



A Catholic Parish of  
The Archdiocese of Wellington

*To Tatou Wahine O Nga Whanga Parahi Katorika*

# OUR LADY OF THE BAYS

MOTUEKA • RICHMOND • TAKAKA • WAIMEA WEST • WAKEFIELD

## Parish Pastoral Plan

December 2018

### EXECUTIVE SUMMARY

“Be not afraid, I go before you always!” Christian hope is based on the belief that God has loved us first and desires our flourishing. In times of unprecedented change within our church and world, our call to be Christ for the world is stronger than ever – our commitment to the future as a parish must reflect this. First and foremost, God calls us to be co-creators with him, to support one another in faith, spiritual growth and prayerful living. The pastoral planning process that we have been engaged in for the past few months resulted in nearly 1000 comments, suggestions and pleas. As a parish then, it is clear we are being called to engage to our fullest, with our God, each other, and our wider community.

To be all that God calls us to be, and, to remain faithful to the vision we have set ourselves, appropriate governance structures will be set in place to ensure this plan is properly supported. Similarly, to safeguard all legal and administrative tasks are undertaken efficiently and effectively, robust terms of reference will be formed. If the parish of our future is to be realised, it is vital everyone sees that a culture of excellence in our actions and processes is demanded from each of us. The parish of our future calls for innovative and creative ways to do things. It calls for an embracing of our future with joy and hope, while not losing sight of the things we already do well and are proud of. In this way then, with deep trust in the God who calls us to love and serve, please pray that God will abundantly bless us in all that we do. Through the leadership of our priests, Parish Council, Finance Committee, leadership groups and involvement of all parishioners, may our vision be realised in its fullness.

### SECTION 1 – CONTEXT

#### INTRODUCTION

This plan is for the Catholic Parish of Our Lady of the Bays. We are part of the Archdiocese of Wellington and are located at the top of the South Island of New Zealand.

The 2017 Synod Outcomes and possible actions are the basis of this document.

This document will also form part of our annual reporting for The Charity Services Commission.

## **PURPOSE**

To better serve our Parishioners and the wider community, and how we go about doing so.

## **VISION**

We are known as a caring community who loves God and each other.

## **OUR MISSION**

We are committed to live by the Gospels, growing our faith and spirituality by:

- Supporting and caring for each other as well as our parish community
- Celebrating the sacraments
- Caring for our wider community

We do this by carrying out a number of activities demonstrating that we love each other by caring for each other's spiritual and physical welfare.

## **OUR VALUES**

Our common beliefs are:

- Faith
- Prayerful discernment
- Kindness
- Compassion
- Inclusion

With our underlying expectations of:

- Excellence
- Innovation

## **WHO WE ARE**

The people in our Parish are predominantly of European descent. We have a tangata whenua presence with a small but increasing number of Pacific Islanders and Asian parishioners. There are also a transient but appreciable number of seasonal workers from Pacific Islands. Our demographic is generally more elderly than the general population. Amongst our objectives is the desire to extend out liturgies to be more inclusive of the differing ethnicities and age groups we are privileged to have.

We are one Parish community which has developed over the last 150 years from 5 autonomous worshipping churches and were amalgamated into one Parish in 2017. The parish has a Parish Pastoral Council (PPC) and a Parish Finance Committee (PFC) who meet 10 times a year. There are various leadership groups and subgroups, formal and informal, assisting with the smooth operating of the Parish liturgies and functions. We have 5 churches in our Parish:

St Peter Chanel, Motueka  
 Our Lady of Perpetual Help, Richmond  
 Sacred Heart, Takaka  
 St Peter and Paul, Waimea West  
 St Joseph, Wakefield

Three of these churches, Motueka, Richmond and Takaka have adjoining halls.

## **HOW AM I INVOLVED**

Each parishioner is challenged to be more involved in the support and running of our Parish, the liturgies, evangelising and outreach in our Parish.

## REPORTING AND PLAN REVIEW

A report will be presented annually to the parish on the progress on each of the relevant tasks during the previous period as well as progress against the stated purpose of this plan.

To determine if we are growing in our involvement we will record annually the number of Parishioners actively engaged in ministries.

