

# St Mary's Parish

## Steering Group

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The primary function of the St Mary's Parish Steering Group is to act as a conduit for communication by providing the mechanisms for input and feedback that strengthens links across all Parish Groups and Ministries, and supporting engagement with the wider community.

### I. Membership

The membership of the St Mary's Parish Steering Group is made upon the invitation of the Parish Priest and consists of:

#### Role / Requirement

Ex-Officio members being

Parish Priest Parish

Pastoral Associate

A representative staff member from the Parish Office

Along with members appropriate to the needs of the Parish Steering Group as deemed by the Parish Priest from:

Key Parish Groups and Ministries, e.g. the Liturgy Committee, etc; and the Parish congregation

The Parish Priest may, at his discretion, co-opt additional members as deemed necessary from time to time.

Commitment to serve on the Parish Steering Group is for an initially period of 1 year, after which time continuation on the Group is subject to an invitation being extended by the Parish Priest.

Members from the Parish and from the wider community may from time to time attend meetings of the Parish Steering Group by invitation extended by the Parish Priest.

### II. Terms of Reference

The Parish Steering Group aims to increase opportunities to further the objectives of the Parish (as specified in the Parish's strategic plan) through liaison with Parish Groups and Ministries and with individual parishioners.

Additionally the St Mary's Parish Steering Group will identify and facilitate collaborative partnerships with key Christian partners and other community stakeholders to enable the exchange of information and form the basis of ecumenical activities engaging the wider community.

The Parish Steering Group will support engagement and initiatives undertaken by St Mary's Parish on the following, but not limited to:

**Liturgy:** to nourish and build our community through inclusive and engaging liturgical experiences,

**Outreach:** be a truly inclusive parish through real and effective outreach and personal dialogue with ALL members of our catholic community, and

**Social Justice:** be true to the Gospel and relevant in our local and global community with open dialogue and information and response from a catholic perspective on issues of justice.

### **III. Authority**

The Parish Steering Group is a consultative group supporting the communication paradigm within and externally to the Parish; and it provides advice to the Parish Priest to inform decisions on and activities of the Parish. In performing this function, the Group does not have the right of approval nor veto, such responsibility lies with the Parish Priest.

### **IV. Meetings**

It is envisaged that initially the Group will gather weekly. However activities will be allowed to dictate meeting frequency as necessary. Meetings shall be chaired by a member of the Parish Steering Group on a rotational basis. The role of the Chair will be to lead the Group through the faith introduction at the commencement of each meeting and establish a rough agenda of proceedings and convene the meeting in an orderly manner.

Should the Group resolve to make a determination on the basis of voting, decisions of the Parish Steering Group shall be resolved by a simple majority (by over fifty per cent of the members present at the meeting). Each member of the Parish Steering Group shall have one vote, except for the Parish Priest who will in the event of a tied vote, have an additional casting vote.

The Parish Steering Group, in keeping with its agile nature is not required to maintain a formal secretariat function. Each member may, at their own discretion, take notes during the meeting.

Upon conclusion of the member's term on the Parish Steering Group any notes made by the individual at meetings including supporting documentation are to be passed over to the Parish office for safe keeping. The Parish office is to hold these notes as a record of matter, for a period of no less than 5 years and be available for future reference if required.

Annually the Parish Steering Group will provide to the Parish Council a written report on all matters relevant to the performance of the Group's role and functions.

### **V. Review**

At least annually, the Parish Steering Group will review its activities, performance and probity including seeking feedback from the Parish to ensure the effectiveness of the Group. The Parish Steering Group may resolve at that time to make amendment to these terms of reference to ensure its efficacy.

Any amendment to the term of reference requires endorsement from the Parish Priest before taking effect.

### **VI. Established and Approval**

Date 15 - 3 - 2017

Parish Priest

