

CHURCH LEADERSHIP

Administration



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Course Content

- Why is administration important?
- Preparing for Meetings
 - Agenda
 - Reports
- During meetings
 - Successful meeting
 - Chairing a Meeting
 - Taking minutes
- After Meetings
 - Sending Minutes
- Evaluation



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Administration

- Why??
 - Get more done in less time
 - Correct and accurate communication
 - Record of past events
 - Who did things
 - What worked and what didn't
 - What must still be done
 - Who is assigned tasks
 - What deadlines are there
 - Financial Accountability
 - Prevents any possible doubts or problems



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Administration

- So what? Why is that important?
 - Proper administration helps us grow as people
 - It helps focus on the real priority of the Church

The “business” of the Church is the **salvation of souls – it always has been and always will be**

People are the most important thing

Jesus came to save each human person



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Preparing a report - 1

- Essential Information in report header:
 - Group Name:
 - Chairperson (and contact details)
 - Period of Report:
 - Number of people in Group:
 - Number Regularly attending meetings:
 - Time of Meetings:
 - Place of Meetings:
 - Day of Meetings:



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Preparing a report - 2

- Essential Information to be recorded in a report
 - Activities since last Report
 - Upcoming Events
 - Financial Summary, *for example*
 - *Has the budget been stuck to?*
 - *What money has come in and what money has been spent?*
 - *Will there be money required from the parish in near future?*
 - *Are there concrete plans for fundraising?*
 - Issues for PPC Agenda
- Reports should be as concise and clear as possible
- Reports should be distributed with agenda
- If possible it should be typed and emailed to the secretary



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Constructing an Agenda 1

- What is an Agenda?
 - Notification of Meeting
 - Date, Time and Venue of Meeting
 - Numbered list of items to be discussed
- Useful tips
 - Opportunity to submit agenda items before meeting
 - It should be sent out at least 1 week before meeting
 - Additional items should not be added at meeting
 - If *important* items are raised, the Chair should ensure an appropriate time is made to discuss and report back



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Constructing an Agenda - 2

Agenda for <group name> Meeting of <insert name>

- In bold, at the top of the page on one line

**at <Street Address>, <Suburb>, on <day – month – year >
at <time (hh:mm)>**

- In bold, immediately beneath the first line
- Give exact location – don't assume everyone knows
- Write out day (number), month and year (words)
- Give time in 24 hour format to prevent confusion



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Constructing an Agenda - 3

- Welcome
 - By the chairman
- Opening Prayer
 - By priest or deacon
- Attendance and Apologies
 - Received before or given there
- Acceptance of Minutes
 - Proposer and Seconder
 - Two people present at previous meeting
 - Statement that they agree previous minutes are accurate
- Matters arising from previous minutes
 - Follow up on items requiring action from previous meeting
- Correspondence
 - Anything received addressed to or requiring attention of group



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Constructing an Agenda eg PPC - 4

Group and Ministry Reports

1. <Religious Orders>
2. <Alphabetical List Item 1>
3. <Alphabetical List Item 2> *etc*

Deanery Matters

- 1 ...
 - 1.1 ... *etc*

Archdiocesan Matters

- 1 ...
 - 1.1 ... *etc*

Parish Matters

- 1 Finance Report
 - 1.1 Fundraising Report
- 2 *etc*



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Constructing an Agenda - 5

- Date and Time and Venue of next meeting
 - Clearly stated
- Closing Prayer
 - Preferably by a different person to opening prayer



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Rules for successful meetings

- Listen carefully to what everyone says
- Speak one at a time and do not interrupt
- Speak as concisely as possible
- Respect other people's viewpoints, even if you disagree
 - Consider the possibility someone else may be right!
- Speak openly and honestly
- Keep to the topic at hand
- Never make personal attacks on others
- Respect the role of the chair



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Chairing a meeting

- Key things to note for chairing meetings
 - Make sure the venue is properly set up
 - Enough chairs for everyone
 - Table for chairman and secretary at least
 - Keep to TIME!
 - Start and finish the meeting on time
 - Allocate times for parts of meeting so nothing is left out
 - This does not have to be in the Agenda but for the chair
 - Keep the meeting professional and to the point
 - Make sure everyone understands and follows the ‘rules’
 - Make sure everyone feels they have a voice
 - Don’t be a bully!
 - Your job is to make sure the meeting runs – not to speak the most



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Taking Minutes

- Minutes are a reflection of what has happened at a meeting
 - DO NOT RECORD EVERYTHING
 - Minutes should be concise containing only needed information
 - Do not record everything that has been said
 - Unless there is a contentious issue that is not resolved
 - Record decisions
 - Record action items – **who is doing what and by when**
 - Things to note
 - Do not hesitate to ask chairman to pause in order to catch up
 - Do not hesitate to ask for a point to be clarified
 - For important decisions – read your record back before continuing
 - Taking minutes electronically is a good idea – if possible



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Sending Minutes

- Check the minutes before you send them
 - Make sure that nothing has been left out
 - Check that attendance, spelling and grammar are correct
- Minutes should be sent as soon as possible
 - People will need the minutes in order to take action
- How to send out minutes?
 - By email
 - By post
 - Hand-delivered



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Practical Pointers for Parish Life

- This must start in our own hearts, reflecting how have we experienced the mercy of God in our lives.
- When our own hearts are convicted, we can then witness more strongly and more effectively to others.

Personal Encounter

- How can we create opportunities during this year for our parishioners to encounter the merciful heart of the Father?
- How can we fan the flames of conversion and empower people to be instruments of mercy in our community?

Tearing Down Walls

- This is direct challenge to parishes to look at the walls we have built up around our parish. In what ways is our parish like a fortress?
- What walls need to be torn down during this year to bring us closer to the people?
- Are we effectively preaching the Gospel in a way that is accessible to people of our time?

Reaching out to ALL

- Are we ready to receive the unchurched, the hurting, the broken and the lost?
- Are we ready to step out of our comfort zones and leave our securities behind, so that we can go out and welcome all into our parish?

Learning from Jesus

- Do we give God's word its primacy in our parishes and daily lives?
- Are we challenged by scripture?
- Are our hearts and witness formed by his word or by the world?
- In what ways is mercy part of our personal and collective mission?

Learning more

- How can we help parishioners enter more deeply into the Scriptures?
- Perhaps meditating on the Sunday Gospels, encouraging daily Mass attendance, emailing out daily devotionals?
- What opportunities for deepening our faith are offered in the Parish? Ecclesia?

Marian devotion and devotion to the Saints

- How can we learn mercy from the school of Mary?
- Perhaps we could explore and meditate on the life of our local saint – Benedict Daswa and be encouraged and inspired in our own journey to holiness.
- How could we deepen our parochial identity during this year?

Vocations

- Do we keep our priests in prayer, that they may be able to reveal ever more deeply the merciful face of The Lord
- What are we doing as a community to foster priestly/diaconate vocations

Closing

- Any questions?
 - Is there anything that needs to be clarified?
- How would you rate this workshop?
 1. Did you learn something today?
 2. What was most useful?
 3. What was least useful?
 4. What would you have liked to have been left out?
 5. What would you have liked to be added in?
 6. What was the quality of the presenting?



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