



**AUSTRALIAN CATHOLIC BISHOPS CONFERENCE**

**INTERIM MANDATE**

OF THE

**BISHOPS COMMISSION**

FOR

**EVANGELISATION, LAITY AND  
MINISTRY**

NOVEMBER 2019

## **Preamble**

*Go, therefore, make disciples of all the nations; baptise them in the name of the Father and of the Son and of the Holy Spirit.* *Matt 28:19*

### **1. Membership and Meetings**

- 1.1. The Commission shall comprise eight (8) bishops as determined by the by-laws of the Australian Catholic Bishops Conference.
- 1.2. The Commission shall meet at least two times each year at a time and place that the members determine.
- 1.3. The Commission shall meet using communications technology when the agenda or circumstances warrant.

### **2. Areas of Responsibility**

The Commission sets priorities in consultation with the Australian Catholic Bishops Conference, plans and develops strategies at the national level. Specific areas of responsibility are:

- 2.1. Evangelisation
- 2.2. Catechesis and Faith Formation
- 2.3. Film and Broadcasting
- 2.4. The participation of male and female lay faithful in the life and ministries of the Church
- 2.5. Parishes
- 2.6. Youth
- 2.7. Ecclesial movements
- 2.8. Clergy life and ministry
- 2.9. Co-responsibility in ministry and the involvement of people in the lay apostolate
- 2.10. Lay Pastoral Ministry
- 2.11. Maintaining formal relations with Catholic Religious Australia (CRA), and generally promoting the collaboration between diocesan clergy, clerical religious, religious men and women, and laity
- 2.12. Sport and wellbeing

- 2.13. Disabilities
- 2.14. Australian Catholic Migrant and Refugee Office

### **3. Particular Functions**

- 3.1. The Commission guides and supports the activity of the Church and its agencies in these areas:
  - 3.1.1. Outreach to all: those who have no faith; those who do not share the Catholic faith; those who are disconnected from the Church; those seeking to become members of the Church; and those who are actively involved in the Church.
  - 3.1.2. The work of the Pontifical Mission Societies (Catholic Mission).
  - 3.1.3. The life and mission of parish communities.
  - 3.1.4. Particular groups of Catholics: women; youth; ecclesial movements.
  - 3.1.5. All who are appointed to ministry within the Church.
- 3.2. Supports the catechetical and adult faith formation work of the Church.
- 3.3. The Commission develops national policies in the specific areas of its responsibilities as approved or requested by the Conference.
- 3.4. In accordance with the Australian Catholic Bishops Conference policy the Commission undertakes public and private advocacy in support of:
  - 3.4.1. Christian values in media.
  - 3.4.2. The legitimate rights and obligations of laity, clergy and religious and arising out of their engagement in Church ministry.
- 3.5. The Commission delegates to individual Bishops responsibility for the following areas:
  - 3.5.1. Evangelisation
  - 3.5.2. Film and broadcasting
  - 3.5.3. Youth
  - 3.5.4. Ecclesial movements
  - 3.5.5. Clergy Life and Ministry
  - 3.5.6. Lay participation

- 3.6. The Commission keeps informed of the activity of the Church and its agencies in the following areas:
- 3.6.1. The life and ministry of the clergy including permanent deacons
  - 3.6.2. Matters relating to clergy from overseas serving in Australia
  - 3.6.3. Issues affecting religious institutes and their relationships with the Australian Catholic Bishops Conference
  - 3.6.4. The collaboration and participation of laity in the life and mission of the Church
  - 3.6.5. The participation of youth in the life and mission of the Church

#### **4. Advisory Role**

The Commission advises the Bishops and the Australian Catholic Bishops Conference on issues that arise in the areas of its responsibility and, where appropriate, makes recommendations for action that might be undertaken at a national level.

#### **5. Advisory Body**

The Commission establishes an advisory council, to assist it in its responsibilities:

#### **6. Relations**

- 6.1. The Commission maintains relations with:
- 6.1.1. Pontifical Mission Societies (Catholic Mission)
  - 6.1.2. Pontifical Council for Social Communications
  - 6.1.3. SIGNIS – the World Association for Catholic Communications
  - 6.1.4. Australasian Catholic Press Association
  - 6.1.5. Australian Religious Press Association
  - 6.1.6. National Pastoral Planners Network
  - 6.1.7. Australian Network of Diocesan Youth Ministry Coordination
  - 6.1.8. The Young Christian Students Movement Australia
  - 6.1.9. Australian Confraternity of Catholic Clergy

6.1.10. National Council of Priests

6.1.11. National Association of Deacons

6.1.12. Australian Catholic Diocesan Vocations Directors Conference

6.1.13. Catholic Religious Australia

6.2. The Commission may approve the establishment of relations between its Offices and other organisations.

## **7. Offices**

The Commission supervises the work of the following offices of its Secretariat in accordance with the mandates detailed in Schedule 2.