There will also be an annual review of the plan to determine if the tasks are still relevant and to provide more detail on the implementation of the tasks for the following period

## SECTION 2 –WHAT WE ARE GOING TO DO

The 2017 Synod outcomes that have been embraced by our community to support our Vision are:

1. Go, you are sent ... to develop a spirituality of service
2. Go, you are sent ... to your own peripheries
3. Go, you are sent ... to your fellow Christians
4. Go, you are sent ... to care for creation
5. Go, you are sent ... to use your assets wisely

### 1: Go, you are sent ... to develop a spirituality of service

**We will continue** to be a worshipping community supporting each other with: Sunday Masses (most with Music), children's liturgy instruction and Sacramental Programmes, weekday Masses, reconciliation after weekday masses or by appointment, weekly meditation groups in Motueka, Monthly Eucharistic adoration at Richmond, our annual Our Lady Of the Bays Anniversary commemoration Mass, Rosary twice a week in Richmond, the Richmond Prayer groups (Mothers Prayer Group and a Prayer Chain).

	<b>Task/action What are we going to do?</b>	<b>Who is responsible?</b>	<b>When is it to be done by?</b>	<b>How do we know if we succeed?</b>
<b>1</b>	<b>Grief ministry</b>			
i)	Develop a Grief/loss/bereavement ministry in conjunction with the Holy Family Parish to cover loss, older age, transitions to community aged facilities, illness, death, grief etc.		31 March 2020	The ministry will be set up and running
<b>2</b>	<b>Reconciliation</b>			
i)	Have a discussion/workshop on reconciliation to encourage more participation	PCC and leadership groups	31 March 2019	Workshop held

<b>3</b>	<b>Prayer</b>			
i)	Leadership/Liturgy Groups to identify what prayer, rosary, meditation, Stations of the Cross, retreats and adoration they already have, what they want in the future and the time frame to achieve this	Leadership and liturgy groups	31 March 2019	Plan to be completed
<b>4</b>	<b>Music</b>			
i)	Run a workshop of interested Parishioners to determine what Music we want at our Sunday Masses and how this is to be achieved. Tasks with timeframe to be recorded, reported and implemented	The PPC with input from all.	31 March 2020	Music needs identified and adopted
<b>5</b>	<b>Faith education/Discussion</b>			
i)	Set up a series of regular discussions/study groups to support our Spirituality of Service. Topic to cover aspects of the Catholic Church, our faith and other faiths	PCC to appoint a co-ordinator. All groups to input.	31 March 2019	Ongoing meeting programme identified & occurring

## 2: Go, you are sent ... to your own peripheries

**We will continue** to evangelise by carrying out the following: Weekly Priest visits to the schools, communion/visit the homebound; our weekly newsletters; hospitality and social functions, our close association with St Vincent de Paul, Passionist Family Groups.

<b>Task/Action</b> <b>What are we going to do?</b>	<b>Who is responsible?</b>	<b>When is it to be done by?</b>	<b>How do we know if we succeed?</b>
<b>1</b>	<b>Visiting</b>		
i)	Set up a parish visiting programme e.g new parishioners, the elderly etc.		31 March 2021 Programme set up and operating
<b>2</b>	<b>Young and Youth</b>		
i)	Provide appropriate youth activities		31 March 2020 Youth activities planned and happening
ii)	Develop and introduce a support structure for Sacrament Programme families e.g ongoing faith discussions, annual barbeque		31 March 2021 Structure in place and events held
<b>3</b>	<b>Parish Activity.</b>		
i)	PPC to arrange an annual Parish wide, OLOB Parish Anniversary Mass and/or Parish Picnic	PPC	31 March 2020 Mass/picnic held
ii)	Arrange two Parish wide activities per year	PPC	31 March 2021 Activities held
<b>4</b>	<b>Community / Social</b>		
i)	Support and expand the Family Group movement in the Parish	PFG Co-ordinators	31 March 2019 and ongoing. More parishioners engaged and group established

ii)	Formalise the relationship and approach between the Parish and St Vincent de Paul and the schools	PPC	31 March 2020	Formal process in place
<b>5</b>	<b>Inclusion</b>			
i)	Establish a formal "Inclusion" protocol for newly arrived/new parishioners, visitors, regular parishioners and occasional attendees		31 March 2020	Protocol completed and implemented.
ii)	Establish a Parish communication approach within our Parish and the wider community		31 March 2020	Approach formalised and regular information
<b>6</b>	<b>Social Justice</b>			
i)	Form a Parish wide social justice committee to advocate for community, environmental and Social Justice issues		31 March 2021	Committee established and actively engaged

### 3: Go, you are sent .... to your fellow Christians

**We will continue:** to have representation on Richmond and Waimea Ministers Association, the Ash Wednesday ecumenical service with Richmond Holy Trinity Anglican, our involvement with the Ecumenical Annual World Day of Prayer,

