

***DRAFT PARISH PLAN***

***Sts Peter and Paul, South Melbourne***

**THE NEIGHBOURHOOD PARISH**

## **A. Preamble**

This document sets the scene for ensuring the continuation of the life of the historic parish of Sts Peter and Paul, South Melbourne, into the coming decades.

The intention is that relevant stakeholders and interested parties work together to finalise the Plan over as short a timeframe as possible. Early completion of the Plan will ensure that existing activities and efforts are aligned to the future directions of the Parish.

Part of the process of developing the final version of the Parish Plan should see the emergence of key people to take the lead role in each of the six proposed parish Teams. This will provide the necessary hands-on resources to flesh out the required detail for the various Parish Teams.

## **B. Background**

### **1. What is a Parish?**

A Parish<sup>1</sup> is defined as:

- An administrative part of a diocese that has its own church
- The members of such a parish; a religious community attending one church

The elements of the South Melbourne parish are:

- Providing a focal point for reaching out to the neighbourhood
- Partaking of the Eucharist
- Living the teachings of Jesus
- The social life of the parish
- A strong hospitality/Open House component
- Its physical assets

### **2. What do the Parishioners want?**

Interviews with a cross section of South Melbourne parishioners indicate that there is a desire for the following:

- An independent parish
- A parishioner-centric organisation
- A financially viable organisation
- Meeting our parish commitments, whilst also maintaining a strong hospitality/Open House component
- Devising an organisational structure that transparently links all parts of the parish

### **3. Commitment**

There must be agreement to support this plan from the Parish Priest and Parishioners.

### **4. Stakeholders**

The Stakeholders of the Parish include:

- The Parish Priest
- The Parishioners
- The local Community
- The Archdiocese

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<sup>1</sup> [Middle English, from Old French parroche, from Late Latin parochia, *diocese*, alteration of paroecia, from Late Greek paroiki, from Greek, *a sojourning*, from paroikos, *neighboring, neighbor, sojourner*: para-, *near*; see para-<sup>1</sup> + oikos, *house*]

## 5. SWOT Analysis

The Plan builds on the historic strengths of the parish, whilst also identifying our strengths, weaknesses (internal environment), and our opportunities and strengths (external environment).

<p><b>Internal</b></p>	<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Strong history</li> <li>• Committed community</li> <li>• Influential parishioners</li> <li>• 'Asset rich'</li> <li>• High external use of church</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Small community</li> <li>• Parish Class Transition</li> <li>• Small numbers available for parish work</li> <li>• Lack of transparency and openness</li> <li>• Lack of clerical support</li> <li>• Lack of defined agreed organisational structure</li> </ul>
<p><b>External</b></p>	<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• High media profile</li> <li>• Established parish priest</li> <li>• Devise new organisational model</li> <li>• Articulate what is required for a Parish identity</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Lack of adequate cash flow</li> <li>• Risk of amalgamation</li> <li>• Need for clerical successor</li> </ul>

## The Plan

### Our Values<sup>2</sup>

- **Compassion:** Accepting people as they are, bringing to each the love and tenderness of Christ.
- **Justice:** Acting with integrity and respecting the rights of all.
- **Human Dignity:** Respecting the uniqueness of each person created in the image and likeness of God.

**Our Vision<sup>3</sup>** is to be a significant presence as a Parish encompassing the local community.

**Our Mission<sup>4</sup>** is to provide for the spiritual, pastoral, educational and social needs of the South Melbourne and neighbouring communities in a Catholic context.

**Our Goal<sup>5</sup>** is to be a vibrant, self sufficient and financially viable Parish

**Our Objective<sup>6</sup>** is to meet the needs of the Parishioners and other stakeholders associated with the Parish.

### Organisational Structure

Achieving the Parish Vision and delivering the Parish Goals and Objectives will be facilitated through a Team structure. The proposed Teams and areas of responsibility are:

- Liturgy
- Pastoral Care and Visitation
- Communication
- Open House and Hospitality
- Facilities
- Finance & Administration

### Implementation

To start the process of getting this Team structure in place and working towards agreed goals for the Parish, the following actions are required:

- The 'Planning group' will look at all plans in early April to ensure that all areas of parish work are covered, and that the work of the groups is compatible;
- The plan will be discussed with the broader parish community and nominations for team membership will be called for. This will be one of the first jobs of the Communications Group.
- Each Team member would be asked to make a commitment to be involved for twelve months, and to attend a monthly meeting.
- Each Team needs to develop an Action Plan;
- That Plan will contain specific Goals and Objectives that will help deliver the Parish Mission;
- The current activities of the Team need to be briefly described;
- Possible future activities need to be briefly described;
- Each Team will also identify its strategies and tactics needed to help deliver the Parish Mission, Goals and Objectives.
- Each Team will keep the Communications Team informed of what they are each doing. The accumulation of that information by the Communications Team will be in addition to its other explicit roles.