7.1. National Centre for Evangelisation (Formation, Youth and Lay Participation) including the Catholic Enquiry Centre

7.2. Australian Catholic Office for Film and Broadcasting

7.3. Australian Catholic Migrant and Refugee Office

## **8. Secretariat**

The General Secretariat assists the Commission in fulfilling its tasks.

**Schedule 1: Mandate for Advisory Body**

Name:	Council for Evangelisation Laity and Ministry
Area(s) of Responsibility:	<p>The Council advises the Bishops Commission for Evangelisation, Laity and Ministry in the promotion of the life and mission of the Catholic Church in Australia in the areas of:</p> <p><i>Clergy Life and Ministry</i></p> <ol style="list-style-type: none"> <li>1. The integration of the formation and education of the clergy in their life and ministry.</li> <li>2. The life long process of formation involving the four aspects human, spiritual, intellectual and pastoral as outlined in <i>The Gift of the Priestly Vocation (Ratio Fundamentalis 2016)</i> and related pronouncements.</li> <li>3. Addressing confusion or suggesting change in relation to clergy life and ministry throughout Australia.</li> <li>4. An integral continuing education for Catholic clergy.</li> <li>5. The promotion of national and regional networking and gatherings of the directors or representatives for the continuing education of clergy in the dioceses, and eparchies, ordinariates and parishes of the Catholic Church in Australia.</li> </ol> <p><i>Lay Participation</i></p> <ol style="list-style-type: none"> <li>6. Support of lay pastoral ministers in their service to the Church: <ol style="list-style-type: none"> <li>a. By developing policies concerning the continuing education, formation, pastoral care and support of lay pastoral ministers.</li> <li>b. By developing a network of resource personnel with expertise in spirituality, theology, Scripture, pastoral formation, psychology, anthropology and social analysis.</li> <li>c. By supporting gatherings of lay pastoral ministers at regional, diocesan, provincial and national levels.</li> <li>d. By coordinating the sharing of information and resources (e.g. national newsletter, blogs, video/teleconferences).</li> </ol> </li> <li>7. Assistance of lay pastoral ministers with accreditation and employment relations: <ol style="list-style-type: none"> <li>a. By liaising with the Reference Group for Employment Relations to ensure just employment guidelines and conditions and appropriate understanding and coverage of work health and safety policies.</li> <li>b. By liaising with diocesan agencies that have responsibility for employment and accreditation policies with regard to lay pastoral ministers.</li> <li>c. By developing and maintaining appropriate accreditation criteria and processes for lay pastoral ministers that can then be recommended for implementation in the dioceses.</li> </ol> </li> <li>8. The promotion of the role and value of lay pastoral ministers:</li> </ol>

	<ul style="list-style-type: none"> <li>a. By promoting the value and a deeper collaboration of this ministry to clergy and laity through the advisory status of the Council.</li> <li>b. By promoting liaison with those bodies that can assist in the formation of lay pastoral ministers.</li> <li>c. By publishing material on the vocation of lay pastoral ministry, which is available in the languages of the parish communities</li> </ul> <p>9. The inclusion of women and men and their participation in the Catholic Church in Australia.</p> <p>10. The development of strategic planning concerning the unique issues of women and men based upon contemporary research</p> <p>11. The development of projects and resources for dissemination to parishes, schools and organisations, locally and internationally, to further the participation of lay women and men in the life and ministries of the Church.</p> <p><i>Youth</i></p> <p>12. Dialogue with young people in responding to the Gospel: facilitation, analysis and communication of outcomes.</p> <p>13. Participation, formation, dignity and leadership of young people: identifying and advocating best practices.</p> <p>14. Strategic effectiveness and communion of youth ministry: consideration of vision and cohesion.</p> <p>15. Formation, support, guidelines for those who minister with young people: identifying, advocating and implementing best practices.</p>
<p>Number of Councillors:</p>	<p>The Council will comprise eight (8) appointed councillors with areas of speciality in evangelisation, clergy life and ministry, youth and participation of the laity.</p> <p>The Chairman of the Bishops Commission will represent the Commission at all meetings of the council and will liaise as required with the Council Chair in between meetings.</p> <p>The Executive Secretary will provide support at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Council Chair will ordinarily include the Chairman of the Bishops Commission and the Director of the National Centre in discussions and consult them as part of the process of developing advice to the Commission.</p>

