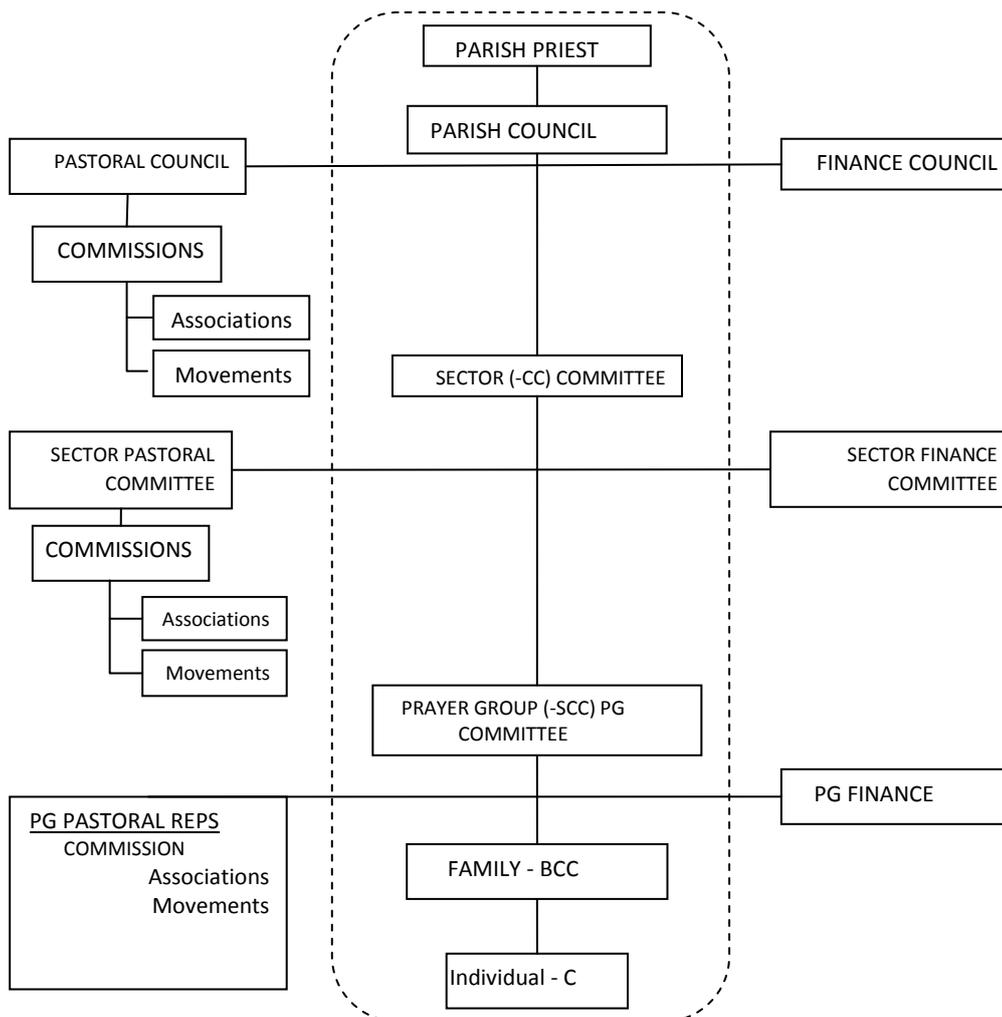


**PARISH ORGANISATION STRUCTURE**



Each rectangle stands for a structure. A structure is a body that makes decision. Major decisions are made by the skeletal structures.

The Skeletal is arranged through the middle. Individual is included as a structure, because it completes the cycle of relation. The priest as an individual with role, gifts and needs (material and spiritual) is a decision maker.

The additional structures (**Pastoral and Finance, P & F**) service the Skeletal Structure above. The Head that convenes the Finance and Pastoral is placed in the Skeletal Structure. **Finance** nourishes the muscles and tissues of the skeleton. **Pastoral** nourishes the soul of the Parishioners. **P & F** only take action after endorsement of the Heads of the skeletal structures in the middle skeleton.

The Commissions, including Associations and Devotional Groups, help organise Pastoral care.