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<sup>2</sup> Each activity undertaken, or proposed, within the parish should be measured against these values.

<sup>3</sup> The ultimate, possibly unattainable, state of the parish, without regard to how it is to be achieved.

<sup>4</sup> The on-going operational activity that makes the Vision operative.

<sup>5</sup> That which must be satisfied on a continuing basis to effectively attain the Vision.

<sup>6</sup> Attainable, time-related and measurable targets required to achieve the Goals

## 1. Communications Team

### TODAY

<p><b>Current Activities</b></p> <p>Southerly Buster Website Communication Board</p>
<p><b>Current People Involved</b></p> <p>Carol, Margaret, David, Michela, Kevin, Marita, Fr Bob</p>

### THE FUTURE

<p><b>A Vision for Communications</b></p> <p><i>To fully inform the parish and relevant stakeholders of our activities</i></p>
<p><b>Our Long Term Goal</b></p> <p><i>To provide relevant forms of communication both within the parish, and to the outside world</i></p>
<p><b>Issues that have been raised</b></p> <p>Review layout and content of Southerly Buster Investigate a common logo for letterhead, Southerly Buster, and website Use of new media Use of SMS for reader's rosters, etc (telephone numbers) Quarterly Report/'AGM' Revive 'Winter Warmers'</p>

### GETTING TO OUR GOALS

<b>OBJECTIVE 1: Southerly Buster</b>			
Action	Who	When	Outcome
Review Layout		September	
Increase content			
Evaluate costs			
Assess need for editorial assistance			
<b>OBJECTIVE 2: Branding</b>			
Action	Who	When	Outcome
Establish consistent Brand and image		December	
<b>OBJECTIVE 3: Use of various forms of Communication</b>			
Action	Who	When	Outcome
SMS for rosters		September	
Chat group			
<b>OBJECTIVE 4: Internal Parish events</b>			
Action	Who	When	Outcome
AGM		September	

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Revive 'Winter Warmers'			

## 2. Facilities Team

### TODAY

<p><b>Current Activities</b></p> <p>Church Maintenance (including the Presbytery)                  Gardening                  Cleaning                  Flowers</p>
<p><b>Current People Involved</b></p> <p>Geraldine, Kevin, Margaret Buzza, Carol, Taryn, Jazzi, Parish Administration</p>

### THE FUTURE

<p><b>A Vision for Facilities:</b></p> <p><i>A clean and gracious precinct, of which we are proud</i></p>
<p><b>Our Long Term Goal</b></p> <p><i>To develop a body of committed people, equipped with processes and schedules, who will maintain and improve the precinct</i></p>
<p><b>Issues that have been raised</b></p> <p>Church maintenance schedule                  Garden maintenance schedule                  Cleaning schedule                  Beautification of back of church                  Use of landscape architect</p>

### GETTING TO OUR GOALS

<b>OBJECTIVE 1: Review Schedules</b>			
Action	Who	When	Outcome
Church maintenance		September	
garden			
cleaning			
flowers			

<b>OBJECTIVE 2: Rosters</b>			
Action	Who	When	Outcome
Garden		September	
Cleaning			
Flowers			

<b>OBJECTIVE 3: Beautification</b>			
Action	Who	When	Outcome
Landscape		December	
Back of Church			

### 3. Finance Team

#### TODAY

<p><b>Current Activities</b></p> <p>Coordination with Galilee School Ongoing viability Plate Collection/Fund Raising/Thanksgiving Campaign</p>
<p><b>Current People Involved</b></p> <p>Frank, Tony, Annette, Kevin</p>

#### THE FUTURE

<p><b>A Vision for Finance</b></p> <p><i>A viable and self sustaining parish</i></p>
<p><b>Our Long Term Goal</b></p> <p><i>To have processes in place that will enable our vision to be realised</i></p>
<p><b>Issues that have been raised</b></p> <p>Ensure Viability Cash flow projections Budget and capital purchase program process Improve revenue/Review Expenditure Roles of Administrative staff</p>

