

St Joseph's Annual Parish Forum 2023

November 26th at 11.15am

Sacred Heart Church

Agenda

1. Welcome and acknowledgements
2. Report on Parish Pastoral activities throughout 2023 (Attachment 1)
3. PPC presentation of the proposed strategic plan (Attachment 2)
4. Report on parish finances – Martin Kruze (Attachment 3)
5. Appointments to the Parish Pastoral Council (Attachment 4)
6. Adjustments to the timing of terms for Parish Pastoral Council members (Attachment 5)
7. Other business

**Our parish luncheon will commence at 12 noon in the
Sacred Heart school hall.**

Attachment 1 – PPC Report



Parish Pastoral Council Annual Report - 2023

Parish Pastoral Council (PPC) Membership

In 2023 the Parish Pastoral Council comprised the following members:

Ex Officio Members	
Rev. Binh Le	Parish Priest
Kaylene Carlin	Principal, Sacred Heart
Colleen McCambridge	Principal, St Margaret Mary
Marlene Monahan	Representative, Parish Finance Committee
General Members	
Katherine Wong	Elected Chairperson – Member since 2022
Anita Bilaver	Elected Deputy Chairperson – Member since 2022
Bang Bui	Elected Secretary – Member since 2022
Grace Frazzica	Member since 2022
Tony Nicholson	Member since 2022

This year we welcomed Colleen McCambridge to the Parish Pastoral Council and farewelled Andrea Richards with grateful thanks for her time as Principal of St Margaret Mary's School.

Parish Pastoral Council (PPC) Activities in 2023

The focus of the PPC work in its eight formal meetings throughout the year has been the drafting of a strategic plan for our parish. Our thoughts and ideas have been significantly influenced by the themes arising from the various consultations we had with parishioners late last year. As this strategic plan has evolved, we have raised our ideas with parishioners at forums held in March and August. The proposed three-year plan forms an attachment to this report.

In recent times we have begun to take small steps that reflect the three priorities of the plan.

Within **Belonging** we have recommenced Coffee and Cake after Mass, stepped up our welcoming of people as they arrive at Mass, and added a St Joseph's Feast Day lunch. We also look forward to our end of year luncheon which has been extended to all parishioners. We have also been working on communication and are nearing the completion of a parish website that will assist in the provision of information and in spreading the word.

Within **Belief** we have recommenced children's liturgies through the generous help of our teachers and parishioners.

And within **Sustainability** we have established a Properties Advisory Group with a membership of Parishioners with appropriate skills. Its task is to bring forward a long-term property master plan and to determine how the value of unutilized property can be converted into a new ongoing income stream for our parish.

Attachment 2 – Strategic Plan

The proposed 3-year Strategic plan has been developed as follows:

- March 2023: draft Strategic Plan presented to parishioners at Masses and through emails and bulletin
- Parish Forums held at St Margaret Mary's (23 March) and Sacred Heart (26 March)
- Feedback from parishioners was that the proposed Vision, Mission, Guiding Principles and Priorities were aligned with parishioner's sentiments
- Parish Pastoral Council (PPC) continued to work on refining this draft strategic plan and discussed how best to start to implement the plan
- July 2023: the PPC included a draft outline of this refined 3-year strategic plan with the bulletin
- Parish Forums held at St Margaret Mary's (8 August) and Sacred Heart (13 August) to seek feedback on ideas for implementing proposed strategic plan

The following are included as part of this attachment:

- proposed 3-year Strategic Plan
- a graphic of the structure of Parishioner teams
- banners for the Parishioner teams

Proposal:

Central to the implementation of the strategic plan is the creation of three parishioner teams, each focused on one of the three strategic priorities. Two PPC members will help coordinate each team. Their main task will be to create opportunities for more people to become involved in ways that reflect their interests, their unique talents, and the time they have available.

Belonging Team

It will work at fostering a stronger sense of community amongst parishioners, welcoming strangers, and outreaching to those who may be isolated or lonely, as well as building a stronger relationship between our parish and our schools.

Belief Team

It will work at enhancing our liturgies, strengthening our relationships with families who bring their children for baptism, creating new opportunities for young people to express their faith, and to provide all parishioners with opportunities to engage in on going faith development.

Sustainability Team

It will work at ensuring our parish is preparing our young people for leadership, and that we have in place the financial and governance arrangements necessary for our future parish to be strong and to grow.

The creation of these Teams is not intended to replace the valued work of our various parishioner groups that contribute so much to the good running of our parish. Rather, the teams are intended to support and enhance the work of existing parish groups whilst ensuring we become intentional and co-ordinated in implementing the parish plan's strategic priorities.



