's Word communicates through the reader, a commitment to fulfilling the ministry and a preparedness to learn skills with microphones etc.*

2.7 GOD'S WORD FOR KIDS: (CL)

Description of Ministry: Small children 4-9 are taken from the main assembly for their own Liturgy of the Word. They are accompanied by an adult/s who help them to celebrate the Word of God in a way suitable to children. The children and their guide/s return to the Assembly for the Eucharistic Prayer.

Commitment: On a Roster basis at the Lambton 9.00am and the New Lambton 9.15am Mass.

What is needed: *Love of the Church and the Eucharist, ease with children, The capacity to handle a small group of children. A child protection number is required.*

2.8 MINISTRY OF SERVING: (AS)

Description of Ministry: Altar serving is one of the special ministries at Mass. The role is to help in the celebration of Mass and other sacraments and liturgies. Servers assist the priest by holding the Missal, carrying candles, books, bread, wine etc. They also attend to the incense, holy water and many other actions which can help the community to pray.

The ministry is not only an adult ministry but is also open to children who have been Confirmed and made their First Holy Communion. Adults are encouraged to exercise the ministry and families may wish to take on the responsibility at Mass or other services. There may be some who are prepared to exercise this Ministry at Funerals. Normally, those who exercise the ministry wear the alb—either loose fitting or with cincture, if needed.

Commitment: Three servers are a basic need for all Sunday Masses. Ideally they follow a roster.

What is needed: *The Ministry is open to adults and children who are baptized, confirmed Catholics, who have made their First Holy Communion, have a reverent sensible attitude to the Eucharist and a commitment to attendance at Sunday Mass. Adults must be prepared to sign the 'Prohibited Person's Declaration'. Children require the consent from a parent or guardian. The Application form 'Altar Serving' needs to be completed.*

2.9 EUCHARISTIC MINISTERS (EM)

Description of Ministry: The Eucharistic Ministers (or Ministers of Communion) assist in the distribution of Holy Communion at Mass. They take part on a roster basis in the Sunday Liturgies and on a volunteer basis at the daily Eucharist and the Eucharist on special occasions. After a period of training, they may, on appropriate occasions, conduct 'Communion Services in anticipation of the Eucharist' and expose the Blessed Sacrament for veneration.

Commitment: Availability at the Sunday Eucharist on a regular basis.

What is needed: *Faith in the presence of the Lord in the Eucharist, a reverent yet relaxed attitude to the distribution of communion during the Eucharist, preparedness to discover more about the Eucharist and faith. administration of Holy Communion. A sense of care for the sick. Generally, access to transport.*

2.10 EUCHARISTIC MINISTRY TO THE SICK: (MS)

Description of Ministry: Throughout the parish, there are many Ministers of the Eucharist who not only assist at the Sunday Liturgies but also take the Blessed Sacrament to the sick and housebound. In any week, it is possible that around 200 people may need the services of one of these ministers. They pray with the sick, minister the Eucharist to them and try to keep them up to date on the life of the parish.

Commitment: On a roster basis, each minister takes communion to a small group of the sick. This occurs mostly on Sunday mornings but in some instances during the week. Some of the Ministers take communion to Catholics at 'St John's Villa, Tinonee Gardens, Maroba, the Mater and John Hunter Hospitals, Jesmond Grove, Jenny McLeod and 'Bethel'. Others also care for the residents at St Martin's' and assist the clergy.

What is needed: *Faith in the presence of the Lord in the Eucharist. A reverent, prayerful and relaxed approach to the administration of the sacraments to the sick. Access to transport.*

2.11 THE CARING GROUP AND ANOINTING MINISTRIES (MA)

Description Ministry: At New Lambton the caring group reaches out to those who are sick in a variety of ways—ranging from home visitation to helping with transport needs. There is a regular Anointing Mass and morning teas and activities. Elsewhere, many of our pastoral carers are also involved in a ministry to the sick. On a regular basis they arrange for the celebration of the Sacrament of the sick. They visit the sick at home, in hospitals and nursing homes. Several times a year, they work with the SVDP and the Ladies Committee for a special service at the Church. At Lambton,

people come together on significant occasions for a sit down morning tea following an Anointing Mass.

Commitment: A preparedness to be involved and co-operate in meeting the needs.

