

PASTORAL AGENCIES
REPORT
TO TRUSTEES
JANUARY 2010



Archdiocese of St. Andrews and Edinburgh

A spirit of prayer at the heart of our thinking and planning

Conversion of heart

Collaboration at every level of Church life being essential to the future of the
Church

Planning as a way of developing life in the archdiocese

Witnessing in the world to Jesus Christ

Background

This report covers the period from January 2010 to January 2011, in the second year of the post of Episcopal Delegate for Pastoral Resources. The post of Episcopal Delegate for Pastoral Resources was created in response to the strong recommendations of *Now Is the Favourable Time*, in light of the shortage of priests and to further the pastoral development of the parish communities in the archdiocese. The remit of the post involves not only the line management and coordination of all the pastoral agencies of the archdiocese but also putting in place adult faith formation provision at deanery and parish level.

The agencies and which the Episcopal Delegate line manages are:

- Religious Education
- Social Care
- Youth and Young Adults Ministry
- Justice and Peace
- Pastoral Support Services for Child Protection and Vulnerable Adults
- Marriage and Family Life

The Episcopal Delegate is also linked to cooperation and collaboration with the Liturgy Commission, the Ecumenical Commission, Ongoing Formation of Clergy and the Vicar for Religious. The line manager for the Episcopal Delegate is Monsignor Philip Kerr, VG for Mission and Ministry.

What follows is a report about provision and developments in each of the agencies where there are employed members of staff. Some of these agencies also collaborate with and train volunteers to further the work of their agencies

THE ROLE OF THE ARCHDIOCESAN AGENCIES

All the baptised are responsible for proclaiming the Good News and we do this principally by the witness of our way of life. As Pope Benedict stated in *Verbum Domini* this is the Church's Mission: to proclaim the Word of God to the World.

Pope Benedict also stated in this document that in the cultural context in which we live today 'a consciousness of this responsibility must be revived in every family, parish, and community, association and Church group.' Here in our Archdiocese many people are bearing witness to their faith in a variety of ways and it is through this that the Church is built up. The Archdiocesan Agencies are at the direct service of building up our parish and school communities so that they can continue to be places where the Good News is lived and proclaimed.

- Through the ministry of Pastoral Resourcing opportunities for adult faith formation have been strengthened and catechists are being formed to confidently accompany others as they grow in faith.
- Through the work of the Religious Education Office the mission of our Catholic educators and schools is affirmed, developed, supported and strengthened.
- In the work of Youth Ministry networks of support have been built up so that those who are walking with our Young People can help them to make Gospel choices for their way of life.
- In the networks of Justice and Peace the Archdiocesan Agency is working hard to train parish leaders who will uphold the common good and promote the values of the Gospel in every area of society.
- In conjunction with the work of the long established Social Care Agency, networks of parish carers are being helped to respond to the call of the Gospel to love our neighbor
- Through the work of our Safeguarding Office parishes have been helped to create a safe environment for everyone so that the dignity of each person in the parish community is honoured as Good News for all.

'Evangelisation is the most powerful and stirring challenge which the Church has been called to face from her very beginning.'

Veritatis Splendor 106

PASTORAL RESOURCES – Patricia Carroll MCL, MA, DPT, B.Ed.

The post of Episcopal Delegate for Pastoral Resources is full-time

CONTEXT

The starting point for all we do in pastoral resources is informed by the General Directory for Catechesis which states:

*‘Catechesis for adults,
since it deals with persons who are capable of an adherence
that is fully responsible,
must be considered the chief form of catechesis.
All other forms, which are indeed necessary,
are in some way oriented to it.’*
GDC 20

This year has been a time of rapid development for the agencies in relation to work with adults. The Pastoral Agencies of the Archdiocese now meet regularly once a month to share ongoing plans and provision. These meetings provide a forum for not only planning dates for provision but also act as a forum for reflection on what our focus should be in promoting the role of lay people at Deanery and Parish level. As a result of these meetings there is also a greater amount of inter-agency cooperation, particularly between the Justice and Peace coordinator, Youth Ministry coordinator and the Secondary Schools advisor. Each of the agency team leaders also meet regularly in private with the Episcopal Delegate for Pastoral Resources, at least once a month. In addition to this the Agency team leaders met in January with the Trustees of the archdiocese to Report on progress, this was an opportunity for Trustees to share their concerns and affirm the progress of the agencies. We hope this will become an annual event. As a team we also took part in our first retreat day together, which we also hope becomes an annual event. All agency team leaders are in contact with the Episcopal Vicars in each of the deaneries, with parish priests in each deanery and key lay people in Councils and Core Groups.

PRIORITIES for the YEAR

In agreement with Mons. Kerr and the agencies of the archdiocese the following priorities emerged in 2010:

- The need to provide a framework for ongoing development of parish clusters
- Continuing to strengthen Adult Faith Formation provisions
- Focusing on deanery provision and cluster provision as a best way of utilizing limited resource in personnel and encouraging volunteers
- Strategically setting up dates for deanery provision in conjunction with Episcopal Vicars
- Supporting the development and work of the Archdiocesan Pastoral Council
- Working closely with the Episcopal Council and Archbishop
- Strengthening and supporting Marriage and Family Life

- Catechetically Supporting the Introduction of the Revised Texts for Mass
- Forming a Youth Ministry Core Group of volunteers in the field
- Forming a Social Care Core Group of volunteers in the field
- Responding to Catechists needs for further theological formation
- Connecting with the theological frameworks of 'This is Our Faith'.
- Amalgamating the roles of Secondary School Advisor with Chaplaincy Team Support
- Promoting share Inter-Agency initiatives and collaboration on specific projects
- Supporting the development of stronger Approval Protocols with Local Councils
- Improving communication links with the whole archdiocese through better and wider use of the internet