<b>Task/Action</b> <b>What are we going to do?</b>	<b>Who is responsible?</b>	<b>When is it to be done by?</b>	<b>How do we know if we succeed?</b>
<b>1</b>	<b>Ecumenical Services</b>		
i)	Organise combined services with other Christian churches twice a year	31 March 2021	Events held
ii)	Have an "Open Day" Sunday Mass. Invite other churches to our Easter and Christmas services	31 March 2021	Event held. Invitation extended
<b>2</b>	<b>Ecumenical Activities</b>		
i)	Ask other faith communities to share in some of our activities on an annual basis	31 March 2020 and annually	Invitation extended
ii)	Offer to help other local churches with events they are running, a clean-up or a working bee	PCC and leadership groups 31 March 2019 and ongoing	Offer extended

#### 4: Go, you are sent .... to care for creation

**We will continue:** to maintain the orchard at Motueka, reduce our rubbish, recycle plastic bags and paper, recycle the candles at Richmond, interweave Laudato Si' principles into all Parish activities, include Laudato Si' suggestions in the Newsletter.

<b>Task/Action What are we going to do?</b>	<b>Who is responsible?</b>	<b>When is it to be done by?</b>	<b>How do we know if we succeed?</b>
<b>1</b>	<b>Discussion</b>		
i)	Set up a series of regular discussions/study groups on aspects of environmental issues and actions		31 March 2021 Programme of meetings occurring
<b>2</b>	<b>Gardens</b>		
i)	Establish a team to care for gardens in each community. This will include the Orchard at Motueka and caring for existing parish, private and public gardens that are being underutilised		31 March 2020 Teams set up and functioning.
ii)	Set up gardens on Parish land where there is sufficient long term commitment		31 March 2023 Gardens set up and maintained
<b>3</b>	<b>Laudato Si'</b>		
i)	All parishioners are to actively reduce and reuse. Weekly reminders and hints in Newsletter	Volunteer	Ongoing At least 40 "Laudato Si" hints per year
ii)	Take advantage of technology to reduce our maintenance costs	Finance Committee	Ongoing Demonstrable proof

#### 5: Go, you are sent .... to use your assets wisely

**We will continue to:** fulfil all our legal and administrative requirements, support all our Committees, manage our budgets, upkeep our facilities as finances allow.

<b>Task/Action What are we going to do?</b>	<b>Who is responsible?</b>	<b>When is it to be done by?</b>	<b>How do we know if we succeed?</b>
<b>1</b>	<b>Using our Talents</b>		
i)	The amalgamated Parish is to develop a robust governance structure that is based on a detailed Terms of Reference (TOR)	PCC	31 March 2019 TOR completed and structure in place
ii)	Every Church to ensure that they have rosters for all ministries and tasks		31 March 2020 Rosters in place
iii)	Have an annual "Gifting Sunday" when volunteers are identified for tasks including ministries, committees, groups, working bees, specific tasks, PFG, community gardens and wider community activities		31 March 2020 Event held and followed up

<b>2</b>	<b>Increasing our Income</b>			
i)	Parish finances to be transparent and understandable with regular updates in Newsletter	PFC	31 March 2019 and ongoing	10 updates per year
ii)	Implement an offering increase initiative on an annual basis	PFC	Ongoing annually	Annual initiative implemented
iii)	Encourage and assist parishioners to claim Tax refunds on giving		31 March 2020	Assistance implemented
iv)	Have one Parish fund raising event per year		31 March 2020	One event per year
v)	Make Parish facilities more obviously available for hire	PFC	31 March 2019	Hire income increases
vi)	Promote and encourage donations, charitable gifts, bequests, philanthropy		31 March 2021	Report back
vii)	Develop, promulgate and regularly update a list of suggested donations for funeral, wedding etc as well as cemetery plot cost	PFC	31 March 2019 and Annually	List available and accessible
viii)	The PPC and Finance committee to look at all the suggested funding ideas and report back to the PPC for inclusion in the 2019 review of this plan	PFC	By next Plan review end of 2019	Report back
<b>3</b>	<b>The Future</b>			
i)	Develop and implement the recommendations of the Property Advisory Group report		Ongoing	Annual reporting
ii)	Instigate conversations with Holy Family Parish to investigate the real needs of the Parishes and determine what can be attained without the ownership of buildings. Also discuss and investigate the reality of future proofing by building a new multipurpose, centrally located church and catholic centre for both parishes. Investigate synergies with Garin College		Ongoing	Annual reporting
iii)	Investigate the sale of unused land to build low cost housing for rent		March 2024	Land sold to appropriate provider

### SECTION 3 –IMPLEMENTATION - PUTTING OUR PLAN INTO ACTION – Year “one” 2018 – 31 March 2019

When this plan is adopted by the Parish Pastoral Council, each PPC member will be allocated areas of responsibility. They will then liaise with the appropriate groups and individuals to ensure that the tasks are undertaken and completed. However the Pastoral Team (our Priests) and the PPC as a whole will continue to be responsible for the tasks being progressed and delivered. The delivery of the Pastoral Plan will be a standing agenda item for the PPC, PFC and all leadership groups (LG’S). A short report is to be provided to the PPC every 3 months outlining progress.