What is needed: *Contacts for the retirement home. Workers!*

2.12 THE MINISTRY OF PRAYER (MP)

Description of Ministry: A 'Prayer Circle' operates in our parish as do a number of groups who pray the rosary together on a regular basis. There are also groups who meet together regularly for prayer such as the 'Two Hearts' and others who pray together for the newly baptized in the GodStart Program.

Commitment: people who are prepared to take on a responsibility of praying for specific need and people.

What is needed: *a delight in prayer, particularly in communion with others.*

3. FORMATION AND EDUCATION

Facilitates spiritual growth and promotes empowerment through education and formation

3.1 PRIMARY SCHOOL EDUCATION: (PE)

Description of Ministry: Trinity Parish has three **Parish Primary Schools**—St John's, St Therese's and Corpus Christi . Our schools have a combined enrolment of around 900 children. The ministry of our schools is well described in the various policies distributed through the Catholic Schools Office (CSO). Each school offers many opportunities for parishioners to be involved in their activities. Help is frequently needed for Canteen and Sporting endeavours, as well as efforts to improve the literacy and computing skills of the children. The schools also have active '**Parents and Friends Associations**'.

Commitment: Varied and negotiable with the Principal

What is needed: *Depends on the children's needs*

3.2 CATECHETICAL TEAM: (CT)

Description of Ministry: The Special Religious Education Teachers who form this team work respectively in New Lambton, Lambton South, Lambton, Waratah and Waratah West Primary School. When it has the resources the Team also co-operates with the RE program in Waratah Technology School. The Team consists of Catechists who do face to face teaching and their supporters. Team members are also given the opportunity to be part of diocesan training schemes and regional gatherings.

Commitment: A minimum one classroom hour per week as a Religious

Education Teacher or Teacher Assistant. Currently, classes at **Lambton** take place on **Thursday** Morning. The classes at **Waratah** Primary are held on **Tuesday** morning and those at **Waratah West** on **Friday**. Classes at also held at **New Lambton** and at **Lambton South**. About one hour preparation time is also needed.

What is needed: *Some members of the team are engaged in teaching, others act as assistants or in other ancillary roles (e.g. photocopying and ordering). Preparedness to sign Prohibited Person Declaration. If untrained, prepared to take part in the diocesan training programs.*

3.3 ADULT EDUCATION TEAM: (AE)

Description of Ministry: The Team is responsible for the encouragement of an understanding of the Christian Faith and for other programs for the betterment of people and the community. The Team may provide nights or short courses each year on a variety of issues. These may include Lenten or Advent reflection programs. The Team also co-ordinates programs for leaders in the parish to develop skills and their understanding of faith.

Commitment: It is desirable to hold programs each year on topics in demand by the community.

What is needed: *A desire to better understand the Christian Faith and a commitment to that faith.*

4 MISSION, OUTREACH AND EVANGELISATION

Engage people in the transformation of society—outreach through mercy and justice - to build the kingdom of God

4.1 NEIGHBOURHOOD CHURCH TEAM: (NC)

Description of Ministry: Neighbourhood Church Communities are a recent innovation in our diocese. The neighbourhood communities include all Catholics in the neighbourhood and serve as the primary means of missionary outreach to all God's people. The Team consists of twelve '**Coordinators**' (the elected representatives on the Pastoral Council' and the **Neighbourhood Visitors**. We are working towards each neighbourhood having at least one visitor whose task is to keep in touch with existing parishioners, welcome new arrivals, advises the Parish Office of address changes and notify the appropriate Team regarding the sick and housebound in their particular area. They are key in building up the networks in the parish and a real sense of being church. It is apostolic work in the truest sense.

Commitment: People are needed to join with the twelve elected coordinators for outreach to all Catholics in our Parish. These **Neighbourhood Visitors** are asked to make at least 2-3 contacts per year with the Catholic households in their area. (on our records, there are around 12 households per area) Coordinators are

also asked to provide some feedback. (Census figures reveal more than twice as many Catholic households in our parishes as listed in our parish records). This is a very new venture in our diocese. As the Ministry develops, visitors and coordinators may decide on other strategies.

What's needed: *Faith, openness to people, preparedness to learn how to contact people, commitment to contact and visits.*

4.2 NEIGHBOURHOOD COORDINATORS: (CO)

Description of Ministry: Everyone is on a learning curve but ultimately the co-coordinators (members of the Pastoral Council will be responsible for the support, inservice and training of the 'visitors' in the program.

Commitment: Pastoral Council Meetings plus and meetings with/support of, the visitors in their region/s.