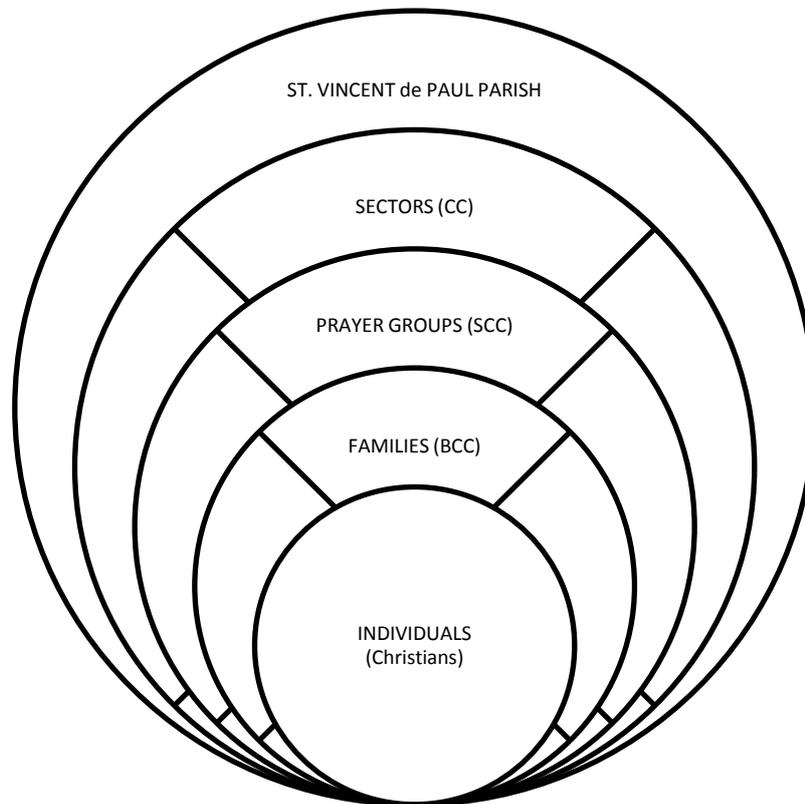
All the lines (—) joining the structures:

1. Portray the **Relationship** between the different component structures.
2. Convey the Authority
3. Define the roles and
4. Determine the protocol and transactions.

Parishioners are required to have a sound knowledge of the structure to maintain the integrity (*truthfulness*) of the relationship. The knowledge of the Parish Structure should consistently be promoted through Communication – at all levels.

The whole structures of relationships are sustained through Accountability, Transparency, Competency, Understanding, Respect and Trust among the different component structures.

The motive of the relationship is Love and Service for Jesus through love and service for neighbour.



The primacy given to the call of every **Christian** is to holiness, as it is manifested in *the fruits of grace which the spirit produces in the faithful* (Lumen Gentium – 39) and in a growth towards the fullness of Christian life and perfection of charity through the Sacraments and the spiritual & corporal Works of mercy. Basically, God made man to know, love and serve Him in this world and be happy with Him in the next.

As long as proper relationship is kept to Church authority the liberty to **commune** is a true and proper right that flows from the Sacrament of Baptism, which calls the faithful to participate actively in the Church's communion and mission. (Lumen Gentium 37, Code of Canon Law 215)

Every **association** must be a forum where: the faith is proclaimed as well as taught in its total content; the witness to a strong and authentic communion in filial relationship to the Pope and loyalty to the Magisterium; conformity to and participation in the Church's apostolic goals; a commitment to a presence in human society in light of the Church's social doctrine, at the service of the total dignity of the person. (Christifideles Laici 30, JP II)

Note: If one tries to animate a structure keep in mind the question. What is man? *Man is body, soul, mind and free to decide.* Why did God create man? *To know Him, love Him, serve Him in this world and be happy with Him in the next.*

## PASTORAL COMMISSIONS

Duties, Stewardship and Responsibilities:

