

DIOCESE of CAIRNS

EDMONTON CATHOLIC PARISH

St Thérèse of Lisieux Church
Parish Centre and Residence
135 Robert Road, Bentley Park, Qld 4869
PO Box 41, Edmonton Qld 4869
Phone – Office (*Mon-Fri 1-5 pm*): 07 4055 4315
E: Edmonton.parity@cairns.catholic.org.au
W: www.edmontoncatholicparish.org.au

Sunday Mass Times in the Parish: 9.30 am and 5.30 pm
Mass Times across the Diocese: 07 4051 1990

Who's Who in the Parish

*Under the patronage of St Thérèse of Lisieux,
Patroness of the Missions*

Endorsed by the Parish Pastoral Council, **June 2019**
(2nd Edition, October 2019)

OVERVIEW

The **Who's Who** is a dynamic document that provides an overview of the arrangements and responsibilities in the parish, including:

- Parish Pastoral Council
- Parish Team
- Finance Team
- Safeguarding Team
- Ministry Service Teams, as well as
- delegates on the Pastoral Council from key diocesan initiatives, lay groups, and from the two schools in the parish footprint.

This document mirrors the parish's **governance** arrangements which are designed to facilitate *collaboration, discernment and cooperation* among and across members of teams and delegates from other groups or initiatives for the good of the parish and the communities which it is missioned to serve.

Information in this document may change from time-to-time. If you are interested in up-to-date details about any of the arrangements, or more importantly, **INTERESTED in VOLUNTEERING YOUR EFFORT**, please contact the relevant team/person identified herein.

Key Contacts include:

Parish Priest (Administrator)	Karel Duivenvoorden 0488 988 332
Parish Administration Officer – Registrar	Vera Skinner 07 4055 4315 (Office) 0417 737 569
Parish Property Manager	Terry Webb 07 4045 1614 0414 785 987

Parish Pastoral Council

The Parish Pastoral Council advises the Parish Priest on **pastoral** issues within the parish, such as strategic direction, planning, and staffing (including volunteers), that sustain and develop the pastoral life and spirit of the parish.

The Parish Priest presides at the council together with a meeting chairperson (elected annually from the membership) and secretary appointed by the Parish Priest.

Membership currently includes:

Parish Pastoral Council <i>Representation at June 2019</i>	
AREA	Delegate

General Delegations	
Parish Priest	Parish Priest
Diocesan Synod Delegates	Parish Delegates
Finance Team	Chairperson
Parish Administration <i>(acts as Secretary to the Parish Pastoral Council and to the Parish Finance Team)</i>	Parish Administration Officer – Registrar
Safeguarding Team	Coordinator
Sacramental Program <i>(for children of catechetical age who are already baptised)</i>	Coordinator
St Vincent de Paul Society	President
Men’s Group	President
Schools:	
St Therese’s Primary School	Principal/Delegate
MacKillop Catholic College	Principal/Delegate

Ministry Service Teams – Delegations	
Liturgy Team	Coordinator
Baptism Team <i>(for infants/children not yet baptised)</i>	Coordinator
Christian Initiation Team <i>(for people – adults, and children of catechetical age – not previously baptised catholic)</i>	Coordinator
Funeral Team	Coordinator
Marriage Team	Coordinator
Cultural Team	Coordinator
Care and Support Team	Coordinator
Outreach Team	Coordinator

PARISH TEAM	
Parish Priest	
Parish Administration Officer – Registrar	
Parish Pastoral Council Chairperson	

Council meetings are always open to parishioners wishing to attend.

The Council normally meets quarterly (February, May, August and November) or soon after each quarterly meeting of the Finance Team.

The Council provides the community with a brief statement of progress after each meeting.

Chairperson	John Fitzgerald 0407 607 133
-------------	---------------------------------

Parish Team

A Parish Team exists to support the Parish Priest in his pastoral role of preaching and teaching, and in an environment of mutual support, prayer and care. It does this by providing timely advice to the Parish Priest on emerging issues relevant to the life of the parish and wider community. Significant issues, as appropriate, are also raised at a meeting of the Parish Pastoral Council.