Appointment of Councillors:	Following the appointment of members to the bishops' commissions at the May Plenary Meeting, the Bishops Commission for Evangelisation, Laity and Ministry will appoint councillors for the three-year term and will report these appointments to the Conference at the November Plenary Meeting. The Commission may re-appoint councillors for up to two subsequent terms.
Appointment of Chair:	The Bishops Commission for Evangelisation, Laity and Ministry, on recommendation from the Council, will appoint the Chair for a three (3) year term from the membership of the Council.
Frequency and Place of Meetings:	The Council will meet twice a year at a place of mutual convenience. The Council may meet at other times as required using a variety of communications technology.
Administrative Support:	The Executive Secretary for the Bishops Commission for Evangelisation Laity and Ministry will provide administrative support to the Council.



**Schedule 2: Mandates for Offices**

Name:	National Centre for Evangelisation (Formation, Youth and Lay Participation) including the Catholic Enquiry Centre
Area(s) of Responsibility:	<p>The Centre has responsibility for:</p> <ol style="list-style-type: none"> <li>1. Assisting in the formation and resourcing of Catholics as they seek to live out their baptismal and confirmational call to proclaim the presence of Jesus Christ ‘holy in their hearts’.</li> <li>2. Providing a quality response to Catholics returning to the practice of their faith and to those currently not baptised members of the Catholic Church (‘enquirers’).</li> <li>3. Catholic faith formation of young people and their full participation in the life of the Church as identified in <i>Anointed and Sent: An Australian Vision for Catholic Youth Ministry</i>;</li> <li>4. Personal and professional development of youth ministers, and the operational effectiveness of youth ministry, in Australia;</li> <li>5. Networking across all sectors of the Church engaged in youth ministry, including dioceses and parishes, schools and universities, religious institutions, communities, groups and movements;</li> <li>6. Organisation of regular national and international events for young people and youth ministers, in particular Australia’s participation in World Youth Days and the Australian Catholic Youth Festival.</li> </ol> <p>To this end the Centre will:</p> <ol style="list-style-type: none"> <li>1. Support the Australian Catholic Bishops in their work of evangelisation, while taking into account the diversity of cultures and circumstances across Australia.</li> <li>2. Assist dioceses to the degree possible, in whatever way that enhances their evangelisation initiatives, with a view to leveraging synergies and economies of scale. This may include but is not limited to: <ol style="list-style-type: none"> <li>2.1. Remaining abreast of opportunities nationwide that advance the promotion and ongoing development of a Catholic understanding and awareness of the call to evangelisation, in order to advance their cause and make recommendations as required.</li> <li>2.2. Providing access to quality resources to support effective evangelisation, either by the development of original resources or by disseminating information on useful resources developed by dioceses, ACBC agencies and other Catholic organisations.</li> <li>2.3. Offering formation opportunities for diocesan and agency staffs engaged in the ministry of evangelisation, with particular emphasis on assisting less well-resourced dioceses and agencies.</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Collaborate with Catholic organisations, Australian Catholic Bishops Conference agencies and dioceses to identify and act on opportunities for advancement of the Catholic faith.</li> <li>4. In collaboration with a nominated diocese, plan and lead the biennial PROCLAIM conference.</li> <li>5. Make connections with parishes or diocesan personnel on behalf of those wanting to formalise their relationship with the Catholic Church. Particular attention is given to working with the Rite of Christian Initiation of Adults network.</li> <li>6. Assist enquirers by: <ol style="list-style-type: none"> <li>6.1. Answering enquiries in a theologically sound, pastorally sensitive and timely manner.</li> <li>6.2. Providing appropriate resources.</li> <li>6.3. Building a relationship with them until they are able to connect with their local Catholic community.</li> <li>6.4. Facilitating a connection with their local Catholic community where appropriate.</li> </ol> </li> </ol> <p>The National Centre for Evangelisation (Formation, Youth and Lay Participation) will achieve these responsibilities by coordinating and delivering work approved by the Bishops Commission for Evangelisation, Laity and Ministry.</p>
Appointment of Director:	The Bishops Commission for Evangelisation, Laity and Ministry will appoint the Director on a standard ongoing employment contract as a permanent employee of the Australian Catholic Bishops Conference. The Director concurrently holds the office of Director of the National Centre for Evangelisation and the Director of the Catholic Enquiry Centre.
Staff:	The Director will employ staff as required to assist in meeting the Mandate in accordance with Conference policies.
Accountability:	<p>The Director is accountable to the Bishop Delegate for fulfilling the Mandate of the National Centre for Evangelisation. The Director is accountable to the General Secretary or the Executive Secretary of the Bishops Commission for Evangelisation, Laity and Ministry (as mutually agreed) for fulfilling the position of Director.</p> <p>The staff are accountable to the Director.</p>

