



ARCHDIOCESE OF BRISBANE

Pastoral Ministry

SELF-ASSESSMENT TOOL

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ARCHDIOCESE OF BRISBANE

Pastoral Ministry Self-Assessment Tool

Foreword

In recent years, the responsibilities of a Parish Priest have increased in complexity. Beyond the various cultural challenges that affect the ability of a priest to effectively enact the mission of the Church, there are legislative requirements in regard to financial transparency, workplace health and safety, safeguarding, human resource management and the management of property that Parish Priests now need to know and comply with. As such, the following document provides a summary of essential civil and canonical responsibilities of Parish Priests. This document also serves as a foundation for future parish audits, which will take place from 2019 at the same time as the Bishop's Parish Pastoral Visit.

From the Scriptures

The Pastor must love God with all his heart, soul and mind, and love the people entrusted to his care. (Matt 22:37 – 40) He must be dedicated to the mission of the Church which Jesus commissioned which is to 'make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I (Jesus) have commanded you. (Matt 28: 19 – 20) In short, the priest is to love God, love people and make disciples which includes baptizing and teaching.

Ministerial Responsibilities

	<i>Please tick the box you believe to be most accurate</i>			
Life and Ministry of the Parish Priest	Always	Regularly	Seldom	Never
I ensure that the word of God is proclaimed in its entirety to my parishioners				
I ensure that my parishioners are instructed in the truths of the faith				
I give homilies on all Sundays and holy days of obligation				
I offer catechetical instruction outside of Sunday mass				
I foster good works and social justice in my parish				
TOTAL				



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

Liturgical and Sacramental Life	Always	Regularly	Seldom	Never
I ensure that the Eucharist is at the centre of parish life				
I carry out all of the functions especially entrusted to me as pastor, as detailed in Can. 530 (see appendix)				
I encourage my parishioners to participate frequently in the Mass				
I offer regular opportunities for parishioners to participate in the Sacrament of Reconciliation				
I actively invite my parishioners to come to Reconciliation				
I invite my parishioners to practice prayer individually and as families				
I encourage my parishioners to participate consciously and actively in sacred liturgy				
I am careful to ensure that my parish's sacramental worship is appropriate and liturgically sound				
TOTAL				

Catholic Education and Catechesis	Always	Regularly	Seldom	Never
I offer active support to my parish schools in educating young people in the faith				
I offer active support to the ministries of Christian initiation in my parish				
I endeavor to communicate the Gospel to those who have ceased practicing their faith				
I foster vocations to ordained, religious, and married life within my parish, especially for young people				
TOTAL				



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

Pastoral Care	Always	Regularly	Seldom	Never
I strive to personally know all the members of my parish				
I visit families in my parish community in order to share their burdens and strengthen them in the Lord				
I make myself available to assist the sick and dying through Sacramental and pastoral care				
I seek out the poor, afflicted, and lonely in my parish community, especially refugees and those going through periods of especial difficulty				
I offer support to spouses and parents to help them fulfil their family responsibilities and grow their Christian faith				
TOTAL				

Missionary Cooperation with the Laity	Always	Regularly	Seldom	Never
I promote the part which lay members of the Christian faithful have in the mission of the Church				
I foster the activities of lay associations in my parish				
I work to build a sense of connection between my parish and the Archdiocese and the universal Church				
I work alongside the laity to reach out to those who do not currently attend Church				
I look for innovative strategies to evangelize the culture, including use of social media and a parish website				
I am active in ecumenical and interreligious dialogue within my local community				
I seek opportunities to share decision-making with my parishioners				
TOTAL				



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

General Management of the Parish	Always	Regularly	Seldom	Never
I reside in a rectory near the church (except in the case of permission by my local ordinary to reside elsewhere)				
I am never absent from my parish for more than one month per year				
I inform my local ordinary of any absences from my parish of more than one week				
I ensure that the parish keeps and preserves an accurate register of all baptisms, confirmations, marriages and deaths				
I have ensured that my parish has its own seal, and use this on all documents regarding the canonical status of the Christian faithful				
I have ensured that my parish has a secure storage area, or archive, in which parochial registers are protected, along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage.				
I ensure all parish property is well looked after				
I am a responsible steward of parish finances				
I encourage parishioners to value the history and heritage of our parish church and local community				
TOTAL				

Integrity in Ministry	Always	Usually	Seldom	Never
I treat all employees and volunteers with respect and courtesy				
I actively avoid all forms of harmful discrimination				
I resolve disputes through respectful dialogue, negotiation and/or professional mediation				



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

I adopt a posture of humility and service rather than authoritarianism in my parish				
I provide pastoral ministry only in places that offer a sufficiently safe and visible environment				
I communicate clearly and openly about roles, decisions, and outcomes with my parishioners				
I seek to enhance my own understanding of scripture, theology, Church teaching and tradition				
I undertake ongoing spiritual formation, including annual retreat periods				
I have a balanced approach to lifestyle, including a healthy diet, regular exercise, adequate sleep and taking scheduled days off				
I am committed to a life of personal prayer, spiritual reading, and meditation on the scriptures				
I nurture my understanding of and commitment to celibacy				
I am committed to living with faith, hope and love				
TOTAL				