AREAS of PROVISION OFFERED

- 1) Deanery Catechist Training – Five deaneries are now participating in the second year of formation entitled 'Theology for Catechesis'.
- 2) Parish Council Training and Support. There have been parish requests from every deanery.
- 3) Archdiocesan Pastoral Council Support.
- 4) Children's Liturgy Workshops in five deaneries.
- 5) Support and Resourcing for Catechists who are Preparing Children for Sacraments who are not in a Catholic School
- 6) Baptism Preparation Sessions.
- 7) Providing Resources for Baptism Preparation Teams.
- 8) Providing Resource Booklets for the RCIA
- 9) Providing Resource Booklet for Advent and Lent
- 10) Support and Line-Management of the RE Director
- 11) Support and Line-Management of the Youth Ministry Co-coordinator and Core Group
- 12) Support and Line-Management of the Social Care Co-coordinator
- 13) Support and Line-Management of the Justice and Peace Co-coordinator and Core Group
- 14) Support of the new Marriage and Family Life Co-coordinator
- 15) Support and Line-Management of the Safeguarding Office

- 16) Participation in the Safeguarding Development Group
- 17) Participation in the CIC Review Group monthly meetings
- 18) Representation on Bishops Conference Committee for Continuing Faith Formation
- 19) Preparation of Pastoral Materials for the Papal Visit

THE ONGOING DEVELOPMENT OF ROLES

• Role of the Catechist

In the year from August 2009 to September 2010 the decision was made to provide formation for parish catechists, all of whom are volunteers. This enabled many of the participants to grow in their role in terms of both skill and confidence. A significant number of these are now involved in team leadership roles in their parishes. This group has also taken on the role of promoting adult faith formation opportunities in their deanery areas in liaison with their parish priests. As a result of the feedback received in this year of formation about the lack of theological background that many catechists feel they do not have, a further two years of formation has been devised.

We have called the two year process ‘Theology for Catechesis’, where eight theological themes from the new Scottish Curriculum for Excellence will be explored. The themes for this first year are:

- The Son of God
- The Word of God
- The Hours of God
- The Reign of God

We have also developed a team teaching approach for these two years, where there is inter-agency lead and connection with priests who have the appropriate level of theological background as tutors. This further two years seeks to strengthen the key role of catechists in our archdiocese where they will take on more responsibility for the catechetical activity of their parish in light of the continuing shortage of priests and the call to mission in baptism.

• Role of Youth Ministry

The new Youth Ministry Coordinators role is continually evolving and developing. A key feature of the role is liaison with volunteers in the deaneries and parishes of the archdiocese who are involved in Youth Ministry. At the same time the Youth Ministry Coordinator has built up strong connections with our ten Secondary Schools and key staff, she has also networked with the Religious of the archdiocese who are involved in Ministry and Outreach to Young People.

In January there was an audit instrument sent out to every parish in the archdiocese to find out what existing provision is in place. This was processed and not only needs and interests identified but gaps in provision. The most significant of these gaps is the wide variation in provision from parish to parish, and from deanery to deanery. This has raised significant concerns about standards in Youth Ministry and the future development of leaders for Youth Ministry in the archdiocese. A Youth Ministry Core Group has been formed with a volunteer representative from each deanery who is actively engaged in the field of Youth Ministry. This group is also concerned about the lack of provision for training in the field of Youth Ministry.

In response to deanery and parish concerns about training for this ministry the Core Group is keen to provide a standardized package of training which is based on supporting the adults who are ministering to the Young People. Conversations are now moving to develop an 8 module package for Youth Ministers, which will become the Archdiocesan Certificate in Youth Ministry.

However, as our Youth Ministry Coordinator is only employed for fourteen hours per week, development of this necessary training is being hampered. In light of this we would like to add a further fourteen hours to the role of Youth Ministry Coordinator which will include developing the training package for the archdiocese and the recruitment and selection of suitable volunteers for this ministry. In addition to this, we have now developed the role of Youth Chaplain with appointment from September 2010, this is key as we move towards World Youth Day in 2011 as we have a cohort of 70 young people for the gathering.

- **Role of Marriage and Family Life Coordinator**

Conversations with the Episcopal Council throughout the year have identified significant gaps in the current provision for Marriage preparation and also in supporting and strengthening Marriage and Family Life. This led to a review of the role of the Scottish Marriage Care coordinator who was partially funded by the archdiocese. This role has been renegotiated and re-advertised so that there is now a clearer focus on the Coordinator training Marriage Catechists in the deaneries of the archdiocese. Part of the development of this role will include the gradual setting up a Marriage and Family Life Centre in all six deaneries.

Ideally by the end of the year we would hope to be offering a series of training opportunities in deaneries which enable the formation of confident catechists who not only have an understanding of the theology of Christian Marriage but can also accompany those who are moving towards the commitment of marriage. In addition to this we would hope to set up a support system for Marriage and Family Life based on the three year process from the Bishops of England and Wales. This would need to be adapted and enculturated for the Scottish Context. Part of the role of the Marriage and Family Life Coordinator would be not only to deliver this but also to design the training package in liaison with the Episcopal Delegate for Pastoral Resources. We would see this as a three year development project.

- **Role of the Safeguarding Office**

During the year the Child Protection Support Office has been renamed as the Safeguarding Support Office, this is in light of new legislation which now includes vulnerable adults.