Our Vision:

St Joseph's Parish is a dynamic and growing Catholic faith community that welcomes everyone to the living presence of Jesus Christ.

Our Mission:

To create vibrant and rich liturgical experiences, a deep sense of belonging and connection for all, and to provide opportunities for ongoing education in faith, and outreach and service within and beyond our community.

Guiding Principles

As parishioners of St Joseph's, we strive to:

- 1. Act in a spirit of appreciation and gratitude for First Nations People**
To acknowledge First Nations People as the traditional owners of our land, to respect and honour their culture, and to offer welcome, kindness and support to everyone.
- 2. Act in a way that upholds the safety of children and all vulnerable people**
To hold the care, safety and wellbeing of children and all vulnerable people as a central and fundamental responsibility for our community.
- 3. Act to support all parishioners to live a more connected life within our Parish Community**
To work in an outward facing manner, placing people in the centre, and focusing on building relationships with others, regardless of whether they regularly attend Mass, so that the needs of the other are met by and with people they trust.
- 4. Act with a listening heart**
To ensure that everyone knows that their voice is unique and indispensable and that what they contribute is of value to our parish community, always listening to understand and to empower others.
- 5. Act with selflessness**
To act for the benefit of all and always strive to achieve the common good.
- 6. Act fairly and with openness**
To work collaboratively and to make decisions fairly and transparently, appreciating that honesty and accountability are the foundations of trust and social relationships that provide hope and confidence.
- 7. Act with an appreciation of the need for all of us to continually develop our talent and skills**
To step back and to set aside sacred space every day so as to genuinely live in the present while respecting the past, appreciating that everyone is called to help create the future, a future for the Parish of St Joseph that is good, beautiful, just and true.

Priority 1: Belonging

Communication and Welcoming Present and New Parishioners

Intended Outcome:

That St Joseph's Parish continues to prioritise the building of a more welcoming, connected and inclusive parish community.

Examples of Actions:

Examples of ways we can work towards this goal would be to bring our parishioner database up to date, improve communication (e.g. website), establish "ministry of welcome", create opportunities for social interaction and outreach programs, build relationships with schools, and establish symbols so that everyone feels welcome.

Evidence:

We will know we are making progress on this goal if parishioners feel more welcome and connected to one another, and are finding ways to make their unique contributions.



Priority 2: Belief

Liturgies that Support Parishioners to Grow a Deeper Faith within Themselves

Intended Outcome:

That St Joseph's Parish enhances its liturgies and creates more opportunities for the ongoing faith development of parishioners.

Examples of Actions:

Examples of ways we can work towards this goal would be to develop relationships with baptism families, create opportunities for further faith formation for parishioners, and create opportunities for young people to express their faith.

Evidence:

We will know we are making progress on this goal if parishioners express increased satisfaction with our liturgies and that they feel their desire for faith formation is being met.



Priority 3: Sustainability

The St. Joseph's Way: Sustainability of St. Joseph's Parish

Intended Outcome:

That St Joseph's Parish has policies, practices and organisational structures that allow for the long term sustainability of our parish.