What's needed: *Preparedness to learn about NCC, Some organisational skills.*

4.3 YOUTH MINISTRY: (YM)

Description of Ministry: The ministry operates in many informal ways. The principal endeavour however is the Life Teen Program ('Pure Flame') which runs on a Regional basis and is open to youth from any parish. The ministry operates using a variety of means including social media to engage our youth and to inform and invite parishioners to contribute to our Life Nights, Retreats and all fund raising activities. Holy Trinity provides the finance for the Youth Co-ordinator who facilitates the Core Team to evangelize, catechise and develop Christ-centered relationships with high school youth in a group environment. The Core Team encourages the development and involvement of youth in the life of our parish communities.

Commitment: Twelve month appointment by the Pastoral Council (renewable)

What is needed: *Faith and energy, Commitment to Church and Eucharist, Preparedness to work with young people*

4.4 SACRAMENTAL INITIATION TEAM: (SI)

Description of Ministry: The Team is composed of representatives from the three Eucharistic communities. They work together on a common program for the initiation of children into the community of faith. There is agreement on the program which is implemented in slightly different ways at our churches.

Commitment: A diversity of talents is needed to enable the program to run effectively. It begins in the final term of the school year (around October), is a major focus for the Lenten period and is completed at the Feast of Pentecost.

What is needed: *An interest in children and their initiation into the community, preparedness to be involved in parent meetings and regular Sunday sessions with the children.*

Those involved need to have a child protection registration number.

4.5 BAPTISMAL SPONSORSHIP TEAM: (BS)

Description of Ministry: Many children are baptized each year in our parish. This Sponsorship Ministry works closely with the Initiation Team. It provides support and contact with the parents of newly baptized children from the time leading up to baptism until the child begins school. The Team helps to prepare the family for the sacrament and shows a positive interest in the welfare of the newly baptized child and its family following the baptism. The ministry is an effort to help the families develop links with the parish community.

Commitment: Ideally, the Team would help to arrange the Baptismal ceremonies and arrange for one of its members to attend the ceremony. It aims to keep a kindly and friendly contact with the family until the child begins School. Helpers implement the 'Godstart' program. Currently, some of the members are housebound and work from home via mail and phone.

What is needed: *Openness to people, Discretion, Friendly attitude to people and children, Commitment to Church and the Eucharist*

4.6 CHRISTIAN INITIATION TEAM: (CI)

Description of Ministry: Allied to the children's Initiation and Sponsorship Team, the Christian Initiation Team explores ways of welcoming adults and facilitate their initiation into the community of faith. It studies the process and the Rite of Christian Initiation (RCIA) and implements the program in the Parish. RCIA is that process by which adult persons are brought into membership of the Church. Whilst the community is the first minister of this process, others are needed to bring the process to completion.

Commitment: The Team co-ordinates the entire process. It holds information evenings/days, establishes inquirer groups, develops the appropriate program strategy, sets dates and discerns the ministers needed. The size of the Team depends on the needs of our parish and the number of candidates.

What is needed: *Faith, ability to communicate, an interest in encouraging and welcoming new members to the Church and a preparedness to work towards this.*

4.7 SOCIAL JUSTICE TEAM: (SJ)

Description of Ministry: Social Justice is regarded by the Church as a constitutive element in our work of proclaiming the Gospel. That means it is pretty important. Any Parish that neglects this work cannot be said to be authentic in its work of evangelisation. The Social Justice Team tries to act on local and global issues, to encourage understanding of and work for Social Justice within our parish communities. In past years, the Team has studied papers on justice, the Pope's encyclicals and invited guests to speak to parishioners on social issues. It has organized petitions, promoted Social Justice Sunday and engaged in community action and rallies on a variety of issues.

Commitment: Ideally, the Team meets on a monthly basis. Those who become involved generally become committed to the call of the scripture to act with justice in our lives and our communities.

What is needed: *A preparedness to learn and to act.*

4.8 ST VINCENT DE PAUL SOCIETY (SV)

Description of Ministry: The St Vincent de Paul society is typical of the many voluntary organisations and fellowships of Catholics dedicated to a variety of works of charity and service. The society exists in almost every parish in Australia and Holy Trinity has two groups. Its members live ordinary family life but give some hours of each week to the work of their society. As well as its local work, the society runs low cost shops, food co-operatives, accommodation for the needy and those who are homeless. The society also has junior groups in our schools.