The role of risk assessment team has also been reviewed and in light of the fact that this group did more than assess risk has been renamed the Archdiocesan Safeguarding Advisory Group (ASAG). Also in light of the review of this group, the National Officer for Safeguarding and the Episcopal Delegate has recommended to the Cardinal that we now need a Safeguarding Officer, who would progress issues and cases more speedily. Currently there are only four meetings of ASAG per year; this means that some cases are dealt with less speedily than justice demands. This ASAG is a volunteer group; there is a need to professionalise the role of safeguarding further not only in the archdiocese but nationally. In light of the fact that the ASAG group only meets four times per year another group was formed in the year called the Safeguarding development group. This group consists of:

- The National Safeguarding Officer
- The Safeguarding Administrator for the archdiocese
- The Episcopal Delegate for Pastoral Resources
- A member of the ASAG group

This group has been working on some practical projects which are progressing significant issues such as:

- Particular safeguarding measures for retreat facilities in the archdiocese
- Codes of conduct for counseling and spiritual direction
- Creating safe environments for the celebration of the sacrament of reconciliation

- **Stewardship**

We are coming to the awareness that everything we are doing in the archdiocese in terms of adult faith formation and review of parish community property is related to Stewardship. The Archdiocesan Pastoral Council has now committed to a process of one year where we cascade down to the deaneries and parishes the concept of stewardship as essential to the future of the Church. We are hoping to develop a package which will enable every parish in the archdiocese to fully utilize time, talents and treasure. This is also strongly connected to the developing roles and responsibilities of the laity, some of which require salaries. We would hope to develop not only an approach towards stewardship for the archdiocese but a formation package for this. This will become clearer in the months ahead as we continue to discern with various groups and individuals in the archdiocese.

- **The Review of Christian Initiation of Children**

In response to the CIC Review Instrument which was distributed to parishes and schools throughout the Archdiocese, a group has been formed with representatives from the deaneries to

examine the findings. This group has had fruitful meetings and will be producing a report with recommendations about the development of current sacramental preparation by the middle of the year.

PARTICIPATING DEANERIES

Each deanery is now participating in the adult faith formation opportunities that have been offered:

- St. Giles Deanery has taken part in Baptism Preparation Sessions, Catechist Modules, Children's Liturgy Workshops, Lay Led Funeral Rites Training, Every Idea is a Responsibility Workshops, The Just Church Course
- St. Margaret's and St. Andrew's Deanery: Catechist Modules, Children's Liturgy Workshops
- St. Mungo's and St. Ninian's Deanery: Baptism Preparation Sessions, Catechist Modules, Children's Liturgy Workshops, Lay Led Funeral Rites Training, Parish Council Training
- St. Mary's Deanery: Catechist Modules, Children's Liturgy Workshops, Lay Led Funeral Rites Training, The Just Church Course
- St. David's Deanery: Catechist Modules, Children's Liturgy Workshops
- St. Cuthbert's Deanery: A day was requested and held on Leading Services of the Word with Holy Communion, there have now been requests for Children's Liturgy Workshops, Lay Led Funeral Rites Training and Marriage Preparation Training

EMERGING AREAS for DEVELOPMENT

In the year ahead we hope to continue to strengthen and develop adult faith formation in the following ways:

- Continuing the development of parish catechists
- Supporting RCIA teams and helping them to review and update their practice
- Supporting the APC Stewardship focus
- Strengthening and supporting catechesis for sacramental preparation
- Supporting the development of Marriage Catechesis

- Supporting and enabling the development of a Youth Ministry Leadership Training Package
- Doing all that we do through the lens of Evangelisation and Mission
- Enabling parish communities to see themselves as primary locales of Evangelisation
- Continuing to produce pastoral resources for adaptation and use at local parish level

CONCLUSION

Within the period of the year there have been significant shifts and developments particularly in the number of lay people who are investing time and energy in their own faith formation.

This is the result of offering regular formation opportunities and the development of a cycle of formation which lay people can opt into from our 'On Offer' booklet.

There is a growing and increasing trust between priests and those working in the agencies with a constant flow of requests from lay and ordained for support

There are good numbers of parishes requesting and participating in PPC training

We now have a first cohort of lay people trained together as catechists; fifty five received the Archdiocesan Certificate in Catechesis in September. This group is involved in parish catechesis with adults and children, and has identified the need for ongoing formation for catechists.

There is significant feedback from cluster conversations and the development of a pilot project in one cluster to strengthen marriage and family life using the resource 'Home is a Holy Place.'

The agencies are also continually developing a range of resources for use at parish and deanery level.

There is a formalized Continuing Professional Development Diary for our teachers in Primary and Secondary schools.

There is a significant increase in the numbers of priests and lay people who are requesting consultation on pastoral development in their area.

There is a growing sense of the need to clarify role descriptions, which in turn leads to greater enthusiasm for participation in the life of the local Church.

RELIGIOUS EDUCATION – Brid O’Brien M.Ed., MA, B.Ed.

The post of R.E. Director is full-time.

Context:

The direction and support of the work of the R.E Office has gained a sharper focus since the appointment of Patricia Carroll as line manager of the team. Her practical support and generosity of time to our Office is outstanding. The growth in the school’s (most notably Head Teachers) willingness to declare their catholicity is steadily growing both in engagement with the new syllabus and appointment of staff.

Priorities for the year:

- Growth of work the Recruitment Strategy Team.
- Completion of the National Religious Education Syllabus.
- Provision of Continuing Professional Development Opportunities for School Staffs.
- Clarification of Approval Legalities and Difficulties particularly in relation to denial of approval.