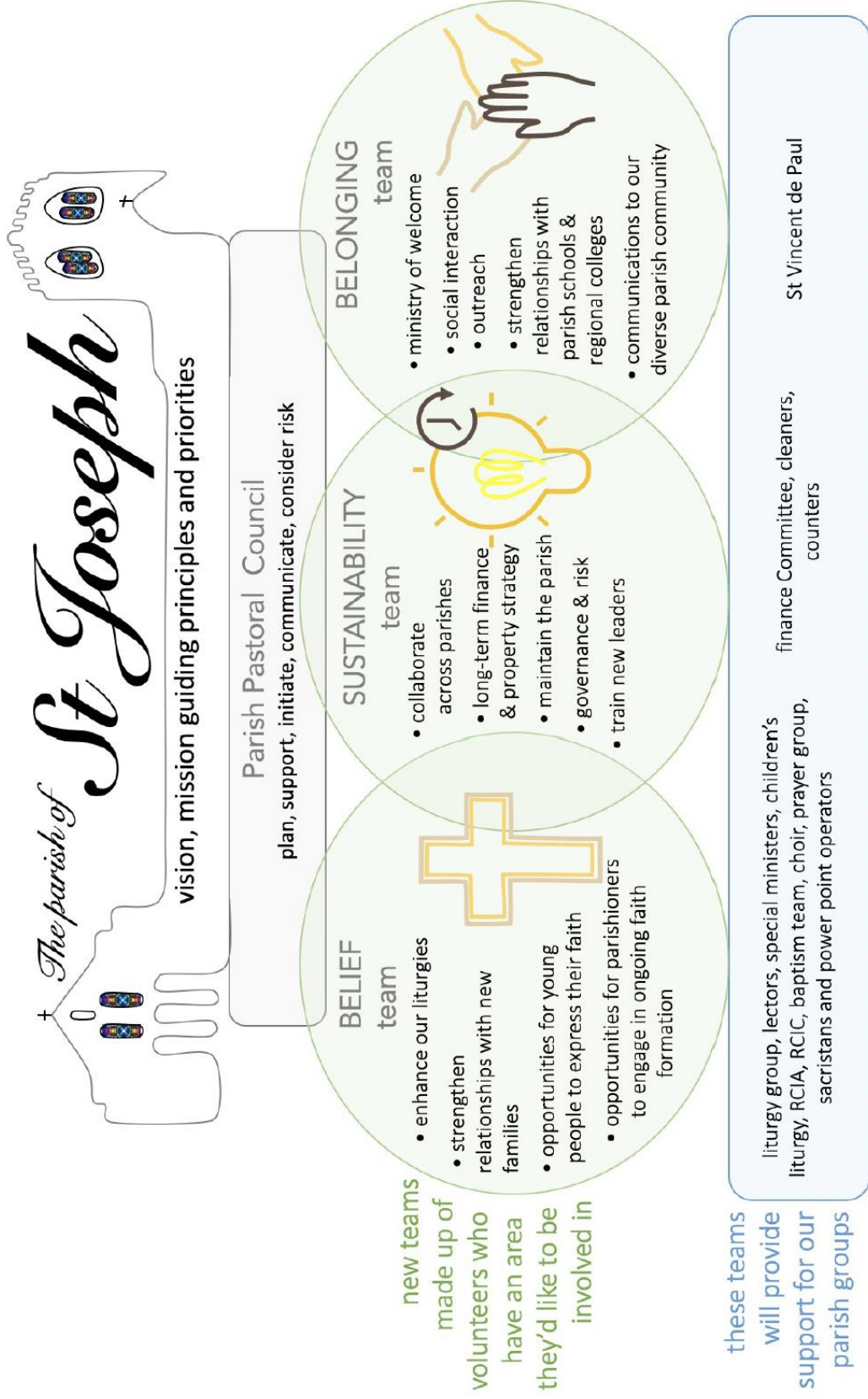
Examples of Actions:

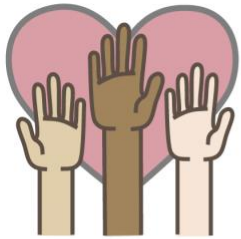
Examples of ways we can work towards this goal would be to engage with the Archdiocese about plans to share resources amongst parishes, establish long term financial strategies, create opportunities for youth to be involved, create teams to engage parishioners in initiatives, and foster a culture of diffused leadership.

Evidence:

We will know we are making progress on this goal if more parishioners are involved in parish activities, and if plans are in place to ensure resources and governance to support our mission long term.







volunteers needed

Belonging Team

The belonging team needs people who

- like to help those in need
- like to offer a listening ear
- enjoy forming friendships

We hope to establish

- a ministry of welcome
- opportunities to build connections with others
- outreach programs
- better relationships with our partner schools
- improved communication for parishioners

We will provide support for

- St Vincent de Pauls



If you have ANY of these skills and passions, please join the BELONGING team and help us build upon a more welcoming, connected and inclusive parish community.



volunteers needed

Belief Team

The belief team needs people who

- are passionate & think deeply about their faith
- enjoy sharing their faith with others
- are keen to help others more deeply encounter Christ

We hope to

- enhance our liturgies
- strengthen relationships with new families
- create opportunities for young people to express their faith
- create opportunities for parishioners to engage in ongoing faith formation

We will support

- children's liturgy
- RCIA, RCIC, baptism team
- sacristans
- liturgy and prayer groups
- lectors, special ministers
- choir
- powerpoint team



If you have ANY of these skills and passions, please join the BELIEF team and help us enhance liturgies and create more opportunities for ongoing faith development.



volunteers needed

Sustainability Team

The sustainability team needs people who are interested in

- managing
- developing
- planning
- strengthening
- organising

We hope to

- collaborate across parishes
- establish a long-term finance and property strategy
- maintain the parish
- train & support new leaders
- determine governance & risk

We will support

- finance committee
- cleaners
- counters
- properties advisory group



If you have ANY of these skills and passions, please join the SUSTAINABILITY team and help us create structure that allow for long term sustainability of our parish.