Please add the tallies from each section

	Always	Regularly	Seldom	Never
Life and Ministry of the Parish Priest				
Liturgical and Sacramental Life				
Catholic Education and Catechesis				
Pastoral Care				
Missionary Cooperation with the Laity				
General Management of the Parish				
Integrity in Ministry				
TOTAL				



ARCHDIOCESE OF BRISBANE

Pastoral Ministry Self-Assessment Tool

Civil Responsibilities

Safeguarding and Professional Standards

Our parishes should be safe places for all, but especially for children and vulnerable adults. The Parish Priest is responsible for ensuring that parish clergy, parishioners, visitors and staff comply with Archdiocesan Safeguarding policies and procedures in the parish setting.

	Yes	Mostly	No
I have familiarized myself with the following documents: <i>Integrity in Ministry code of conduct; Integrity in the Service of the Church; Towards Healing</i> protocol; Archdiocesan Safeguarding Policy			
I have ensured that all parish employees and volunteers who work with children or vulnerable adults hold a valid Queensland Blue Card and National Police check where applicable			
I am aware of and carry out the protocol for reporting to the Director of Professional Standards all concerns, disclosures, incidents or complaints of abuse, harmful behavior or misconduct			
I comply fully with Archdiocesan policy and legal requirements surrounding safeguarding			
TOTAL			

Workplace Health and Safety

The Parish Priest is expected to make provision of a safe and healthy parish working environment, free from physical and emotional harm. He is expected, so far as is reasonably practicable, to make provision for ensuring that risk factors are eliminated or minimised, in accordance with the WHS Act 2011, WHS Regulations 2011 and the various Codes of Practice as well as applicable Australian Standards



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

	Yes	Mostly	No
I complete Annual WHS assessments and WHS reviews			
I ensure all risks at parish activities are adequately managed and appropriately documented			
I have ensured the parish has a fire and evacuation management plan			
I ensure all contractor activities are effectively managed			
I ensure all mandatory building requirements (e.g. electrical safety switches) are maintained			
I undertake all WHS training required and provided by the Archdiocese			
TOTAL			

Finance

There are several Archdiocesan Decrees (2011) that guide and govern the management of parish finances: *Decree of Particular Law on Parish Administration*, *Decree of Particular Law on the Ordinary Tax*, and *Norms for Parish Finance Council Statutes*. Parish Priests need to be familiar with these Decrees

	Yes	Mostly	No
All parish bank accounts are held with the Archdiocesan Development Fund (ADF)			
All parish borrowings are arranged through the ADF			
There are always two signatories (authorisers) when operating parish accounts			
All parish insurance policies are organized through Catholic Church Insurances and are reviewed annually			



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

A financial review of all parish accounts is undertaken annually and the report submitted to the Archbishop			
A parish compliance report is prepared annually and submitted to the Archbishop			
I comply with the <i>Decree of Particular Law on the Ordinary Tax</i> by paying the following: <ul style="list-style-type: none"> - 10% Archdiocesan Levy - 5% Priests' Foundation Levy - 3% Clergy Sustentation Levy 			
My parish has a Parish Finance Council and this council complies with the Archbishop's Decree on Norms for the Parish Finance Council Statutes			
TOTAL			

Human Resource Management

Most parishes employ one or more members of staff to support the needs/mission of the parish. The Parish Priest is expected (with support from HR) to ensure that civil employment law requirements and Archdiocesan personnel policies and procedures are followed in recruitment, management, staff training, and review.

	Yes	Mostly	No
I utilize the services of HR during any recruitment process for parish staff in order to properly formulate role descriptions, advertising, interviews, offer documentation, induction and employee on-boarding.			
I provide for the effective supervision and management of parish staff, including role expectations, good communication practices and attentiveness			
I address any people-related conflicts and underperformance issues, seeking assistance from HR where needed			
I respond within 14 days to requests from HR to approve non-award salary changes (January) or changes to the award for parish staff (July)			



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

I consult with HR when any changes to conditions of employment occur or are requested, and advise HR as soon as I become aware of an employee's termination			
I ensure all HR-related reminders (e.g. Blue Cards) are actioned			
A parish compliance report is prepared annually and submitted to the Archbishop			
I ensure all employees have completed mandatory training (LearnConnect)			
I provide opportunities to staff for continuing education and development where appropriate			
I seek assistance from HR to source training if a skills gap is identified in a staff member			
I conduct a Performance Discussion with each employee on an annual basis. This is documented, and any substantive issues addressed in a timely manner			
TOTAL			

Please add the tallies from each section

	Yes	Mostly	No
Safeguarding and Professional Standards			
Workplace Health & Safety			
Finance			
Human Resource Management			
TOTAL			



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

Appendices

Canon Law

Can. 528 §1. A pastor is obliged to make provision so that the word of God is proclaimed in its entirety to those living in the parish; for this reason, he is to take care that the lay members of the Christian faithful are instructed in the truths of the faith, especially by giving a homily on Sundays and holy days of obligation and by offering catechetical instruction. He is to foster works through which the spirit of the gospel is promoted, even in what pertains to social justice. He is to have particular care for the Catholic education of children and youth. He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.

