guide to parish ministry

DEFINITION

Parish ministry is religious services or actions to enable God's ministry. Ministry encompasses all activities carried out in and on behalf of our parish.

JOINING MINISTRY

Ministry is as far as practicable open and accessible but some need specialised skills or training, or are the province of specific parish roles or positions.

The Rector, ministry team leaders or MGLs will discuss with you the possibilities and opportunities of ministry and specific roles.

Many people are involved in a broad and varied selection of ministries and MGLs are also members of ministry teams within their own and other groupings. Most ministries are dependent on at least one other ministry, usually more, to enable it to achieve its aims.

This network of membership and cooperation further enables and enhances teamwork and fellowship within our parish, as well as providing ministry support - with those in ministry cared for and greatly valued.

POLICIES, GUIDELINES, INFORMATION

We have several policies in place to assist in and provide a duty of care for ministry work. We also have several publications containing information about our parish, what we do and our future direction.

Please contact our parish office for copies of our publications.

**Parish Centre and Parish Office
(next door to Epiphany Church Mundaring)
11 Mann Street, Mundaring 6073
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Rector: Rev Kim Thomas

**Wardens: Sylvia Randall
Julie Ryan
Noelene Teague**

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OUR MINISTRY PLAN

All parish ministries are listed in *Our Ministry Plan.* Each ministry works as an individual team and a brief description of each ministry is in our *Guide to Mundaring Parish*, with names of ministry contacts, usually the ministry team leader.

Our Ministry Plan:
- Enables people to clearly and easily see what ministries are being carried out in the parish.
- Shows where ministries fit into our overall parish ministry structure.
- Shows how ministries are grouped together for support and assistance.
- Highlights our multi-directional communication pathways and the possibilities for ministries to work together and interact with each other.

PARISH COUNCILLORS:
- Are responsible for corporate governance, risk assessment, duty of care, and compliance with National, State and Diocesan laws and policies.
- Ensure ministry is transparent, accountable, economically efficient, and supports the objectives of our Mission and Vision.

SUB-COMMITTEES OF COUNCIL:
- Provide an important link and communication pathway between ministries and Council.
- Work together as a team to support each other.
- Prepare bi-monthly ministry reports to Council.

MINISTRY GROUP LEADERS (MGLs):
- Have a working knowledge and understanding of ministries in their grouping.
- Prepare bi-monthly ministry reports in consultation with ministry teams through their Sub-Committee to Parish Council.
- Are in regular contact with ministry members to provide support and assistance.

- Work with ministry teams to achieve, develop and report on future actions from our Action Plan.
- Work with ministry teams to ensure responsible expenditure of parish monies while maintaining the objectives of our Mission and Vision.
- Work with ministry teams on budget planning.

MINISTRY TEAM LEADERS:
- Lead, coordinate, take responsibility for and are the main contact for the ministry and its team.
- Ensure issues affecting the ministry and the team are discussed with team members.
- Are open, welcoming and inclusive of people who ask to join the ministry if this is practicable.
- Arrange for people to meet with the Rector or MGL to discuss other ways to become involved in parish ministry if they are not in a position to welcome a new member.
- Are open to ideas from team members.
- Work cooperatively with other ministry teams to share resources, information and advice.
- Ensure all team members comply with the Safe Ministry policies and with all other parish policies and guidelines.
- Ensure any contentious issues or concerns are notified to the Rector or MGL.
- Discuss with the MGL any assistance required, arrangements made within the team during times of leave or illness, and any issues or concerns.
- Work with the team and MGL to carry out ministry in the most cost effective way while maintaining the objectives of our Mission and Vision.
- Provide information to the MGL for inclusion in ministry reports to Parish Council when requested.

MINISTRY TEAM MEMBERS:
- Work cooperatively with other team members.
- Respect the opinions of others and allow other members to be heard and understood.
- Keep meetings productive and friendly.
- Work cooperatively with other ministry teams to share resources, information, advice and assistance.
- Are available to work with the rest of the team to plan, discuss, carry out and develop ministry.
- Let the team leader know when they can not attend a meeting or ministry activity.
- Let the team leader know in good time if they can not complete an agreed task.
- Work with team members to carry out ministry in a cost effective way, while maintaining the objectives of our Mission and Vision.
- Ensure that if the ministry works with children, there is compliance with the Safe Ministry policies, and with all other parish policies and guidelines.
- Discuss with the Rector or MGL any contentious or potentially contentious issues or concerns that arise in relation to the ministry.
- Laugh, have fun, enjoy what they are doing and enjoy the fellowship of not only the ministry team but our whole parish community.