Areas of Provision Offered:

The work of the R.E Office is wide ranging and extremely diverse and is undertaken by a large team of individuals who are mostly volunteers. The provision offered in 2010 included:

1. Church Representation on 8 Local Authorities.
2. Organisation and facilitation of the Approval System across all 8 local Authorities
3. Training and Reflection Opportunities for individual schools and clusters of schools
4. Induction Events for Probationary Teachers
5. Provision of Nationally agreed New R.E Syllabi for Primary and Secondary Schools
6. Meetings with newly appointed Head teachers and clusters of Head teachers.
7. Promotion of Archdiocese at National and Regional Careers Fairs.
8. Facilitation of the Certificate in Religious Education by Distance Learning.
9. Support of School Chaplains and Chaplaincy teams.
10. Involvement in production of Yearly R.E Planners for Primary Schools.
11. Co-ordination and Training opportunities for Church Nominated Members on Parents Councils.
12. Provision of Resources for Sacramental Preparation.
13. Support for Parishes engaged in the ‘Do This in Memory’ Sacramental Preparation Programme.
14. Provision of 2 Archdiocesan Conference Days.
15. Provision of Annual Catholic School Statistics.
16. Representation on the following bodies:
 - CHAPS: Association of Catholic Head teachers (Primary)
 - CHAS: Association of Catholic Head teachers (Secondary)
 - N.D.A’s: National Diocesan Advisors
 - C.E.C: Catholic Education Commission.
 - National Religious Education Development Group
 - National Legal Affairs Committee.

Description of Training/Formation Offered:

The bulk of the training offered this year was provided by the Diocesan Advisors and the appointment of Margaret Murray as the Secondary School Advisor has been a great asset to what we can provide. The Primary Advisor offered training to each of the 8 local Authorities for their Probationary teachers and also to both individual schools and clusters of schools on the 'This is our Faith' document and on sacramental preparation. She also prepared the theme of the Annual National Head teachers Conference and arranged for the provision of a keynote speaker from Plymouth, Mr. David Wells.

The Recruitment Strategy Team ran two further successful Conferences for Aspiring Leaders. We extended our work to include provision for Aspiring leaders in High Schools. Our initiative has been so successful that it has now been taken on board nationally and similar event have been offered using the Archdiocesan template.

Trends/Emerging Areas for Development:

- **Greater Sense of Identity:**

By far the newest and most positive trend I can detect is the heightened sense of purpose and identity among the Head teachers which I think is filtering down to staff. I think this is due to a number of factors: the initial induction which the director provides, the heightened catholicity of the R.E Syllabus and the tighter control of the Approval system. All of this, coupled with the caliber of recently appointed Heads who have a shared understanding of what is needed to strengthen our Catholic Schools affords great hope for the future.

- **Head teacher Shortages:**

As discussed in last year's report, the number of applications for Head teacher Vacancies continues to decrease in both Primary and Secondary Level and in both Catholic and Non Catholic Schools. It is now the norm in most instances in Catholic Schools to advertise a post at least twice before finding even one suitable applicant who can be called for Interview. Many local Authorities have begun to cluster schools under one head teacher just as we do with some parishes. This has begun to happen in our Catholic Schools but so far, only three permanent situations have been established: 1: Selkirk and Hawick, 2: Peebles and Galashiels, 3: Our Lady's Stirling and Castlevie Special School. A temporary shared Head arrangement which had existed in St. Anthony's Armadale and St. Columbas, Bathgate has now reverted to having their own independent heads. Such Shared Headship situations can work well in very exceptional circumstances but can be very problematic on occasion.

- **Small Catholic Schools and decreasing Catholic Enrolment:**

A small number of our schools now have enrolments of fewer than 50 pupils, and quite often less than a third of the pupils are baptized Catholics. It can be almost impossible now to find Head teachers in such circumstances in particular. It is necessary to have an agreed Archdiocesan Strategy on the future viability of these schools.

- **Curricular Change:**

In June 2010, the Bishops Conference agreed that 'This is Our Faith' be submitted to Rome for formal *recognitio*. We are still awaiting a response. In the interim all schools and clergy have

been offered an opportunity to become familiar with the project and to understand its implications for their own particular context. The work has met with great support and enthusiasm with the hundreds of teachers I have engaged with in the course of the year.

- **Approval:**

This aspect of the work of the Office has been ever more difficult in the past 12 months due to the nature of the appeals process when a candidate is denied approval. We envisage a rise in this number and are working on a *memorandum of agreement* between the Archdiocese and all eight councils.

- **Chaplaincy in Primary Schools:**

As reported last year, the decline in the availability of clergy means that very often the priest chaplain is not in a position to offer as much support to his local school(s) as he might like. There is a pressing need to address this need and to try and articulate a vision for the immediate short and long term future. To this end training in liturgical celebration will be offered to representatives of all staffs as a step in this direction.

- **Projected Resources for the Year Ahead:**

The Office is currently working at its maximum output. There are currently three full time members of staff occupying the roles of Admin assistant, SPRED Co-coordinator and joint role of Director and Primary School advisor. There is also one Advisor for High Schools and Chaplaincy Support who works two days a week. All of the rest of the work is done by a team of volunteers. It is envisaged that we need to maintain this position at the very least if the schools needs are to be addressed.

Conclusion:

The Religious Education Office is a vibrant and happy domain in which approximately 20 people (mostly voluntary) serve the Catholic Schools of the Archdiocese of St. Andrews and Edinburgh. The Office aims to provide a service to our Catholic School community which is professional, sensitive and based on the values of Christ. We hope to continue to grow and develop in 2011.

Social Care - Maureen McEvoy MBE, MCIM, MPS, MA

The post of Coordinator of Social Care is a part-time post on 15 hours per week

CONTEXT

In 2010 the Social Care office has concentrated on Lay Leadership of Funeral Rites, running Welcomers courses, supporting pastoral care in parishes through 'Every Idea is a Responsibility' workshops, and the role of Diocesan Facilitator for Allegations of Historic Abuse. The rebuilding of a Pastoral Team operating out of Gillis has been very helpful this year and the moral of the Agencies staff has been much higher in 2010.