§2. The pastor is to see to it that the Most Holy Eucharist is the centre of the parish assembly of the faithful.

He is to work so that the Christian faithful are nourished through the devout celebration of the sacraments and, in a special way, that they frequently approach the sacraments of the Most Holy Eucharist and penance. He is also to endeavour that they are led to practice prayer even as families and take part consciously and actively in the sacred liturgy which, under the authority of the diocesan bishop, the pastor must direct in his own parish and is bound to watch over so that no abuses creep in.

Can. 529 §1. In order to fulfil his office diligently, a pastor is to strive to know the faithful entrusted to his care.

Therefore he is to visit families, sharing especially in the cares, anxieties, and griefs of the faithful, strengthening them in the Lord, and prudently correcting them if they are failing in certain areas. With generous love he is to help the sick, particularly those close to death, by refreshing them solicitously with the sacraments and commending their souls to God; with particular diligence he is to seek out the poor, the afflicted, the lonely, those exiled from their country, and similarly those weighed down by special difficulties. He is to work so that spouses and parents are supported in fulfilling their proper duties and is to foster growth of Christian life in the family.

§2. A pastor is to recognize and promote the proper part which the lay members of the Christian faithful have in the mission of the Church, by fostering their associations for the purposes of religion. He is to cooperate with his own bishop and the presbyterium of the diocese, also working so that the faithful have concern for parochial communion, consider themselves



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

members of the diocese and of the universal Church, and participate in and sustain efforts to promote this same communion.

Can. 530 the following functions are especially entrusted to a pastor:

1/ the administration of baptism;

2/ the administration of the sacrament of confirmation to those who are in danger of death, according to the norm of ⇒ can. 883, n. 3;

3/ the administration of Viaticum and of the anointing of the sick, without prejudice to the prescript of ⇒ can. 1003, §§2 and 3, and the imparting of the apostolic blessing;

4/ the assistance at marriages and the nuptial blessing;

5/ the performance of funeral rites;

6/ the blessing of the baptismal font at Easter time, the leading of processions outside the church, and solemn blessings outside the church;

7/ the more solemn eucharistic celebration on Sundays and holy days of obligation.

Can. 531 Although another person has performed a certain parochial function, that person is to put the offerings received from the Christian faithful on that occasion in the parochial account, unless in the case of voluntary offerings the contrary intention of the donor is certain. The diocesan bishop, after having heard the presbyteral council, is competent to establish prescripts which provide for the allocation of these offerings and the remuneration of clerics fulfilling the same function.

Can. 532 In all juridic affairs the pastor represents the parish according to the norm of law. He is to take care that the goods of the parish are administered according to the norm of ⇒ cann. 1281-1288.

Can. 533 §1. A pastor is obliged to reside in a rectory near the church. Nevertheless, in particular cases and if there is a just cause, the local ordinary can permit him to reside elsewhere, especially in a house shared by several presbyters, provided that the performance of parochial functions is properly and suitably provided for.

§2. Unless there is a grave reason to the contrary, a pastor is permitted to be absent from the parish each year for vacation for at most one continuous or interrupted month; those days which the pastor spends once a year in spiritual retreat are not computed in the time of vacation. In



A R C H D I O C E S E O F B R I S B A N E

Pastoral Ministry Self-Assessment Tool

order to be absent from the parish for more than a week, however, a pastor is bound to inform the local ordinary.

§3. It is for the diocesan bishop to establish norms which see to it that during the absence of the pastor, a priest endowed with the necessary faculties provides for the care of the parish.

Can. 534 §1. After a pastor has taken possession of his parish, he is obliged to apply a Mass for the people entrusted to him on each Sunday and holy day of obligation in his diocese. If he is legitimately impeded from this celebration, however, he is to apply it on the same days through another or on other days himself.

§2. A pastor who has the care of several parishes is bound to apply only one Mass for the entire people entrusted to him on the days mentioned in §1.

§3. A pastor who has not satisfied the obligation mentioned in §§1 and 2 is to apply as soon as possible as many Masses for the people as he has omitted.

Can. 535 §1. Each parish is to have parochial registers, that is, those of baptisms, marriages, deaths, and others as prescribed by the conference of bishops or the diocesan bishop. The pastor is to see to it that these registers are accurately inscribed and carefully preserved.

§2. In the baptismal register are also to be noted confirmation and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of ⇒ can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

§3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parochial seal.

§4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage. The pastor is to take care that all of these things, which are to be inspected by the diocesan bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders.

§5. Older parochial registers are also to be carefully protected according to the prescripts of particular law.