

Terms of Reference for the Parish Coordination Team

The coordination team is a group of parishioners appointed by the parish priest, Canon Bill. The group acts as an advisory body to Canon Bill about the best way to make the parish statement of aspirations a reality. This also involves building parish capacity to achieve the aspirations and facilitating the work of parish groups.

Remit

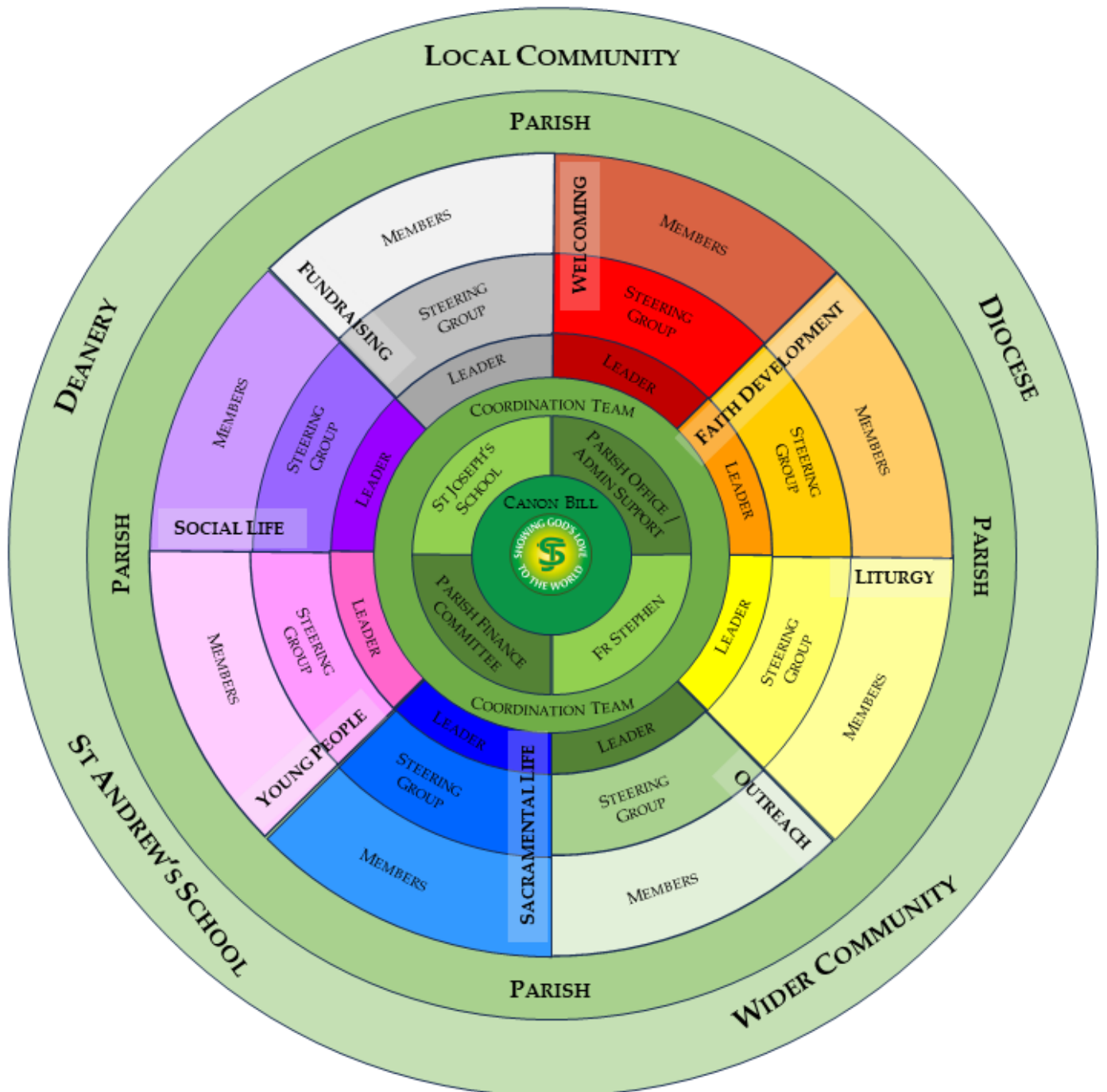
- a) Ensure that the Statement of Aspirations is well-known, understood and drives the work of the parish.
- b) Prepare and oversee the implementation of suitable plans to turn aspirations into reality.
- c) Empower and support parishioners to enable them to fulfil their individual roles in delivering the Statement of Aspirations. In particular, seek to engage with young people, promote leadership roles for women, reach out to the marginalised and enable new parishioners to become involved quickly in parish life. We aim to enrich our community by involving all cultures represented within our parish.
- d) Ensure that there is effective communication within and beyond the parish.
- e) Develop creative ways to work with and support our clergy.
- f) Keep up-to-date with all developments from the Synod on Synodality, including consideration of all suggestions made during parish discussions.
- g) Support the implementation of the Diocesan pastoral plan, *The Word Who is Life*; in particular, by:
 - actively looking for opportunities for fruitful collaboration with nearby parishes;
 - strengthening the link with our parish primary school (St Joseph's) and deanery secondary school (St Andrew's) to allow these schools to contribute better to the delivery of our mission.
- h) Liaise with the Parish Finance Committee as required to ensure that any planned projects are feasible, fully funded and sustainable.

Membership

- The group will consist of ten to twelve members.
- Membership will be flexible; for example, associate members may be appointed to help with specific projects.
- Permanent members will typically serve in the group for three years.

- Individual members will have strategic oversight of one key area of parish life:
 - welcoming;
 - faith development;
 - liturgy;
 - outreach;
 - sacramental life;
 - young people;
 - social life;
 - fundraising (for charity and parish).
- Each of the areas above will also have a small steering group, led by the relevant member of the coordination team and helping to guide development in their area of responsibility. This approach will support succession planning, with the expectation that future members of the coordination team will emerge from these steering groups.

Parish Organisational Chart



Meetings

- The coordination team will meet formally four times a year (e.g. in September, December, March & June).
- Electronic communication will be used to facilitate collaboration and to continue dialogue between meetings.
- A member of the clergy will attend all meetings and Canon Bill will receive regular updates. Canon Bill reserves the right to make all decisions.
- A chair will be appointed by Canon Bill. This person will not have responsibility for any of the eight areas of parish life.

Accountability

- The group will have responsibility for delivering the eight areas of parish life to meet the statement of aspirations.
- Minutes will be taken at all meetings.
- Parishioners will be kept informed of the work of the coordination team through regular newsletter articles and updates on the parish website.
- The coordination team will produce an annual report for the parish, presented at an open meeting as part of a celebratory event.
- Canon Bill will appoint a parishioner to oversee the work of the coordination team, for example by meeting regularly with its chair. This is to ensure that it delivers what is needed by Canon Bill and Bishop Richard, and remains fully focused on its core purposes and remit as detailed above.

Our Statement of Aspirations

At St Joseph's, we **show God's love to the world**. This means that we:

- ✠ are a welcoming community, where all can explore, develop and deepen their faith;
- ✠ help everyone to discover how much they are loved by God;
- ✠ participate in spiritually enriching liturgies and celebrate sacraments as signs of God's love for us;
- ✠ empower people to use their individual talents and skills for the service of others;
- ✠ put the Gospel into practical, loving action by reaching out to help others, especially the poor and disadvantaged in the local community and beyond.