Following is a task sheet for the first year’s tasks to assist the PPC and LG’s with the implementation. This includes the ongoing tasks that are to be reported on an annual basis. The dates for tasks are the latest date that tasks should be completed. They do not preclude tasks being started and completed earlier than the stated date.

All the feedback received from Parishioners during the formation of this Plan will be provided as background information and to assist in this process.

Task/Action - What?	How?	Who?	When?	Success?	
<b>1: Go, you are sent ... to develop a spirituality of service</b>					
<b>2</b>	<b>Reconciliation</b>				
i)	Have a discussion/workshop on reconciliation to encourage more participation	(See 5 below) The workshop, which will be offered in appropriate localities, is to: <ul style="list-style-type: none"> <li>• Give the background of the sacrament</li> <li>• Identify barrier to participation</li> <li>• Determine if current times are appropriate</li> </ul>	PCC and leadership groups (LG’s)	31 March 2019	Workshop held
<b>3</b>	<b>Prayer</b>				
i)	Leadership/Liturgy Groups to identify what prayer, rosary, meditation, Stations of the Cross, retreats and adoration they already have and what they want in the future and the time frame for achieving this	Church groups to hold discussions in their community to determine what is required in their local church and come up with a way to realistically implement what is desired with dates.	LG’s and liturgy groups	31 March 2019	Plan complete



<b>5</b>	<b>Faith education/Discussion</b>				
i)	Set up a series of regular discussions/study groups to support our Spirituality of Service. Topic to cover aspects of the Catholic Church, our faith and other faiths	A parish wide co-ordinator is to be appointed by PCC who will ask groups to indicate which are their top 10 priorities. These will be worked into a series of workshops, one every 2-3 months. Leadership groups are to assist by setting meeting dates, locations and set up/catering.	PCC to appoint a co-ordinator. All groups to input.	31 March 2019	Ongoing meetings identified & occurring
<b>2: Go, you are sent ... to your own peripheries</b>					
<b>4</b>	<b>Community / Social</b>				
i)	Support and expand the Family Group movement in the Parish	Happening	Priests, PFG Co-ords	31 March 2019 and ongoing.	More members.
<b>3: Go, you are sent .... to your fellow Christians</b>					
<b>2</b>	<b>Ecumenical Activities</b>				
ii)	Offer to help other local churches with events they are running, a clean-up or a working bee	Leadership groups to identify the recipients of a letter to local churches with offer of help. Letter will be sent by Parish Priest. When the events have been identified, leadership groups to arrange for newsletter notices and co-ordination.	PCC and LG's	31 March 2019 and ongoing	Offer extended
<b>4: Go, you are sent .... to care for creation</b>					
<b>3</b>	<b>Laudato Si'</b>				
i)	All parishioners are to actively reduce and reuse. Weekly reminders and hints in Newsletter	All engaged parishioners to demonstrate desired behaviours and encourage these behaviours in others. This will be encouraged through the Newsletter.	Current volunteer	Ongoing	At least 40 hints per year

<b>5: Go, you are sent .... to use your assets wisely</b>					
<b>1</b>	<b>Using our Talents</b>				
i)	The amalgamated Parish is to develop a robust governance structure that is based on a detailed Terms of Reference (TOR)	TOR to be prepared by PCC	PCC	31 March 2019	TOR & structure in place
<b>2</b>	<b>Increasing our Income</b>				
i)	Parish finances to be transparent and understandable with regular updates in Newsletter	PFC will arrange suitable notices for the newsletter	PFC	31 March 2019 and ongoing	10 updates per year
ii)	Implement an offering increase initiative on an annual basis	PFC to determine the format of this initiative and implement it prior to 31 March 2019	PFC	Ongoing annually	Annual initiative happened
v)	Make Parish facilities more obviously available for hire	PFC to implement	PFC	31 March 2019	Hire income increases
vii)	Develop, promulgate and regularly update a list of suggested donations for funeral, wedding etc as well as cemetery plot cost	PFC to arrange for this list to be developed and promulgated prior to 31 March 2019	PFC	31 March 2019 and Annually	List available & accessible
viii)	The PPC and Finance committee to look at all the suggested funding ideas and report back to the PPC for inclusion in the 2019 review of this plan		PFC	By end of 2019	Report back