#### GETTING TO OUR GOALS

<b>OBJECTIVE 1 Financial structures and processes</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Develop appropriate reporting mechanisms		September	
Develop budget and capital processes			
<b>OBJECTIVE 2 Financial performance</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Review expenditure		December	
Review income streams			
Seek alternative sources of funds			
<b>OBJECTIVE 3 Administrative roles</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Review PDs		June	
Assess viability of Pastoral Associate			

#### 4. Open House and Hospitality Team

##### TODAY

<p><b>Current Activities</b></p> <p>Social activities Cup of Tea Greeters Seniors Christmas Dinner Community Christmas Lunch Bread Roster Links to Foundations</p>
<p><b>Current People Involved</b></p> <p>Geraldine, Margaret S, Sr Catherine and team, Bernie, Mario, Paul</p>

##### THE FUTURE

<p><b>A Vision for Open House and Hospitality</b></p> <p><i>To ensure that the parish provides the kinds of hospitality required for both the parish and our community.</i></p>
<p><b>Our Long Term Goal</b></p> <p><i>To provide appropriate support and hospitality with a committed and available support team</i></p>
<p><b>Issues that have been raised</b></p> <p>Out of Hours Parish House support Information pack Parish social calendar Facilities usable for both flocks</p>

##### GETTING TO OUR GOALS

<b>OBJECTIVE 1: Internal Parish Hospitality</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
New parishioners		September	
Mass hospitality			
Social calendar			
<b>OBJECTIVE 2: External Parish Hospitality</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Open House		June	
Other			
<b>OBJECTIVE 3: Out of hours support</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Daily, 4pm-8pm		June	
Friday			
Weekends			

## 5. Liturgy Team

### TODAY

<p><b>Current Activities</b></p> <p>Liturgy (Christmas, Easter, SSP&amp;P, Foundation Day)                  Sacraments (issue of student and parent education)                  Sacristy                  Special Ministers                  Readers                  Music                  Baptisms                  Weddings                  FOCCUS                  Funerals                  Weekday liturgy</p>
<p><b>Current People Involved</b></p> <p>Sue, Carol, Olwen, Trish, Sr Catherine, Geraldine, Kate, Joyce</p>

### THE FUTURE

<p><b>A Vision for Liturgy</b></p> <p><i>To provide a considered, varied, and thoughtful liturgy that is appropriate for our parish and our times</i></p>
<p><b>Our Long Term Goal</b></p> <p><i>To have processes in place so that our Vision may be achieved and maintained</i></p>
<p><b>Issues that have been raised</b></p> <p>MC at major liturgies, eg 10 am Sunday                  School: regional rotation of liturgical celebrations                  Music                  Computer screen                  Liturgy/Bible study group                  Parishioner Religious Literacy                  Revisit Vatican II</p>

### GETTING TO OUR GOALS

<b>OBJECTIVE 1: Liturgy</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Content		September	
Training for Readers, Special Ministers			
Coordination with School			
<b>OBJECTIVE 2: Presentation</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Format		December	
Music			
Audiovisual			

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<b>OBJECTIVE 3: Adult Education</b>			
<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Outcome</b>
Develop a study group		September	
Winter Warmers			

## 6. Pastoral Care and Visitation Team

### TODAY

<p><b>Current Activities</b></p> <p>Pastoral Outreach                  Drivers                  Prison Ministry                  Visitation (sick, elderly, homebound)                  Communion for housebound                  Telephone Tree                  Emmaus</p>
<p><b>Current People Involved</b></p> <p>Sr Catherine and team, John Nolen, Kath Flaherty</p>

### THE FUTURE

<p><b>A Vision for Pastoral Care</b></p> <p><i>To support those in our parish community who require care beyond the church precinct.</i></p>
<p><b>Our Twelve Month Goal</b></p> <p><i>To assess the extent of the need for pastoral care, and whether current resources are sufficient</i></p>
<p><b>Issues that have been raised</b></p> <p>Assess need                  Assess resources                  Neighbourhood watch                  Spirituality Australia                  Chaplains without Borders</p>