Areas of Provision Offered

1. Course on Lay Leadership of Funeral Rites in Whitburn in February 2010 attended by parishioners from Whitburn, Broxburn and East Calder.
2. Course on Lay Leadership of Funeral Rites in Galashiels in April 2010 attended by parishioners from Galashiels, Melrose, Selkirk and Earlston.
3. Course on Lay Leadership of Funeral Rites in Polmont in October 2010 attended by parishioners from Polmont, Falkirk, Denny, Bo'ness and Oakley.
4. The Coordinator was asked to serve as a Diocesan Facilitator of Allegations of Historic Abuse. She attended weekend of training in June, and joined the Diocesan Facilitators group which meets quarterly. She was involved in helping one family, who were very appreciative of the pastoral care provided by the Coordinator and the other Diocesan Facilitator, Robert Belderbos. Additionally, quite a lot of time has been spent in trying to get approval from the Scottish Bishops' Conference for the Job Description, which would allow a truly pastoral response to those people alleging historic abuse.
5. Course on 'Becoming an Even More Welcoming Parish' in St Columba's, Edinburgh in February 2010 attended by parishioners from St Columba's, St Peter's and Sacred Heart parishes.
6. Worked with Archie MacLulich on 'Every Idea is a Responsibility', a series of workshops for those involved in providing pastoral care in parishes, in response to the cutting off budgets for Local Authorities and Voluntary Organisations in the present financial climate. Topics covered so far are Referring people on to appropriate agencies, Depression and Homelessness.
7. Worked with Archie MacLulich on 'Living the Gospel in the Family', with meetings in May, June, September and October based on helping spiritual growth in a family setting.
8. Course on 'To Love & Serve the Lord, Ways of Recruiting and Supporting Volunteers' in Cathedral Parish, Edinburgh in March 2010 was offered, but did not take place due to poor interest.
9. A Social Care Lecture in October, given by Rev Susan Kirkbride of the United Reformed Church on 'Thoughts on Building Caring Parishes'

10. Quarterly issue of Care Matters, the newsletter from the Social Care Office. It is sent to every parish, by email to another 200 people and by mail to 600 people.
11. Liaise with other caring groups, e.g. Bethany, CTPI, and the Jesuit Community in Edinburgh on provision for older people

Plans for 2011

We recognise that Evangelisation is the focus of much work in the Archdiocese in 2011, and we are mindful of Pope John Paul II's words:

The "new evangelization" which the modern world urgently needs and which I have emphasized many times, must include among its essential elements a proclamation of the Church's social doctrine. (Centesimus Annus, n 5)

And again from C. A in everyday language, Office for Social Justice, St Paul & Minneapolis, USA

The kingdom of God, being "in" the world, without being "of" the world, throws a critical light on society, calling everyone, especially the laity, to infuse human reality with the spirit of the Gospel.

We are therefore being more explicit of the links between our work and the opportunities we have to proclaim the Good News which Jesus brought us.

1. St Ninian's, Edinburgh requested a Course on Lay Leadership of Funeral Rites, which will run in February. Parish Priests of all the Edinburgh parishes have been invited to send parishioners and ideally to attend with them to plan for the future. Inverkeithing has also expressed an interest in the course. The course gives participants an opportunity to reflect on our understanding of Catholic teaching on death and resurrection.
2. The Co-ordinator is retiring in the summer of this year, so a Core Group is being formed to provide continuity of care in the Archdiocese.
3. The Coordinator has been asked to co-present two workshops at the Inter-Diocesan Conference on Safeguarding on 5th February 2011. Continuing work is needed on the Job Description for the role of Diocesan facilitator, and on developing policies and protocols on the response to any allegation. Time is also needed to support any people making Historic Allegations. The Church has had much adverse publicity regarding its response to allegations of abuse, and the opportunity to publish the Good News of a caring pastoral response to victims/survivors can only be an opportunity to evangelise in the wider world.
4. Plans are underway to hold a conference on Spiritual Care of those with Dementia, with input from health and social care professionals, as well as people with a pastoral role in our Church.
5. We continue to organise 'Every Idea is a Responsibility' workshops, supporting parish pastoral and social care in a time of cuts to statutory and voluntary groups' funding. "See

how these Christians love one another” was one of the ways in which the early Christian community attracted people to hearing the message which Jesus taught and one way in which we can witness to our Christian values and beliefs, while helping the most vulnerable.

6. We are liaising with Sally McElroy, Marriage and Family worker, to transfer responsibility for the Living the Gospel family support group to her office. There are a small number of families who have been meeting to share ideas about Christian family life.
7. More time needs to be spent supporting existing parish Bereavement Befriending groups and help clusters of parishes to work together where applicable. A Bereavement Study Day will be offered. We recognise that a death can be a time when people re-evaluate their faith in God, and when parishes can reach out to those who do not have regular contact with the Church.
8. Care Matters will continue to be issued quarterly, but a real effort is being made to transfer the bulk of the copies to be sent by email to reduce the expense and time needed to post out. Information about caring events is also included in the Archdiocesan e-bulletin.
9. A workshop will be offered to those parishes who have used ‘To Love and Serve the Lord’ in their parishes, and other parishes who are interested in implementing some of the ideas.

JUSTICE & PEACE – Miriam McHardy MTh, MA

The post of Coordinator of Justice and Peace is part-time on 15 hours per week

CONTEXT

As noted in last year's report, there is a strong, committed group of individuals and groups within the archdiocese, working on a variety of justice & peace issues. In some parishes however, there is no obvious J&P presence, while many of those who are involved are older with some looking for an opportunity to hand over to younger generation. Yet action for Justice & Peace is a core dimension of evangelisation. In taking action as an outcome of our faith, we offer the world a way of living that is counter cultural; challenging received values and witnessing to others by engaging directly in social and political activity that works for a more just and peaceful world. As Pope Benedict notes in *Verbum Domini* however:

“it is not the direct task of the Church to create a more just society...It is primarily the task of the lay faithful, formed in the school of the Gospel, to be directly involved in political and social activity.” Verbum Domini [330]

Part of this year's work therefore, has been to support existing groups and individuals, while offering opportunities for new people to get involved in different ways, in particular highlighting that link between faith and action for justice: To create a climate that enables and empowers individuals and parishes to make the links for themselves and become involved in action, in whatever way they discern.