### Commission on Liturgy, Worship and Sacraments:

1. To assist the Parish Priest in his effort of making all Eucharistic celebrations and other forms of Liturgical and community worship.
2. To prepare Liturgy and para liturgy for special feast and parish celebrations.
3. To recommend to the Parish Priest people to be assigned and entrusted with different liturgical roles such as commentators, lectors, Eucharistic Ministers, offering collector, offerers, Mass sponsors, choir, altar servers.
4. To arrange training programmes for the above Liturgical Ministers.
5. To coordinate and work with the Family Life and Youth Commission in organising preparations for sacraments.
6. To take charge of the upkeep of the sacristy, church furnishings, sanctuary and altar.
7. To suggest to the Parish Priest ways and means to improve Liturgical celebrations and functions.
8. \*That we affirm existing lay ministries such as
  - a. Catechist, village community leader or religious educator, Acolyte/Minister of the Eucharist.
  - b. Lector/Minister of the Word/Reader
  - c. Baptism preparation
  - d. Marriage preparation
  - e. Choirmaster, usher.
9. \*That the Liturgy be recognised and appreciated for its importance as the '*lifeblood*' of the Church and the centre and source of unity for the Archdiocesan Family of God.
10. \*that an Archdiocesan Commission for Worship and Sacraments be established with the following tasks:
  - a. To set relevant and meaningful guidelines on:
    - i. Worship and prayer ( e.g. Masses for children and for the sick, for healing/reconciliation etc.)
    - ii. Sacraments and sacramental
    - iii. Liturgical music
    - iv. Liturgical enculturation
    - v. Church building
    - vi. Formation of lay ministries
    - vii. Liturgical publications
    - viii. Celebrations in multi-ethnic communities
    - ix. Marital celebrations
  - b. To organise and promote updated courses for ministers and people on the sacraments, worship and prayer, and devotions
11. To be responsible for the publication of liturgical books, literature and audio-visual materials e.g. prayers, music, hymns, especially in the vernacular languages.
12. \*That existing liturgical ministries be strengthened and other ministries be introduced to enhance and promote greater and more meaningful participation in liturgy.

### Commission on Family and Youth

1. To be responsible for promoting the sacredness of the family, protect, and develop it as a God created institution.
2. To develop formulation programmes activities and seminars for the betterment of the family.
3. To assist the Parish priest in preparing young couples for the reception of the Sacrament of Marriage.

4. To coordinate work with other committees and commissions such the Evangelisation of the families and awareness on family issues.
5. To organise programmes and activities that would develop the youth and children of the Parish into becoming responsible and mature Christians and active Parishioners.
6. To promote the realisation of the Archdiocesan Vision.
7. That we affirm the programs and services given to the Family and Youth ministries by the parishes, and we ask that further help be given to:
8. Married couples to live out their sacramental commitments, and to encourage them to minister as team couples
9. Parish and village communities to become more aware of the responsibility for the full human and Christian development of their children and youth, future asset builders of families.
10. \*That pastoral guidelines be prepared:
11. To help couples in difficult marriage situations live out their Christian life;
12. To clarify the Church's teaching on moral aspect of sexuality.
13. \*That the work of the Marriage Tribunal is publicised more widely and the role of the Tribunal explained more clearly.

### **Commission on Sports and Social Issues**

1. To identify and prioritise sporting and social issues, including participation in national and international meetings and events, which should be pursued by the Parish in accordance with its Mission Statement and Philosophy.
2. To make recommendations to the PPC on sports and social cultural programmes beneficial to the Parish, to address issues, and to promote guidance on who may be approached, and how for the Sporting and Social development of the Parish.
3. To monitor and review progress of the social and sporting aspects of the Parish.
4. To prepare briefs for the PPC as required and suggest activities such as:
  - a. Social action, Justice and Peace programmes.
  - b. Social services: material assistance to the poor: visitation to Homes
5. Take care of the running of social functions of the Parish and the safe keeping of traditional materials.
6. \*The standing committee can recommend to the PPC any terms of reference for temporary sport and/or social working committees to oversee the events.
7. To address any other relevant issues assigned by PPC

### **Commission on Evangelisation, Communication, Bible and Ecumenism**

2. To develop evangelisation programmes that would inculcate the basic doctrines of Christianity and the Catholic Faith.
3. To take care of other evangelisation tasks not undertaken by any other related Commissions.
4. To be responsible in the formation of leaders.
5. To be responsible for developing a missionary spirit and a strategy to evangelize those who have not yet heard the gospel.
6. To awaken our sleeping parishioners or passive Catholics.
7. To offer healing to those who experience alienation/hurt in the parish.
8. \*That the Bible apostolate be formally introduced and coordinated to deepen our love and understanding of the Word of God, so that the Bible can become the basis of all evangelising programmes and activities, for families, for youth and for communities.
9. To organise:
  - a. Ecumenical services/activities that would promote dialogue among different religion/religious groups.

