



Catholic Parish of Christchurch West

Terms of Reference: Mission Support Team

Our Mission: "Go and make disciples of all the nations."

Our Vision: A Catholic Parish where fellowship with Christ and one another brings us such joy it's contagious. Therefore, growing in friendship with Christ, thousands find their place in Him and His mission and are equipped to transform the world.

Purpose

The Mission Support Team (MST) is required through Canon Law (Canon 537) and is composed of members of the parish and acts as a committee to help the parish priest in the administration of the parish. This involves the key areas of resourcing (ensuring the parish has the financial capacity to provide and maintain assets, facilities and staff), planning, administering and protecting parish income, expenditure and assets.

Contribution to our Mission and Vision of our parish:

The MST enables the parish to achieve its mission and supports its vision by providing governance of allocation and use of parish resources and ensuring the parish is adequately resourced for its work.

Scope

Finances, human resources, buildings, data systems, fixed assets, maintenance, health and safety.

Objectives

Key overarching goals (*specific, measurable, achievable, realistic and timed*) of this group Organisational performance:

- Annual reassessment and review of identified key performance indicators for our Parish with a report around progress for key themes to Vision Alignment Team, Senior Leadership Team, and Parish.

Finance:

- To manage finances of our parish so annual expenditure is within range of the annual income at time of annual reporting at AGM.
- To plan and approve the annual and often multi-year budget for the Parish so the Parish has the financial capacity both for the provision of assets and facilities and financial support of those involved in pastoral works.
- Review financial performance and provide input and advice on major financial decisions.
- Review audits/reviews of the financial performance and administration of the Parish.
- Provides advice to PP around any temporal issues

Buildings:

- Health and Safety: Ensure all reports raised are being reviewed and actioned immediately. Any significant issues should be relayed to the members of the Mission Support team immediately.
- H&S - External Audit - Ensure recommendations for buildings are actioned or managed according to timeframes stated in the review. This external review should be undertaken every 2-3 years.
- Ensure all essential building services are maintained and serviced to building standards
- Contractors - ensure annual policies are requested and received from all contractors in respect of their H&S policies and Insurance cover.
- Ensure the parish has provision for the ongoing upkeep and maintenance of all parish assets.
- Plan for future investment to support the parish strategic plan.

Human Resources:

- Make sure that all government laws and regulations are followed in reference to employees and volunteers
- Guarantee safeguarding of all vulnerable.
- All staff have annual performance appraisal and development meetings and provide trainings as needed for their learning growth.
- Supporting the creation of a cohesive and conducive working environment.

Data:

- Ensure the flow and safety of all data.
- Support the work of the communication team in developing and executing a communication strategy for the parish.

- Support the development of systems to facilitate effective communication throughout the parish as prescribed by the parish communication strategy.
- Supporting regular parish surveys to provide data to inform parish planning and strategic initiatives.

Performance measures

Annual Performance Report (Audited Accounts) is presented at Annual General Meeting. Annual Report detailing the attributes of our parish is presented at the Annual General Meeting.

Review and establish Key Performance Indicators for our Parish at the start of each year and report to the parish against these at the Annual General Meeting.

Meeting the Charities Commission obligations, and participating in annual reviews/audits. Creation and completion of Annual Work Plan.

Accountability

Reports operationally/ strategically to the Parish Priest.

Functional relationships with other groups

- Holy Family (Christchurch West) Catholic Parish Senior Leadership Team
- Holy Family (Christchurch West) Catholic Parish Strategic Team
- Holy Family (Christchurch West) Catholic Parish Staff team
- Diocesan
- School
- Church congregation
- Parish Groups, ministry and service teams
- Diocesan Staff

Membership

- MST Chair
- MST Data portfolio
- MST Buildings and Maintenance portfolio
- MST Human Resources portfolio
- MST Accounts and Finance portfolio
- Parish priest (ex-officio)
- Office Manager (ex- officio)

Quorum: In all matters where the finance committee must be consulted or give consent, ideally all members should participate. All members must participate if the membership (excluding the parish priest) is two or three. At least four must participate if membership is five or six. [Parish Norms - 1 May 2022].

Resolution requires: Any other specific details required for resolution e.g. Resolution must include staff member / member of clergy, etc.

Voting: can be achieved by email voting, and all members must participate. Where formal consent is required, votes for and against are to be minuted.

Member responsibilities: All members attend and participate for each meeting, with no more than two missed meetings in a year.

Must be faithful members of our parish with a range of experiences and backgrounds useful to provide the financial and mission support expertise. **Chair:** Barry Prince

Minutes: Maureen Prince

Meetings

Frequency: Meeting at least two-monthly February to December

Time and Place: Wednesdays, 6/7 pm at the Priory in Riccarton/Bishop Joyce Centre in Sockburn.

Agenda and minutes

- The Office Manager prepares the Agenda and papers and distributes electronically the Friday prior to each meeting. Minutes are also distributed electronically.
- Copies of all minutes are forwarded to the Bishop as required and at the time of parochial visitation.

Term

- Membership is for a minimum commitment of one year with a maximum four year term (parish norms say for three year term). At the end of the term there will be a prayerful discernment about returning for another term.
- There will be a maximum of two terms of service.
- Membership reviewed December each year, aiming for staggered roll-over for continuity.
- Terms of reference next review 2025
- Further details regarding the requirements of parish finance councils can be found in the Catholic Diocese of Christchurch Parish Norms.