Name:	Australian Catholic Office for Film and Broadcasting
Area(s) of Responsibility:	<p>The Australian Catholic Office for Film and Broadcasting is responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>1. Provide consumer information about films for members of the Australian Catholic Bishops Conference and members of the Australian Catholic Press Association;</li> <li>2. Advocate on classification issues and media legislation;</li> <li>3. Source, acquire, edit and package suitable programmes for broadcast on Foxtel and free to air broadcasters;</li> <li>4. Provide comment and constructive criticism on the Australian film and broadcasting culture;</li> <li>5. Provide advice on new developments in film and broadcasting;</li> <li>6. Provide ongoing media education for priests, religious, and the educational, welfare and healthcare sectors within the Catholic Community;</li> <li>7. Promote the content of Catholic broadcasting in Australia;</li> <li>8. Maintain the national Australian Catholic Television Library;</li> <li>9. Maintain formal links with SIGNIS, the World Catholic Association for Communication, on behalf of the Commission, and represent the Australian Catholic Bishops Conference within SIGNIS, in the Pacific region and within its international forums;</li> <li>10. Participate, as requested, in SIGNIS film festival juries;</li> <li>11. Organise and provide the jury for the Australian Catholic Bishops Conference's "Australian Film of the Year";</li> <li>13. Provide a representative on the Australian Catholic Media Council;</li> <li>14. Provide, as requested, the pastoral care of Catholics employed in the Australian film, media and broadcasting industries.</li> </ol>
Appointment of Director:	<p>The Bishops Commission for Evangelisation, Laity and Ministry will appoint the Director on a standard ongoing employment contract as a permanent employee of the Australian Catholic Bishops Conference or on a standard religious agreement between the President of Conference and the diocesan bishop or religious superior.</p>
Staff:	<p>The Director may employ staff as required from time to time to assist the Director in meeting the Mandate with the approval of the Commission.</p>
Accountability:	<p>The Director is accountable to the Bishop Delegate for fulfilling the Mandate of the Australian Catholic Office for Film and Broadcasting. The Director is accountable to the General Secretary or the Executive Secretary of the Bishops Commission for Evangelisation, Laity and Ministry (as mutually agreed) for fulfilling the position of Director.</p> <p>The staff are accountable to the Director.</p>

Name:	Australian Catholic Migrant and Refugee Office
Area(s) of Responsibility:	<p>The Office's primary objectives are to advise the Conference on, and facilitate the negotiation and implementation of the Catholic Church's Labour Agreement with the Australian Government.</p> <p>The Office is responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>1. Advise and serve the Conference at both a national and international level on migrant and refugee issues, including the development of Church policy.</li> <li>2. Act as an official Church voice as approved by the Conference on issues relating to migrants and refugees.</li> <li>3. Act as a channel of communication between diocesan offices and the Conference on matters of migrants and refugees.</li> <li>4. Provide a mechanism for effective consultation and coordination among Catholic bodies and other groups involved in migrant and refugee activities, including Directors of Catholic Immigration / Multicultural Offices and Episcopal Vicars.</li> <li>5. Make appropriate representation to Government and other bodies on matters relating to migrants and refugees.</li> <li>6. Negotiate, implement and monitor the Catholic Church's Labour Agreement in Australia.</li> <li>7. Undertakes projects as determined by Australian Catholic Council for Clergy Life and Ministry and approved by the Bishops Commission for Evangelisation, Laity and Ministry.</li> <li>8. Acts as a focal point for ongoing dialogue and the integration of ideas pertaining to the ministry and life of clergy in the Catholic Church in Australia.</li> <li>9. Provides support for, liaise and network with, Diocesan Directors of Clergy Life and Ministry in each diocese in Australia.</li> </ol>
Appointment of the Director:	<p>The Conference will appoint the Director on recommendation of the Commission and a suitably qualified selection panel. The Commission will comply with the Conference policy on recruitment and selection and the Conference will appoint the Director in accord with its policy. The Director will also hold the role of Director of Clergy Life and Ministry.</p>
Staff:	<p>The Director may employ staff as required from time to time to assist and be accountable to the Director in meeting the Mandate with the approval of the Commission and in accordance with Conference policy.</p>

Accountability:	The Director is accountable to the Bishop Delegate for fulfilling the Mandate of the Office. The Director is accountable to the General Secretary or the Executive Secretary of the Commission (as mutually agreed) for fulfilling the position of Director.
-----------------	--