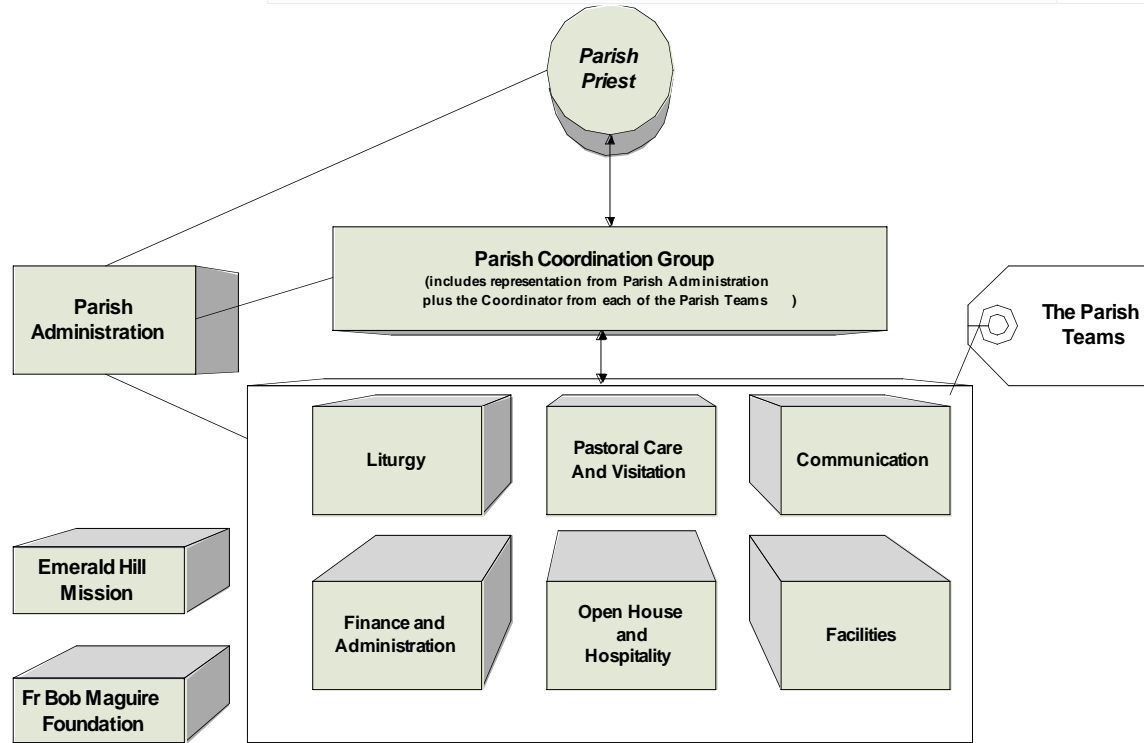
### GETTING TO OUR GOALS

<b>OBJECTIVE 1; Pastoral Outreach</b>			
Action	Who	When	Outcome
Assess need		September	
Assess resources			
<b>OBJECTIVE 2: Elderly</b>			
Action	Who	When	Outcome
Assess need		September	
Assess resources			
<b>OBJECTIVE 3: Prison Ministry</b>			
Action	Who	When	Outcome
Assess need		September	
Assess resources			
<b>OBJECTIVE 3: Neighbourhood</b>			
Action	Who	When	Outcome
Neighbourhood watch		December	
Spirituality Australia			

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Chaplains w/o Borders			

# Sts Peter and Paul South Melbourne



15 April 2008

## **Draft Terms of Reference for the Parish Coordination Group**

<b>Aim</b>	To coordinate the lay activities of the parish
<b>Objectives</b>	To coordinate the activities of the Working Groups To receive reports from the Working Groups To provide advice to the Parish Priest To take up other tasks as requested by the Parish Priest To provide links with Foundations To review Terms of Reference annually To review the strategy Plan annually To provide a quarterly report to the parish To provide for an annual meeting of the parish
<b>Membership</b>	A representative from each of the Working Groups Parish Priest (ex-officio) Other members may be co-opted as necessary
<b>Meeting Frequency</b>	Monthly, or as required
<b>Chair</b>	Elected at the first meeting of the year for a twelve month term; may not serve more than 2 terms.
<b>Secretary</b>	Parish Administrator to be in attendance
<b>Reports to</b>	Parish Priest
<b>Quorum</b>	Four members

## **Draft Terms of Reference for Work Groups**

<b>Aim</b>	To be responsible for the activities of the area of activity
<b>Objectives</b>	To coordinate the activities of the area of activity To provide suggestions for improvement To review Terms of Reference annually To review the strategy Plan annually To report to the Parish Coordination Group monthly To take on tasks as requested by the PCG
<b>Membership</b>	By annual nomination Ability to co-opt as necessary
<b>Meeting Frequency</b>	Monthly, or as required
<b>Chair</b>	Elected at the first meeting of the year for a twelve month term; may not serve more than 2 terms.
<b>Reports to</b>	Parish Coordination Group
<b>Quorum</b>	Half membership, plus one