



Christ Centred Compassionate Respectful Generous

Responsive

Way Forward Group
St Margaret Clitherow and St Paulinus



TERMS OF REFERENCE – WAY FORWARD GROUP ST MARGARET CLITHEROW (ST M C)

AIM

1. To help prepare St M C and St P for an exciting future as Catholic communities without a resident priest

SCOPE

2. **Scope.** The Way Forward Group (WFG) has 3 major components.
 - a. **Synodal Component.** This is Diocese-led and focussed but dependent on lay participation. St M C has completed its input to the Diocese. At a time in the future, when it has completed the synthesis of submissions, the Diocese will give direction. This component meets the Bishop's aspiration to move from an "I" to a "We" and to make our Parish more sustainable in the face of the reducing number of priests. The internal leads here are Brian and Freda.
 - b. **Bringing our Community Alive.** This is led by our lay community. We will ensure that all the groups within our Church continue to thrive and improve their membership. A key element will be to encourage and welcome participation in all aspects of our church life. All our groups have clear leads and most of them are now functioning again. There is also the addition of a new Bereavement Group. Rotas are now available in the church porch. The WFG needs to develop processes to improve knowledge of what happens within St M C, to document it and improve internal communication and coordination. **However, the internal leads within the WFG have yet to be identified.**
 - c. **Lay Involvement in Internal Church Administration.** This is led by our lay community. We are starting from a position of almost complete ignorance on how St M C is run. The aim is to set up the framework of a lay administration within St MC. To do this we need to define the existing internal administrative processes. This entails working closely with Fr. Kevin to establish the detail of these processes in St M C and to identify the degree of input by the Diocese. The internal leads here are Kath and Mike.
3. **Relationship with the Diocese.** We must understand that the Diocese is also on a voyage of discovery and change. It may be unable to give the clear direction we would wish. However, we have been instructed to push ahead with our work and to keep the Diocese informed.

4. Relationship with St Paulinus (St P). The focus will initially be on the processes within St M C. As these internal processes become clearer, that information will be shared with St P. In due course as we become better informed about how our churches function, we should aim to standardize processes across the two churches.

TASKS

5. Synodal Component. This component is to ensure that the WFG is kept abreast of developments in the Synodal process. The tasks laid on it are at Annex A. (Input required)

6. Bringing our Community Alive. The groups which assist in many aspects of pastoral work and in the running of St M C are the heartbeat of our lay community. The Diocese-led discussions identified that communication and coordination of activities within St M C needed improvement. To develop our community's involvement in running services in the absence of a priest, we need to encourage volunteers to take on the training required for Eucharistic Services, Services of the Word, Lay Funeral Ministers and any future roles which emerge from the Synodal process. The tasks laid on this component are at Annex B. (Input required).

7. Lay Involvement in Internal Church Administration. The aim is to identify the routine administrative responsibilities which can be taken over from Fr Kevin; to lighten his non-ministry load; and to build a responsible and accountable administration within our lay community. These are the building blocks for developing lay participation in the running of St M C and the basis of information for the appointment of a Parish Admin Assistant/ Secretary (PAA/S). Detailed tasks are laid out at Annex C. (Input required).

DIOCESAN DEVELOPMENTS

8. Administrator Priest (AP). The Diocese is developing the concept of an AP responsible for several parishes. The WFG needs to ensure that it liaises with the Diocese to ensure that its plans intermesh with those of the Diocese. In particular, the WFG should seek to encourage the Diocese to define and set legally required standards centrally but to provide clear church-level instructions and directions including delegated authorities. It should explain the authorities delegated to the lay communities for all non-ministry focussed administrative tasks currently laid on its priests.

9. Parish Admin Assistant/ Secretary (PAA/S). The Diocese is developing the concept of a PAA/S and identifying roles and responsibilities this appointment will take on, particularly in relation to the AP. The WFG is abreast of this work. Many of the administrative tasks identified should fall naturally to the PAA/S. The future relationship of the PAA/S to the WFG will need to be clarified.