Attachment 3 – Finance Report

PARISH OF ST JOSEPH, NEWPORT & SPOTSWOOD					
A SUMMARY OF INCOME & EXPENSES					
		ACTUAL 2021	ACTUAL 2022	Actual YTD Oct 2023	BUDGET 2023
OPERATING INCOME					
Thanksgiving & 2nd Collection		\$ 61,037.00	\$ 60,796.00	\$ 54,867.60	\$ 71,200.00
Sundry income (Bank interest, Service fees, sale of resources (candles & stoles), Rental Income (Jubilee Room) Parish levy		\$ 56,167.00	\$ 44,450.00	\$ 30,858.60	\$ 49,600.00
TOTAL OPERATING INCOME		\$ 117,204.00	\$ 105,246.00	\$ 85,726.20	\$ 120,800.00
OPERATING EXPENSE					
General administration of Parish including salaries & annual Leave provisions (Bank Charges, Liturgy Resources, Catering, Church requisites, Payroll, Conferences and Retreats, Vehicle expenses, General Exp)		\$ 38,096.00	\$ 48,021.00	\$ 55,215.58	\$ 70,139.00
Property costs (Insurance, Rates, Repairs & Property Maintenance, Utilities, Cleaning, Gardening)		\$ 89,624.00	\$ 57,187.00	\$ 29,923.55	\$ 62,250.00
Office equipment & equip maintenance		\$ 1,798.00	\$ 1,860.00	\$ 1,412.93	\$ 5,000.00
TOTAL OPERATING EXPENDITURE		\$ 129,518.00	\$ 107,068.00	\$ 86,552.06	\$ 137,389.00
NET OPERATING DEFICIT		-\$ 12,314.00	-\$ 1,822.00	-\$ 825.86	-\$ 16,589.00
The 2023 budget we are presently working with is not indicative of our needs, but is a shoestring budget to cover the most basic expenses of parish pastoral programmes, salaries, property maintenance and ongoing costs.					
* There is a need for significant essential maintenance to be done across our two Churches, Presbytery and Convent					
Assets					
Bank					
Long Service Leave Account		\$ 7,590.57			
St Josephs Church Account		\$ 11,251.53			
Total Bank		\$ 18,842.10			
Current Assets					
CDF Investments		\$ 444,349.61			
Total Current Assets		\$ 444,349.61			

Attachment 4 - Appointments to the Parish Pastoral Council

Under the rules of the PPC constitution, we can bring on four additional people to fill vacancies. Two of these vacancies are for **Youth Members** specifically for people twenty-five years of age or under, and the other two are **Ordinary Member** positions that have no age restrictions. In addition to these, the two-year terms for existing members, Tony Nicholson and Grace Frazzica, will expire in June next year. Tony has indicated that he would like to be considered for a further term. However, Grace has indicated that due to other commitments, she would like to step off the Council. We thank Grace for all her contributions, and in particular for her pivotal role in helping us draft the strategic plan. With the retirement of Grace, we now have three vacant general member positions.

I'm pleased to be able to report that parishioners have responded generously to our invitation to consider contributing to our parish as a member of the PPC. Fr Binh and I have had discussions with several people who have expressed an interest, and we are delighted to nominate five people to become new members. The PPC is satisfied that they meet the criteria laid out in the constitution and that they will make a great contribution to its work.

Nominations for Youth Members:

- Marizabel Saliba
- Narween Fernando

Nominations for Ordinary Members:

- Jean-Pierre Eid
- Miriam Kruze
- Sean Gibson

Note: Tony Nicholson is also nominated to serve another term.

Attachment 5 - Adjustments to the timing of terms for Parish Pastoral Council members

The formal commissioning of existing PPC members took place in June 2022. With the Strategic Plan working on a calendar year basis, and the Annual Parish Forum taking place at the end of the year, we recommend that the terms of existing members be adjusted to expire on December 31st of the final year of their term. It is further recommended the constitution be adjusted to stipulate that member terms commence from January 1st.

Current wording in Parish Pastoral Council Constitution:

4. Membership terms

- a) All members may be appointed for terms of two or three years to enable at least a third and no more than a half of membership terms to expire at the same time.

Proposed wording for Consideration (addition of new point b):

4. Membership terms

- a) All members may be appointed for terms of two or three years to enable at least a third and no more than a half of membership terms to expire at the same time.
- b) Terms of membership will commence from January 1 in the year following the Annual Parish Forum in which they were appointed.