



TOGETHER IN MINISTRY PROGRAM

Workshops for Members of Parish Pastoral Council

The Office of Lay Apostolate, offers 2 workshops for members of the Pastoral Parish Councils (PPC) and Parish Ministry Leadership

OBJECTIVES OF THE WORKSHOPS

To empower participants to assume leadership roles in the Parish (PPC). This will be accomplished when participants themselves become resource people for their PPC, by sharing their skills and insights into the role, and the effective functioning of a Parish Pastoral Council in their parish.

To provide a forum for participants to develop and articulate their understanding of the PPC in the life of their parish and of the Archdiocese

To provide opportunity for PPC members to use the Together in Ministry Manual as a resource for their formation and development of their gifts and talents

WORKSHOP DESIGN

The workshops are designed to include council input, and offer opportunities for dialogue and personal reflection. Facilitators of the workshop will not come out and tell council how to solve all the problems in the parish, but they may be able to help PPC discover some of the possible options available to them.

BEFORE THE WORKSHOP

The Reference Guide and Together in Ministry Manual are available at <https://www.caedm.ca/TIM>. Parishes or individuals can print these at no charge. Parishes are to have a copy of both, the TIM Manual and Reference Guide with them at the workshop.

MANDATORY FOR ALL PPC'S: Together In Ministry (TIM)

Information Workshop – By Deanery Only

All participants are requested to read The Reference Guide as well as Policy #1105 in preparation for the workshop. A good resource for information can be found in the Reference Guide on pages 7 & 8, and in Archbishop Smith's September 14, 2011 Pastoral Letter (Pastoral Priorities) <https://www.caedm.ca/Archbishop/PastoralLetters>.

Workshop duration – 6 hours approx.

Topics covered

- Explain the structure and leadership of the Universal Church, the Local Church, the Parish, and the role of PPCs
- Relate the archdiocesan priorities and volunteer management to the mission of the universal Church
- Provide an opportunity for PPC members to become familiar with the Together in Ministry (TIM) Manual
- Review and renew our commitment to our shared mission

OPTIONAL - Goal Setting Workshop- by Parish Only

All participants are requested to read pages 5 & 6 of The TIM Manual in preparation for the workshop.

Workshop duration - 6 hours approx.

Topics covered

- How to be leaders who are good stewards of God's gifts
- The work of our parishes
- The concept of consensus decision-making
- Visioning the future of our parish
- Setting goals to reach this vision

Tasks for the Chairperson of PPC to Book a Workshop

- ✓ Establish a place and **two** possible dates, when members of the council can attend. (**The pastor and/or associate pastor**, attendance is required). **Workshops are subject to rescheduling or cancellation in the absence of a pastor or associate pastor.** Leaders of all parish staff, Ministry Leaders and Finance Council Members may be invited to attend.
- ✓ Contact (780) 469-1010 (ext. 2129) Barbara Cartwright or bcartwright@caedm.ca with your request(s)
- ✓ A parish survey prior to the workshop maybe conducted to gather input from the community/parishioners.

- ✓ Confirmation of your booking will be sent when facilitator(s) have been confirmed.
- ✓ Confirmation on the latest number of attendees is to be sent to Barbara Cartwright, bcartwright@caedm.ca, 1 week prior to the workshop

For the workshop, please arrange for:

- Someone to introduce and welcome the two facilitators
- **Have all members print their own copies of the Manual and Reference Guide and read before attending the workshop.**(link - <https://www.caedm.ca/TIM>)
- A contact number of a PPC member in case of emergency
- Registration at the door with a Welcome Sign and sign in sheet (*Facilitators will supply the sign in sheets and welcome sign – make sure table is set up for use*)
- Name tags for all participants
- Hospitality: coffee, tea, muffins etc.
- Noon lunch-supplied by the PPC Council at your discretion
- Working tables seating groups of 5 or 6, set up for all to see the PowerPoint Presentation
- Whiteboard and dry erase marker, or flip chart stand with paper, markers and masking tape
- Pens and pencils for participants
- Computer projector and a laptop will be provided by the facilitator. We do ask for a screen or blank wall for the presentation
- Opening Prayer Service: our preference to have your pastor start with a prayer provided by the facilitator, or one of his preference
- Set up a small table with cloth, candle, bible, flowers (optional); or arrange to have the prayer service in worship area of the church (Mass, Gospel Reflection, Rosary, Morning Prayer/Liturgy of the Hours,). There are suggestions in the TIM manual for prayer services also.



The Catholic
Archdiocese
of Edmonton

If at any time you have any questions, concerns or comments, please contact: Barbara Cartwright, Administrative Assistant to the Office of the Lay Apostolate Coordinator at 780-469-1010, ext. 2129 or by email at bcartwright@caedm.ca