TIME SCALE AND FOCUS

10. Our Objectives. Each component should aim to complete an outline of its work by Sep 2022 and an initial detailed output by Dec 2022. By Sep 2022, we should aim to have

developed the first draft of a set of standing instructions for every element of how St M C functions. Our focus is to organize, communicate and task.

Agreed and Adopted at St Margaret Clitherow on Tuesday 24 May 2022

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Ruth Kelly, Member of the Council for the Economy, which oversees Vatican finances and the work of the Secretariat for the Economy, commenting on Praedicate Evangelium (New Constitution for the Roman Curia) given by Pope Francis 19 March 2022

ANNEX A TO
WFG TOR

TASKS LAID UPON THE SYNODAL COMPONENT

1. The Synodal Component is to:
 - a. To keep the St M C community informed of the Synodal process.
 - b. To ensure that the WFG is kept abreast of developments in the Synodal process and that its work remains focussed on the output of the Diocese.
 - c. To identify future developments in lay ministries to ensure that St M C is readied to adapt and change.
 - d. To work with the leads of the appropriate groups within St M C to encourage volunteers for future developments.
 - e. To identify the training requirements for future developments in lay ministries. Working with the leads of the appropriate groups within St M C to establish processes to find and sustain volunteers for training.

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ANNEX B TO
WFG TOR

TASKS LAID UPON THE BRINGING OUR COMMUNITY ALIVE COMPONENT

1. The Bringing our Community Alive Component is to:
 - a. **As a matter of priority, identify the internal leads within the WFG.**
 - b. To identify the communication requirements of all the groups within our lay community and to develop new processes and responsibilities to meet them.
 - c. WFG have already begun the process of communicating information about its activities to our community. However, this process needs to continue and be developed. It needs to be responsive and engaged in dialogue, based on community participation.
 - d. The processes and responsibilities for the coordination of groups within our lay community need to be laid down, documented, publicised and implemented. All aspects of how groups function should be recorded to enable greater access to information for our community. For example, the system for counting collections needs to be formalised and the community involved, bringing it back to and improving on its pre-Covid processes.
 - e. Working with the Synodal Component and the leads of the appropriate groups to identify ways in which future lay led services might be developed within St M C. Initially this will focus on Eucharistic Services, Services of the Word and Lay Funeral Services.

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ANNEX C TO
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TASKS LAID UPON LAY INVOLVEMENT IN INTERNAL CHURCH ADMINISTRATION COMPONENT

1. The Lay Involvement in Internal Church Administration Component is to deliver the following:
 - a. **Process.** Working with Fr Kevin, the Diocese and others, the process will identify existing administrative processes within St M C which can be transferred to the lay community, produce parameters and guidelines for each area of responsibility and identify future work streams for others to take on. It will match existing structures with the Diocesan template for administration. It will define the changes required to bring about a lay led community. WFG membership means preparedness to take on this type of task.
 - b. **Output.** This will produce clear and understandable information on how our church is administered. Once this information has reached a stage where it is both comprehensive and legally sound, it should be placed on a website.
 - c. **Internal Administration.** The key areas of internal administration in order of priority are:
 - Finance – There should be someone from the Finance Group (FG) represented on our Group. The existing FG has really functioned as a “Priest-led Parish Council” in the past. Clarification is needed on the processes for:
 - The control, auditing and reporting of the Parish Finances.
 - The calculation of the “Parish Assessment”.
 - The monitoring of Collections.
 - The management of Legacies.
 - The recording and auditing of Stole Fees (Baptism, Marriage, Funeral and, occasionally Confirmation fees) and Mass Stipends.
 - The 200 Club.
 - General Data Protection Regulations.
 - Safeguarding.
 - Health and Safety.
 - Maintenance Concept, Priorities and Procedures.
 - Internal Church procedures such as Marriage and Baptism registration.
 - Any other administrative management issues which are identified.