Commitment: Members of the society meet weekly, pray together and meditate on aspects of the Christian life. They also work to help the poor, the needy, the sick and the lonely. To assist in this endeavour, they collect money, clothing, furniture etc. and distribute them to those in need.

What is needed: *A desire for spiritual growth and a real concern for those who are poor and in need. A willingness to attend and participate in weekly meetings and to be involved in social concerns.*

4.9 LEGION OF MARY (LM)

Description of Ministry: The Legion of Mary was founded in Dublin in 1921 for the spiritual advancement of its members and of Catholics in general. There are now 60, 000 groups of Legionaries (called Praesidia) throughout the world. The great centres of Legion activity are the Philippines, Brazil, the Congo and Vietnam (where many legionaries suffered great persecution.) Legion members are involved in all sorts of social activities but especially in helping people to come to Baptism and, their most common work, home visitation. Currently, our local group works in co-operation with the Legion at Mayfield.

5. LEADERSHIP AND STRUCTURE - ADMINISTRATION AND FINANCE

Fosters effective Christian leadership, communication, organization
and maintenance of structures

5.1 HOLY TRINITY PASTORAL COUNCIL (PC)

Description of Ministry: The Pastoral Council is a mainly elected body whose role is laid down in the 1992-93 Synod's Diocesan Pastoral Plan section 5.10-11. This states that the Pastoral Council's role is two-fold: to facilitate pastoral planning at the Parish level and to collaborate with and involve their own parishes in deanery/regions and diocesan pastoral planning. Responsible for Pastoral Planning for Holy Trinity Parish, the Council evaluates, listens to God's people and helps them to discover what it means to live by the Gospel. It prepares the Pastoral Plan for presentation to the Assembly and monitors its implementation. The Council is also the Coordinating Team for the Neighbourhood Church groups.

Commitment: Tri-monthly meetings and other involvements as agreed

What is needed: *Practical Catholics with a desire to promote the work of Evangelisation; an openness to discussion and a preparedness to implement the Pastoral Plan*

5.2 FINANCE COUNCIL: (FC)

Description of Ministry: The Finance Council is required by Canon Law. It is chosen and appointed by the Parish Priest and is personal to him. Its role is to assist the Parish Priest in the fabric and financial resources of the parish. It looks to the Pastoral Council to set pastoral priorities and the Pastoral Council looks to the Finance Council for practical guidance.

Commitment: A minimum of trimonthly meetings and others as needed.

What is needed: *Some interest in and understanding of finance; a good sense of confidentiality; an interest in the fabric of our buildings and our financial needs. A desire to promote the faith*

5.3 COLLECTION, USHERS AND COUNTERS (CC)

Description of Ministry: The collection of monies and accurate counting and banking is essential to the good maintenance of the parish and its pastoral endeavours. There are two overlapping ministries covered by this Team:

Collectors at Mass and the Count Teams. Count Teams count the collections, record the count and the Planned Giving, bank the collections and prepare receipts as appropriate. **Collectors/Ushers** take up two collections at each Mass plus retiring collections on special occasions. The collectors are also asked to take responsibility for seating people at large celebrations. It is also desirable that

they keep an eye to the security of the congregation. In many parishes, those exercising this ministry are referred to as the 'Church Ushers'. With the new safety regulations, these roles will need to be rethought in 2013

Commitment: Collectors take responsibility for the efficient collection of monies at the various Masses throughout the parish. At each Mass, one nominated person needs to be the contact. That person takes responsibility for the collections. A roster is a very helpful way to cover the needs of the Assembly.

What is needed: *Regular Mass attendance, a friendly approach to people, some ease with the collection of finances, systematic with an awareness of security, normal understanding of finance, honesty*

5.4 PLANT AND MAINTENANCE (PM)

Description of Ministry The Team works with the Parish Priest and the Finance Council to monitor and take effective action to maintain our properties. At times it also advises on acquisitions and disposal of property. It also works closely with the grounds and maintenance team

Commitment: Meetings as needed but a preparedness to put time into the maintenance of our plant.

What is needed: *An interest in our plant and the acquisition and disposal of property. Practical skills related to buildings etc are of great use in this ministry*

5.5 STEWARDSHIP AND PLANNED GIVING (PG)

Description of Ministry: The Stewardship and Planned Giving Team has responsibility for the promotion and organisation of the Annual Stewardship/Planned Giving Program in Holy Trinity Parish. It is responsible for the encouragement of parish volunteers, and memberships and renewals in the Planned Giving Program.

