

1. Creation of the Secretariat for Lay Ecclesial Ministry (Lay Ministry Office) - See Review Recommendation 5 & 8

That there be within the Archbishop's Office for Evangelisation, a Secretariat for Lay Ecclesial Ministry to be both a reference point for lay ecclesial ministers and to determine, oversee and coordinate all matters associated with the formation, accreditation, the provision of supervision, ongoing support and pastoral care for lay ecclesial ministers, including lay Pastoral Associates, lay Chaplains and others, within the Archdiocese.

In light of this recommendation it has been decided to:	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Create a small Secretariat for Lay Ecclesial Ministry as a unit within the Archbishop's Office for Evangelisation with strong links to CatholicCare, Catholic Theological College and other key stakeholders.	SECRETARIAT	PLANNING & DEVELOPMENT	IMPLEMENTATION	
Ensure the Secretariat has a strong administrative focus to establish and maintain the many processes required for the provision of training, accreditation and supervision of Lay Ecclesial Ministers.				

2. Roles, Position Characteristics, Progression - See Review Recommendation 1

That the expected population growth in Melbourne in the next fifteen years will result not only in an increase in the Catholic population, but an increased call upon the Church's services in parishes. These developments point to the need in the Archdiocese for roles to assist parish priests under their supervision in a variety of parish configurations. There will continue to be the need for the role of Pastoral Associate. But as parishes expand, and the calls upon parishes grow, the Review recommends that the position of Senior Pastoral Associate be established, to replace the Pastoral Associate Grade 2 role as needed. Such a person would, under the supervision of the parish priest, and excluding those matters that are the exclusive domain of priests, act upon his behalf when he is not present.

In light of this recommendation it has been decided to:	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Form a Standards Working Party with one representative for key areas of ministry (e.g. parish, school, hospital, aged-care, prison & community-based settings) and Archdiocesan staff to audit current standards against best practice models to create updated standards.		WORKING PARTY		
Ensure this review of standards encompasses all Lay Ecclesial Ministries not only Pastoral Associate roles. Recommendations will be made regarding updated position descriptions, standards and progression points, ensuring that they align with and embrace the fundamental dimensions of ecclesiology and theology of ministry.				
Support this work by undertaking a survey to elicit current information from parishes, hospitals, prisons, age care facilities and schools regarding the numbers and roles of Lay Ecclesial Ministers within Catholic Archdiocese of Melbourne.		SURVEY		

3. Qualifications and Training - See Review Recommendation 4

That the Archbishop’s Office for Evangelisation form partnerships with Catholic Theological College, the Faculty of Theology and Philosophy, Australian Catholic University and Yarra Theological Union towards the offering of a tailor-made Graduate Certificate in Theological Studies as the entry level qualification for lay ecclesial ministers, pastoral associates, lay chaplains and others. That as a consequence, the Certificate course in Foundations for Pastoral Ministry currently offered by the Archbishop’s Office for Evangelisation should be phased out.

In light of this recommendation it has been decided to :	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Engage one academic institution; namely Catholic Theological College with whom to develop the Graduate Certificate in Theological Studies.	BEGIN DIALOGUE			
Establish focus groups to provide feedback on possible course content. These groups to be drawn from Catholic Theological College, former Accreditation assessment panel members, CatholicCare Accreditation Staff, Pastoral Associates, Chaplains, Parish Priests, Hospital/Prison staff.		ESTABLISH FOCUS GROUP		

4. Sacramental Theology - See Review Recommendation 7

That all pastoral training programs contain a strong foundation in sacramental theology.

In light of this recommendation it has been decided to :	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
This recommendation is clearly linked to (3. Qualifications and Training).				
Ensure Sacramental Theology is a key focus in the Graduate Certificate in Theological Studies – see actions for (3. Qualifications and Training).				
Maintain the focus on Sacramental Theology as part of the Archbishop’s Office for Evangelisation ongoing program of Adult Faith Formation.	ONGOING			

5. Assessment Panel - See Review Recommendation 3

That as part of this selection program, the use of an assessment panel to interview prospective candidates for the purpose of initial and ongoing accreditation for any lay ecclesial ministerial position be continued. Membership of this panel, Parish Priest, staff member of the Archbishop's Office for Evangelisation, an experienced person from Catholic social services sector and a lay person with pastoral experience in a Catholic setting, should be approved by the Archbishop.

In light of this recommendation it has been decided to:	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Maintain the Assessment Panel for initial and ongoing accreditation purposes.				
- Ensure that Panel reflects the areas that are being assessed and therefore will be composed of : - Parish Priest - Staff member from AOFE (or relevant CAM agency ; Seminary, CTC, JPIL, Ministry to Priests) - Experienced person from Catholic Social Services Agency - Layperson with pastoral experience in a Catholic setting - Person with expertise in psychological assessment				
Identify and train a pool of panel members to ensure good practice.		IDENTIFICATION	TRAINING	

6. Supervision - See Review Recommendation 6

That the current model of group supervision be used for all lay ecclesial ministers with the proviso that all supervisors be thoroughly briefed concerning the roles of the persons within the supervision groups, and the expectations of supervision sessions, and that for new lay ecclesial ministers four individual supervision sessions be provided prior to their participating in group supervision. It is further recommended that the Secretariat for Lay Ecclesial Ministry partner with the Catholic Theological College to establish a team of supervisors for the supervision of pastoral associates. The organisational support and oversight of such a supervision team would be the task of the Secretariat.

In light of this recommendation it has been decided to :	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Establish a Supervision Working Party with representation from the key stakeholder areas namely: current Supervision providers, Archbishop's Office for Evangelisation, and representatives of parish, school, hospital, aged-care, prison & community-based ministry.		ESTABLISH WORKING PARTY		
Work with this group to create Ministry Supervision Guidelines for Supervisors and Participants.			CREATE MINISTRY GUIDELINES	
Ensure all Supervisors and Participants are briefed on the Ministry Supervision Guidelines so that protocols are observed during Supervision sessions.				CONDUCT BRIEFING

7. Mentoring Aspirant Pastoral Associates - See Review Recommendation 2

That a program for the selection of Pastoral Associates be developed within the Archdiocese. This program should involve aspirants in several months of mentorship under an experienced Pastoral Associate as well as a formal assessment of their abilities in interpersonal relationships and conflict resolution, their readiness to commit to a parish ministry role and their personality dispositions. It is further recommended that the Archbishop’s Office for Evangelisation coordinate all aspects of the selection program.

In light of this recommendation it has been decided to:	Proposed Implementation Time Frame			
	0 – 3 months	3 – 6 months	6 – 12 months	12 months and beyond
Clarify any confusion regarding this recommendation – Local Parishes are currently and continue to be the ones who first identify the need for and employ Pastoral Associates. Selection of Pastoral Associates is not undertaken by the Archbishop’s Office for Evangelisation (AOFE).However, it is the role of the AOFE to support and encourage mentoring.				
Strongly support the notion of mentoring but ensure it extends beyond Pastoral Associates to involve all Lay Ecclesial Ministry roles.				
Collaborate with parishes, hospitals, aged-care, prisons, and community-based settings to identify experienced ministers to act as mentors and trial a mentoring program.				ESTABLISH MENTOR PROGRAM

