

Parish Coordinating Group Terms of Reference 2023/24

Background: In response to Pope Francis' call for active discipleship and following Bishop Richard's plan for bringing to others the gift of 'The Word Who is Life', published in 2019, the Catholic Parish of Guildford ('CPG') set up 3 Teams to work on the priorities of Prayer, Formation and Mission.

Purpose: Bringing together these key strands of parish life to work with and alongside Finance, Communications, Children, Youth & Families ('CYF') and the Clergy.

Scope:

Working to develop the Vision and Mission Statements for the Parish in the context of the Bishop's vision for the Diocese.

Coordinating and supporting the Prayer, Formation and Mission Teams and enabling coordination with the CYF Team, Communications Team and Finance Committee.

Providing a forum for each Team to provide feedback on key matters and to present proposals for parish events to allow for planning and coordinating.

Providing guidance and facilitating key decision-making that affects the workings of more than one Team.

Identifying and resolving any areas of overlap and re-establishing priorities.

Enabling good communication and collaboration between the Teams and CPG Community.

To be a point of contact between CPG and neighbouring parishes with regards to sharing resources and working together in the future.

Members:

Chair

Clergy members

Chair of Prayer (& Liturgy)
Chair of Formation (Adult)
Chair of Mission
CYF Coordinator
Chair of Finance
Chair of Communications
Other members (non-voting or otherwise) might be added.

Chair: Term of 2 years with option to renew.

In the absence of the Chair another member will be nominated as Chair for the relevant meeting.

Meet: At least once every 3 months in person where circumstances allow or remotely via a secure platform accessible to all members.

For a meeting to be quorate there needs to be at least 5 members (1 member of the Clergy and 4 non-Clergy).

Where urgent matters arise the Chair will, together with a member of Clergy and the Chair(s) of the relevant Team(s), agree the course of action separately or call a meeting if necessary.

Report: Published annually to the parishioners of CPG.