The Team co-ordinates an annual Stewardship Sunday. It also orders, labels and distributes envelopes; keeps records of donations, prepares receipts and supervises all practical details relating to the Planned Giving and Stewardship Program. It operates as a subcommittee of the Finance Council and works closely with the *Collection, Ushers and Count Team*. It is responsible to the Parish Priest.

Commitment: The commitment varies according to the needs of the program.

What is needed: *There is scope for a great variety of talents but attention to detail and an ability to follow up is important*

5.6 PUBLICATIONS AND MEDIA (MP)

Description of Ministry: The Team takes responsibility for publications within the Parish Community: the Parish Bulletin, the Notice Boards, Web site, leaflets for distribution, Order of Service booklets, copyright records, collection of archival material (literature and photographs) and any other associated publications. The Team also provides regular input into the Diocesan Journal 'Aurora' and other Catholic publications as appropriate.

Commitment: Various, according to Pastoral and Liturgical need.

What is needed: *e.g photocopy person, typist. Working with the web, filing work, mailouts, record keeper, archivist, historian layout skills. The ability to handle day to day operations.*

5.7 GROUNDS AND MAINTENANCE (GM)

Description of Ministry: Care of the grounds and maintenance of the buildings is a very important contribution to the life of the community. The Team works in unison with the Plant and Maintenance Team and is responsible for the upkeep of the grounds and minor related maintenance. When paid labour is used the Committee ensures that the necessary work is done.

Commitment: Care of the grounds, Minor maintenance work, Some degree of oversight of maintenance.

What is needed: *Sufficient physical strength and health to do the necessary work, Some handyman skills are valuable.*

5.8 OFFICE MANAGEMENT (OM)

Description of Ministry: The Office Management Team is a voluntary group who assist in the running of the Parish Administration. Members of the Team assist the Parish Priest in a variety of ways. They care for such tasks as: filing, typing, mailing of correspondence, photocopying, collation of booklets etc, record keeping, the development and updating of the Parish Data System, the Parish Website, Archives and a host of other needs.

Commitment: Several hours per week is the minimum requirement.

What is needed: *Skills in the above areas are helpful but at least an ability to learn the skills needed. Computer skills, shorthand and typing skills are very useful. Discretion.*

PERSONAL NOTES

STEWARDSHIP OF TREASURE

STEP 3 Read the following

HOLY TRINITY PLANNED GIVING

Our sincere thanks to all those who contribute regularly to the Planned Giving Program for Holy Trinity. This pamphlet gives an opportunity to review and to respond even more generously to the works of the parish.

Other Options are now available:

We have had Planned Giving programs for a long time. Now we have moved to a stewardship approach in our communities. We also present alternative ways for members of our parish to be involved in the **Planned Giving Program**.

Most parishioners are happy with the envelope system as it stands. Because of changes in banking methods, **other payment methods** are now possible. The following alternatives are available. *If you choose option two, three or four, you will still receive a set of envelopes to enable you to place a symbol of your giving on the plate at Sunday Masses and to contribute to the various special collections.*

Option One:

Planned Giving Offering Envelopes

Unless otherwise indicated it will be assumed that your contribution to the Planned Giving Program will be made in the **Offering Envelopes** each Sunday.

Option Two:

Payment by cheque

Some members of the community choose to pay by **cheque** several times per year. This is very acceptable and unless otherwise indicated it will be assumed you will continue to use this method.

Option Three:

Direct Debiting

A set amount can be **deducted from your bank account** monthly, be processed by the Catholic Development Fund and credited to the parish's account. *(N.B. Banks charge a dishonour fee if there is not enough in the account to cover the deduction.)*

Option four:

Credit Card

Alternatively you can make your contribution using your **credit card**, which again will be deducted from your account monthly, be processed by the Catholic Development Fund and credited to the parish's account.

If you wish to use **option three**, please indicate and the Planned Giving Team will forward the appropriate forms to you as soon as possible.

**TO ASSIST OUR RECORD KEEPING ONLY
FILL IN THE FOLLOWING IF YOU WISH TO
BE A NEW DONOR OR WISH TO UPGRADE
YOUR PRESENT OFFERING.**

STEP 4 Please consider your contribution
Give generously
Complete the following information
and return to:

Holy Trinity Church Office:
70 Platt St, Waratah, 2298.