In line with this, since last January, areas of provision have included:

- 1) Running two Just Church courses on a deanery basis with good take up. This is a course that highlights link between faith and justice. Three courses are already planned for next year, along with a “training for trainers” course.
- 2) Continuing to build up contacts in parishes. This is an ongoing job but by the end of year we hope to have named contact for J&P in every parish. This will not only ensure a J&P presence in every parish with at least one individual taking responsibility for highlighting J&P events, issues etc but also takes pressure off the PP.
- 3) Production of an Environment booklet, highlighting CST, scripture and key issues on climate change etc. This was very well received, not only in the archdiocese but also more widely with a large number of requests for copies including from Cafod and L'arche. E-copies were made available on the website, and this now includes copies of the previous booklets (on Fairtrade and Nuclear weapons).
- 4) The Ebulletin has now been produced for a year and is well received with a growing take up.

- 5) A Carbon Fast developed for Lent. This was linked with the Climate Change talks. It was used by many groups, individuals and parishes and some parishes continued to use it beyond Lent. This received a number of very positive comments.
- 6) Supporting the Fairtrade steering group and working with them to recruit new members, and continue to maintain the archdiocese's Fairtrade status.

As highlighted in last year's report, there is an ongoing need to make a stronger connection between prayer and action. During the year this was done in a variety of ways:

- 7) A Spirituality reflection group was established. Prayers have been produced by them and included in the ebulletin, Environment resource etc. Linked to this, one of diocesan days included a prayer workshop highlighting the flow between prayer and justice.
- 8) The Lent retreat focussed on the interplay between prayer and action. This will be further developed in this year's retreat.
- 9) In June, a Mass for Justice & Peace was celebrated by the Cardinal. This theme was highlighted in the Cardinal's homily and appreciated by those attending.

The core group has continued to make a huge contribution to the work and there was a smooth transition of members this year. We need to widen its membership however, and this will be an area of focus this year.

Key successes this year would include:

- Lent retreat
- Environment booklet
- Carbon Fast
- Establishment of the Just Church courses
- The Fairtrade steering group won the City of Edinburgh Fairtrade award for the work done to become a Fairtrade diocese.

Areas of focus for 2011.

- ***Different models of working in the archdiocese***

Numbers continued to be low for formal diocesan days, including the Justice & Peace Mass in June. Neither did these events meet the aim of enabling and empowering people to develop Justice & peace in their own area/ life, or engage with people not currently involved. As a result we have made the decision to move away from these as the key activity for bringing people together and focus on more grass roots/ locally based activities. When they do run, they will have a very specific focus and aim to draw a wider audience e.g. in February a diocesan event had a Scottish Parliament election focus with prominent Catholic retired politician John Battle as our invited speaker. For this event we wrote to all parish priests asking them to send representatives, and there was an opportunity for reps to gather in deanery groups and plan how to approach their

candidates. Unfortunately, this was not widely advertised by parishes nor did many parishes send representatives.

The Just Church course works well on a deanery basis. It enables parishes to work together and individuals to support each other. These should work as a catalyst in parishes to create a J&P focus, and support existing work. It is particularly good as planning for action is a core part of the module. We will build on this in 2011 by running more courses but we will also run a “Training the Trainers” course in February and possibly later in year. This will create a pool of trainers for the archdiocese enabling more parishes and individuals to participate in the course.

- **I will be writing and presenting the Reign of God module** for the Catechists course in May/ June this year. This will afford opportunities for wider discussion and dissemination on the place of action for justice and peace as central to faith with a wider audience.
- **Develop work with, and for, young people.**

With the RE team and the Youth office, over the last year I have been looking at ways to develop work with and for young people. This is not only essential to support young people’s faith formation and understanding of the place of justice and social action in their faith but it also responds to the wish by those who are older to hand on to the younger generation. This will be done in a variety of ways.

- **Working with teachers to highlight links between faith and action.**

I plan to meet with Head teachers from the different authorities over the next six months to hear from them how best I can work with them to develop a justice presence and awareness in schools. This will include planning for primary CPD next year. CPD sessions for secondary teachers are planned for spring 2011. These will build on the opportunities offered by the new Curriculum for Excellence, in particular the Reign of God strand in the Catholic RE curriculum.

- **Working with youth ministry leaders**

A youth Justice event is planned for the Borders in Lent 2011. This is being organised on a deanery level. This will be co-led by the youth co-ordinator and is part of ongoing strategic planning to develop areas of inter-agency work during the year.

- **Just Church**

The Just Church course is a good way to draw younger people into justice & peace issues and can be used in schools as well as parishes. We are highlighting the potential of the Training for Trainers course as a way for young adults to be involved and develop transferable skills and knowledge.

Two other key issues for this year include the Scottish Parliament elections, and the need to develop an archdiocesan response to the potential impact of public sector cuts/ benefit changes etc.

All three of these areas aim to build capacity at parish and deanery level, enabling people to recognise what they have to offer to work for justice and peace in the light of faith, and to use their gifts and knowledge to support others also.

The priorities for 2011 will therefore include:

Integrating faith and action.