- b. That individuals and groups be encouraged to develop further ways and means to reach out for mutual enrichment to other congregations and people of other faiths.
- 10. To take charge of the Parish Newsletters. That the office of Mass Media and Communication be revised and extended to enable the publication of original translated materials in the vernacular especially for adult catecheses in the areas of ministry, community building, evangelisation and liturgy.
- 11. \*That all of us make a greater effort:
  - a. To understand that we are the Church.
  - b. To accept our various roles as ministers of service (called and sent to the Church and to the world).
  - c. To prepare ourselves fully for the tasks and
  - d. To collaborate fully in the parish and diocesan teams.
- 12. That ways and means be found to recognise other ministries and provide adequate formation for candidates such as:
  - a. Family/marriage counsellor
  - b. Healer/reconciler
  - c. Evangelizer of other faiths.
  - d. Promoter of Social Justice (business, politics, culture)
- 13. \*That parishes take more responsibility for promoting and encouraging vocations to the married, clerical, and consecrated states of life.
- 14. \*That all pastoral programmes and activities be geared towards the realization of the Archdiocesan Vision.
- 15. \*That ministry of ethnic communities be strengthened and coordinated to promote healing and reconciliation with the aim of building one family of God.
- 16. \*That all catholic organizations (e.g. Legion of Mary, St. Vincent de Paul etc.) and lay movements (charismatic, ME) be affirmed in their apostolic efforts and be encouraged in their mission to other areas, even outside Fiji and Rotuma.
- 17. \*That ways and means be found to promote awareness of ourselves as a missionary Church and to develop a sense of responsibility for our mission.
- 18. \*That ways and means be found to enable us to reflect on our culture in the light of the gospel so that we are challenged to enrich, purify and adapt/abolish the various elements of our culture in the light of the Gospel.
- 19. \*That we as a church, deepen our commitment to 'realizing the Kingdom of God in society' and exercise a prophetic role:
  - a. By promoting through words and deeds the fundamental dignity and equality of human persons of every race, colour, religion and gender.
  - b. By living out the social teachings of the church.
- 20. \*That small Christian communities be formed and encouraged in each parish in order to:
  - a. Develop a deeper sense of belonging and community among our people.
  - b. Promote and develop local leadership at the grassroots level.
- 21. \*That there be a Commission for Evangelization in the Archdiocesan responsible for (among others):
  - a. Ongoing evangelization of Catholics;
  - b. Dialogue between communities and between different faiths;
  - c. Social concerns (economics, justice, politics, peace etc).
  - d. Secularization.
- 22. \*That the pastoral guidelines be formulated to encourage support and involvement by all parish priests in the organizations and the movements approved within the Archdiocese and operative in their parish.

## **Education and Formation Commission:**

1. To be responsible for the Parish School according to the Archdiocesan regulation for the administration of Parish schools.
2. To implement the Constitution of the school according to the mandate given to it by the P.P.C.
3. To coordinate the Parish activities with Parents, Teachers and Friends association in the spirit of the Mission and Philosophy of the Parish.
4. To take every opportunity for ecumenism take place in the school community.
5. \*That an Archdiocesan commission for catholic education be established:
  - a. To promote and affirm the paramount importance of education and it's "Ever Growing Influence" on the integral growth and development of our students.
  - b. To encourage the promotion and application of the fundamental principles concerning Christian education in all our schools.
  - c. To establish and supervise educational policies in the Archdiocese.
  - d. To develop policies on the management of all catholic schools in the Archdiocese.
6. To clarify and affirm the responsibilities of the office of catholic education as a Commission of the Archdiocese to promote as assess areas such as:
  - a. Staff
  - b. Religious Education programs
  - c. School education at all levels;
  - d. Pastoral Care of students and teachers;
  - e. Students education;
  - f. Scholarships;
  - g. In-service training for teachers;
  - h. Religious formation of Catholic teachers.
7. \*Continue to affirm the programme of training for catechist and their wives at Navesi.
8. \*That a National Pastoral and Cultural center be established in the Archdiocese to promote and facilitate the process of renewal and incultural acculturation in the church.
9. \*That ways and means be explored to recruit and train more CCD teachers and to improve our existing CCD programmes.
10. \*That relevant programmes be designed and implemented for the formation of lay ministers.
11. \*That the following areas of policy be recommended for the consideration of the proposed Archdiocesan Catholic Education Board:
  - a. Involvement of board in negotiating with the government on matters of education
  - b. The needs of dropouts
  - c. Selection of staff and students for Corpus Christi
  - d. Secondment (full pay) of personnel to the catholic education office
  - e. Possibility of affiliating Corpus Christi with University of the South Pacific
  - f. Just remuneration of religious
  - g. Pastoral care of Catholic students at tertiary institutions such as CCTC, USP, FIT, etc.

## **Justice and Human Development**