AGREEMENT TO TRY

I/we agree to give weekly for the support of the parish the following amount knowing that I am/we are not legally bound to do so.

\$ _____

I/ we will pay in the following manner:
(Insert name as appropriate)

OPTION 1	Weekly envelope
NAME	_____
ADDRESS	_____
PHONE	_____

OPTION 2	Payment by Cheque
NAME	_____
ADDRESS	_____
PHONE	_____

OPTION 3	Direct Debit
NAME	_____
ADDRESS	_____
PHONE	_____

OPTION 4	Credit Card
Card number	_____
Expiry Date	_____
SIGNATURE	_____
NAME	_____
ADDRESS	_____
PHONE	_____

Stewardship

Stewardship

is a way to live out a Christian way of life in our parish. It is a symbolic expression of our thanks to and trust in God.

Stewardship

means that I personally take real responsibility for the mission of the Church and put my time, my money and my talents at its disposal.

Stewardship

helps us to become aware that God is the ultimate giver of the gifts we have. It challenges us to share our time, talent and money so that God's greatest gift to us, Jesus Christ, may be given to those who do not know him.

Stewardship

also helps us as followers of Jesus to be aware that money time and talents contributed to our parish are for the sake of pastoral care and evangelization.

Stewardship

is also based our need to give, rather than our parish's needs. It provides us with an indicator of our personal commitment to the Mission of Christ.

Stewardship

is very important. At the present moment, our parish of Holy Trinity is at very important stage in its development. There is much happening in our parish and much is in planning for the future. At no time perhaps has your support been so necessary. As a church, we are faced with great challenges and the time, talent and financial support of every parishioner is much needed.

There is a great opportunity to live out your baptismal calling by volunteering your time, your talent and, as St Paul reminds us, your financial gifting. This is also an important dimension of stewardship—of our commitment to the Community of Faith—we give because of our desire to give.

For further information re the Financial aspects leave a message for Tim on ext. 3 at our Parish Office: 4960 8010

REMEMBER No one needs to over commit
If you indicate that you can assist with any of the ministries listed or with the Planned Giving Program, be generous in giving of your time, your talents and your resources but do not over commit yourself.

PRIVACY

Our Parish collects personal information, including sensitive information about members of the faithful. Our primary purpose in collecting this information is to administer the sacraments and pastoral care of our community. Information may also be used to ask you for donations and/or request your services as a volunteer from time to time. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.

The Trinity Logo consists of three candles of unequal length (representing the period since the establishment of each community):

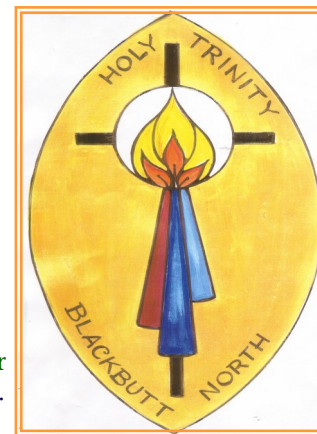
St John's 1873

Corpus Christi 1917

St Therese's 1954

All had origins in Lambton.

The candles are illustrated in the colours of each church: dark blue for St John's red for Corpus Christi and light blue for St Therese's. These three candles join together to produce one flame. The resulting flame shines before a host superimposed over a cross on a golden background.



The gold: signifies the

Kingdom of Heaven. All our endeavours are to be undertaken in the light of that heavenly vision.

The cross: reminds us that, saved by the cross of Jesus, we are claimed for him at baptism and called to serve the mystery of the Kingdom.

The host: signifies that we are the body of Christ and as such are nourished on the journey by the bread of life given to us by the one who suffered, died and rose again for our sakes.

PARISH PRIEST (Chaplain to the Mater)
Fr Barry Tunks

PARISH OFFICE: 70 PLATT ST WARATAH
Ph 4960 8010 Fax 4960 0345

EMAIL: triparish@mn.catholic.org.au

WEBSITE: holytrinityparishblackbutt.org.au

FACEBOOK: facebook.com/holytrinityparishblackbuttnorth

ASSOCIATE PASTOR (John Hunter Chaplain)
Fr Thomas Chirackal 4956 1953
0408451244
Thomas.chirackal@mn.catholic.org.au

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Liz 4956 2595
49577216
Pat 4968 3322
mizliz4848@gmail.com

Finance Council:

Tim, John, Denise, Mary,
Alan, Gail, Brian and Father Terry.
Messages 4960 8010 ext 3