



**HOLY FAMILY**  
CATHOLIC PARISH

# Holy Family Catholic Parish

of Christchurch West

## Terms of Reference: Senior Leadership 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**

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This group provides the strategic and tactical leadership for the activity in our parish. Using the Parish's Mission and Vision alongside knowledge of and from our parish, the Senior Leadership Team will prayerfully review and update the Parish Strategic plan and cultural direction at least annually, and determine the strategic goals and priority for the year and use these to guide the planning of parish activity. While focusing on the year, the Senior Leadership Team will also be mindful of the medium-term direction of the Parish and use the Parish's Mission and Vision to direct any recommendations or activity as needed. The Senior Leadership Team supports the Operational Leadership Team's main practical decisions for running the parish in responding to the needs of our people and currently serves as the Pastoral Council.

### **Contribution to our Mission and Vision of our parish:**

The group uses the Mission and Vision of our parish for guiding all decisions and activities - it is the core motor that keeps the group moving forward in activity.

### **Scope**

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Provides leadership to parish activities and groups but not to the Diocesan groups and Movements using our facilities. The scope is around providing the leadership, but not the operational component of the work required.

### **Objectives**

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To discern the priorities and direction of Holy Family Parish.

To discern the activities and works of Holy Family Parish for the upcoming year.

To support our Parish groups to understand the Vision and Mission of our Parish and align their activities with that.

To communicate to our whole parish (parishioners, groups and staff) plans and activities that progress our parish priorities.

To provide leadership development opportunities for our parish's leaders.

## Performance measures

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1. Our Bi-annual Parish Survey confirms that we are making positive progress with our goals.
2. A leader from every parish group attends at least one leadership forum a year.
3. To run three leadership forums in the year with increasing attendance from leaders.
4. Increasing attendance of parishioners at parish activities.
5. An increasing number of parishioners are engaged in leadership roles.

## Accountability

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Support the Parish Priest in decision-making and the management of the parish while the Parish Priest remains the ultimate authority.

The annual activity of the Senior Leadership Team will be presented at the Annual General Meeting.

Parishioners will regularly be kept informed about progress on priorities pertaining to Mission and Vision through public meetings and parish communication as necessary.

The Mission Support Team is informed of goals and objectives each year to assist them in their function, as well as requesting resources as needed for the carrying out of the goals.

The Operations Team is informed of goals and objectives each year to assist them in their function.

## Functional relationships with other groups

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- Holy Family Catholic Parish Mission Support Team (Finance Team)
- Holy Family Catholic Parish Operational Leadership Team
- Holy Family Catholic Parish Staff team
- Diocesan Curia
- Parish congregation
- Groups, ministries and service teams of our parish
- Groups using our parish facilities
- Schools within our parish boundaries.

## Membership

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- Parish priest, Fr Michael Therese
- Representative for Coordination Sundays, Fr Sean Mary
- Representative of Evangelisation and Discipleship, Vicki Surrey
- Parishioner, Marisa van den Brink (Chair)
- Parishioner, Genevieve Oliver
- Parishioner, Kent Deitemeyer

Quorum: Three

Resolution requires: Input from the Parish Priest.

Member attributes: Solid idea of Catholic theology, and understanding the vision and mission of our parish. Consistent availability. Involved in parish life for growing in friendship with Christ and bearing fruit.

Chair: Marisa van den Brink

Minutes: Br Niño Hesus Papellero

## **Meetings**

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Meets on Fridays weekly, at 0900 for an hour and a half. Meetings are held at Our Lady of Victories, BJC meeting room.

## **Agenda and minutes**

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The agenda is created on the “SLT Agenda and Minutes [Year]” document for the year, on Google Docs. Members can enter their own items prior to the meeting. Minutes are added to the same document and available by the group via Google Drive. The meeting may be focussed on specific topics of focus; otherwise has a structure to regularly review their annual priorities and the activity plans according to progressing these alongside any new items arising.

## **Term**

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All staff roles will remain in position whilst employed in their role.

Lay volunteers will have a term for 3 years which can be renewable once.

Terms of Reference to be reviewed annually.

Terms of Reference endorsed by Senior Leadership Team and Parish Priest on 6 December 2024.

For review 6 December 2025.