- Scottish Parliament prep event 5th Feb including encouraging participants to plan work in local areas.
- Possible central husting prior to election.
- Bulletin inserts on CST and the election during Lent.
- Highlighting issues relating to public sector cuts/ benefit changes and the justice implications associated with this. This will be developed with Social Care.
- Just Church Training the Trainers event end Feb.
- Just Church courses, Lent and post Easter in three deaneries and developing in further areas post summer.
- Developing and delivering the Reign of God catechists module.
- Lent retreat. “This is my body, given for you: The Eucharist, social justice & service”.
- Ongoing strategic planning on highlighting the place of action for justice & peace as part of faith, and creating an enabling and empowering culture for involvement.

Wider participation of young people and schools.

- Continuing to work with the Youth co-ordinator to integrate J&P issues into the youth programme including the Borders justice & peace event
- CPD for primary and secondary sector this year and developing this in future years.
- Offering opportunities for young adults to be involved in Just Church courses and training.

Network support

- By the end of the year establishing a named J&P contact in every parish.
- Continuing to meet clergy and laity throughout archdiocese.
- Expanding the core group to include a rep from every deanery.
- Supporting the Fairtrade steering group and its work with parishes and the wider diocese.

YOUTH MINISTRY – Anne McEvoy B.Ed

The post of Youth Ministry Coordinator is part-time on 15 hours per week

CONTEXT

As the Youth Officer's post had been vacant for some time, much time and effort in 2010, has gone into making contact and building up **relationships** and **communication** with those involved in Youth activity in the various parishes, Deaneries and Secondary Schools across the Archdiocese. This has involved visiting Youth Groups and Youth events and offering support, as well as telephone and email correspondence. I was appointed as Youth Ministry Coordinator in November 2009, and work 14 hours, 2 days, per week. This work of establishing and improving communication and other structures in the Archdiocese is ongoing and will still be one of the focuses in 2011.

AREAS of PROVISION

- 1) Improving communication by 1) emails and creating a regular **Youth e-Bulletin** for anyone involved and interested in Youth activities and issues and 2) keeping the Youth page on the Archdiocesan website updated.
- 2) 20 Parishes have been visited to date and St Kentigern's, St Thomas of Aquins and St Andrew's, Kirkcaldy High Schools.
- 3) The formation of a Deanery based **Youth Core Group**, to assist the Coordinator in the organisation and delivery of events and other activities. To date there are 5 Deaneries represented and recruitment of other members continues.
- 4) Pilgrimage to **Lindisfarne** (6th June), undertaken by 15 young people.
- 5) Recruitment and preparation of Archdiocesan representatives for the youth events at Westminster and Hyde Park during the **Papal Visit** (16th-19th September). This was an extraordinary event creating extra work, but very memorable and well worth the effort
- 6) **World Youth Day August 2011:** Arranging the itinerary, cost and criteria for the trip with our Travel Operator, advertising and recruiting participants, collecting deposits, planning for the year ahead and forming a WYD Team.
- 7) Participating in all the meetings (4) of the CYSS (**Catholic Youth Service of Scotland**) and attending and participating in the organisation of the Blessing of the new Youth Cross by His Eminence, on 14th Sep at St Patrick's Church, Edinburgh and the Annual

National Youth Event at **Gartmore** (5th & 6th Nov). This was particularly successful this year as a follow up to the Papal Visit and the words of His Holiness to the young people during the Mass at Bellahouston, 'The Church now belongs to YOU'.

SUCCESES of the YEAR include:

- **Lenten Retreat** for Young Adults (27th March), attended by 27 young people, aged 18 to 36 years.
- **Vocations Conference (4th October)** In cooperation with the Vocations Group, the Coordinator helped to organise and take part in this event, which was a great success and is set to become an annual occasion. 9 Secondary Schools participated represented by 77 young people.
- The establishment of the **Youth e-Bulletin** which is issued bi-monthly and provides regular communication throughout the Archdiocese.
- Getting to know more of the people involved and interested in Youth Ministry in the various Parishes and Schools and building up **trust** and **confidence** with and between them. This also includes encouraging them to avail of the Training opportunities that become available from Youth and the other Agencies in Pastoral Resources, in particular Justice & Peace.
- The appointment of an **Archdiocesan Youth Chaplain**, Fr Anthony Caruana, who will work with and assist the Coordinator in providing a variety of liturgical and other experiences thus supporting the development of the spirituality of our young people.

PLANS and PRIORITIES for 2011:

1. Continue to get to know, visit and offer support to the Young People, Youth Ministry Leaders and Clergy in Parishes and Schools around the Archdiocese.
2. Continue to reach young people where they are and listen and respond to their interests and spiritual needs in a variety of ways.
3. The Youth Coordinator will oversee the delivery of **The Joint Conforti Institute Youth Ministry Training Course** over the next 3 years, beginning in Sep 2011. An initial

cohort of 20-25 people will take part, as a way of promoting common standards of practice and vision for ministry to young people throughout the whole Archdiocese.

4. The following will also be on offer:
 - **Lenten** Retreat for Young Adults – March
 - **World Youth Day Spirituality Conference** for Schools – June
 - Monthly World Youth Day Gatherings – Spiritual., Team building and Fundraising
 - Vocations Conference – October
 - **Advent** Retreat for Youth Leaders/Ministers – December
 - Module 1 of the Youth Ministry Training Course completed -- Sep
5. World Youth Day admin and preparation is continuous.
6. Continue to build up resources for the Youth Office as this has not been done for some years.
7. Develop the role of the Youth Core Group and complete the Deanery complement.
8. Produce and circulate the Youth e-Bulletin bi-monthly.
9. Inter-agency work with the Justice & Peace Coordinator, exploring how Young People can become more involved in Justice & Peace issues.

FUTURE ROLE and CHALLENGES:

As the Youth Coordinator has only been in post one year, there is still a lot of ‘PR’, and trust and confidence building work to be done. Contact with individual parishes and Schools continues to grow. Making contact with all the Deaneries, Schools and Chaplaincies will be a priority in 2011. The large area of the Archdiocese and the remoteness and diverse needs of some parishes adds to this challenge. The Youth Office will continue to respond to the needs of the Archdiocese and try to offer the training and other kinds of support that is required/ requested both by the Young People and their leaders. Ensuring the most effective use of only 2 days a week requires strategic planning to be a priority.

PARISH SUPPORT SERVICES TEAM – Elizabeth Carty

The post of Administrator is a part-time post on 3 days per week

This is supported by an Administrative Assistant on a full-time basis who inputs data

National Office

- Meet with Jackie McCaig 4 times a year in Gillis and in Glasgow
- Liaised with Jackie re cases

National Collator's Office

- Attended two Disclosure Meetings in Paisley
- Liaised at least 3 times a week re forms etc.

Archdiocesan Safeguarding Advisory Group

- Met 4 times
- Prepared papers and took minutes of meetings and distributed
- Phoned Chairperson re cases and dealt with any correspondence.

Archdiocesan Safeguarding Development Group

- Met twice in the year
- Prepared papers, took minutes and distributed
- Liaised with Chairperson

Line Manager Patricia Carroll

- Met with Patricia on a regular basis to update her with the work of the office and to discuss processing issues
- Participated in Monthly Agency Team Meeting

Parish Priests/Parish Coordinators

- Set up Support Meetings, 1 in each Deanery in March and October and attended them (12 in all).
- Took calls and answered and followed up any queries.
- Updated them with information coming out of the National Office
- Ensured they are implementing National Policies (Audit)
- Visited 6 new Parish Coordinators and gave them administration training.

Training

- Coordinated Awareness Sessions and corresponded with parishes in Deanery.
- Ensured Trainers had all the resources required to deliver these sessions

Co-Signatories

- Organised Co-Signatories to do ID checks on our volunteers
- Kept them updated on new legislation and changes to forms etc.

Archdiocesan Forms

- Registered Volunteers
- Sent for references
- Chased up references by post and by phone
- Approved Applications
- Wrote to volunteers and parish re approvals

Disclosure Forms

- Registered Volunteers
- Checked applications and chased up any discrepancies usually by phone where possible.
- Registered clearances and informed volunteers and parishes.
- Several volunteers came into Gillis to do Disclosure Forms.

Plans for 2011

- Continue to carry out all of the above tasks. Change the name of the office to “Safeguarding Office” on the recommendation of Line Manager and National Officer with the agreement of the Cardinal.
- New PVG scheme comes into effect on 1st March 2011
- Ensure that cosignatories are trained on the use of the new forms and update parishes on the new scheme and its implications
- The Development Subgroup is exploring the possibility of a Training Co-coordinator in each of the deaneries.

MARRIAGE AND FAMILY LIFE COORDINATOR – Sally McElroy

This is a part-time post on two days per week

CONTEXT

Across the whole of the archdiocese, one of the key areas of pastoral concern has consistently been the support of marriage and family life. Various agencies within the church, and alongside the church, have worked hard to fulfil this calling and after *'Together in Hope'*, the APC recommended that someone be employed to coordinate the work done in this field and develop the archdiocesan ministry to married couples and families.

Supporting what already happens

Since coming into post in August 2010 as Coordinator for Marriage and Family Life, I have focussed on two main areas. The first has involved learning about and offering support to the work that is already happening in the ministry of marriage and family life. Various groups and individuals throughout the archdiocese already support families and married couples as part of their wider ministry. Their work is impressive as well as effective, but has been necessarily limited because restricted time and resources mean that they cannot divert too far from their own key focus. I have tried to find out about these groups and individuals and the work they do, make myself known to them and offer support and encouragement. FOCCUS facilitators have been part of this group and play an important role in the current marriage preparation service. I have continued to recruit, train and support FOCCUS facilitators.

Developing the ministry of Marriage and Family Life

The second area of my work has been to build on the existing provision of marriage preparation throughout the archdiocese with a view to developing and growing a specific ministry to marriage and to family life.

Marriage preparation - existing provision

Currently, marriage preparation for couples asking to be married in the Catholic Church in the archdiocese varies from parish to parish, from deanery to deanery. Scottish Marriage Care offers FOCCUS, an inventory style instrument which concentrates mostly on the couple's relationship and some parishes and deaneries offer a more extensive group style experience. Engaged couples will also meet with the priest who will marry them. These meetings are often used to discuss the ceremony as well as the sacrament of marriage and for some couples this can be the only preparation they receive. The scope of the priest's involvement often depends on the amount of time he and the couple have available, and the level of his interest in this subject.

Marriage catechists

To help broaden the availability of effective and appropriate marriage preparation for engaged couples, I plan to establish a new role within the archdiocese called a marriage catechist. During the next six months or so, individuals and couples will be invited by their parish priest to support the existing provision of marriage preparation by training as marriage catechists, with four one day modules on the sacrament of marriage. The role of a marriage catechist will be to celebrate and champion marriage and married life, be involved with couples as they prepare to marry in the Catholic Church and to work closely with others in the church to support married couples and families.

Looking forward

Although the work is both far reaching and extensive, a general aim is to improve the level of support for, and raise the profile of, marriage and family life by education generally, and more specifically, by the formation of marriage catechists. In due course it is hoped that, marriage catechists will be the core members of marriage and family life teams throughout the archdiocese. They will be there at the beginning as engaged couples set out together and a resource and companion for all those already on that journey of family life.

*'It is in the local churches
that the specific features of a detailed pastoral plan can be identified:
goals and methods,
formation and enrichment of the people involved,
the search for the necessary resources –
which will enable
the proclamation of Christ
to reach people,
mould communities,
and have a deep and incisive influence
in bringing Gospel values to bear
in society and culture.'*

Novo millenio Inuente 15