Members of the Parish Team are also members of the Parish Pastoral Council and include:

- the Parish Priest,
- the Parish Administration Officer – Registrar, and
- the Chairperson of the Parish Pastoral Council.

Parish Finance Team

The team collaborates with and assists the Parish Priest in a consultative manner with the stewardship of the material goods of the parish and with meeting the priorities established by the Parish Priest and the Pastoral Council.

It advises and supports the Parish Priest on financial matters within the parish to sustain and develop the resources of the parish, and draws on expertise including banking and investment, property management, architecture, building maintenance, law, business practice, and risk management. The team also undertakes special projects from time to time.

The Parish Priest presides at the team together with a meeting chairperson and secretary.

The team normally meets quarterly (February, May, August, November) or as required, and preferably prior to a Parish Pastoral Council meeting.

The team produces an annual budget and a suitable annual statement of parish finances for the parish community.

Chairperson	Terry Webb 07 4045 1614
-------------	----------------------------

Note: the 2nd collection at the Sunday Masses goes towards the maintenance of the parish buildings and property. However, the 2nd collection on the 5th Sunday goes towards the work of the local Vinnies group.

Parish **Safeguarding Team**

The parish’s commitment to safeguarding the lives of young children and vulnerable adults is in its early stage of development.

The Safeguarding Coordinator attends the Parish Pastoral Council.

Safeguarding Coordinator	Kirby Will 0427 798 740
Safeguarding Officer	Eddy Tutoe 0478 904 600

Parish **Sacramental Program for Children of Catechetical Age**

The parish program is offered within the Diocesan framework – *parish-based, family-centred and school-supported*. The program is offered each year to support families who are committed to working with their child (already baptised) towards the sacraments of Confirmation and Eucharist.

Coordinator	Vera Skinner 07 4055 4315 (Office) 0417 737 569
-------------	---

Ministry Service Teams

Parish **Liturgy Team**

The Parish Liturgy Team works with the Parish Priest on liturgical matters that sustain and develop the ongoing liturgical and spiritual life of people across the parish.

The team meets regularly around liturgical seasons and significant events, and whenever necessary to maintain a high standard of worship across the parish.

Coordinator	Vivien Harms 0448 449 077
-------------	------------------------------

The members of the team include:

- the Coordinator, Commentators and Readers

Coordinator	John Fitzgerald 0407 607 133
-------------	---------------------------------

- the Coordinator, Ministers of Communion

Coordinator	John O'Brien 0468 629 383
-------------	------------------------------

- the Coordinator, Music Ministry

Coordinator	Vivien Harms 0448 449 077
-------------	------------------------------

- the Coordinator, Children's Liturgy

Coordinator	Thresea Jankowski 0418 184 800
-------------	-----------------------------------

- the Sacristans

	Cristina and Joe Rijkin 07 4055 4545
--	---

- the Coordinator, Altar Servers

Coordinator	Ake Pittard 0434 303 802
-------------	-----------------------------

- the Coordinator, Church Environment
(flowers, cleaning etc)

Coordinator	Etita Fitzgerald 0498 479 247
-------------	----------------------------------

- the Coordinator, Hospitality
(morning tea after 9.30 am Sunday Mass)

Coordinator	John Fitzgerald 0407 607 133
-------------	---------------------------------

Parish **Baptism Team**

The Baptism Team provides support to parents/families of candidates (usually **infants/children**) seeking baptism; especially through regular preparation sessions ahead of the celebration of baptism during Mass on the 2nd Sunday of each month.

Coordinator	John Shay 0405 229 781
-------------	---------------------------

Parish **Christian Initiation Team**

The Christian Initiation Team will support and works with people interested in journeying in faith within the Catholic tradition: notably **adults** (RCIA) as well as **children of catechetical age** (RCICCA) who have not already been baptised catholic.

Coordinator	Andrea Wood 0400 352 987
-------------	-----------------------------

Parish **Funeral Team**

The Funeral Team assists and works with grieving families in the preparation of the funeral of their dead family member/loved one.

Every effort is made, as circumstances require, to work in collaboration with the Parish Care and Support Team.

Coordinator	Vera Skinner 07 4055 4315 (Office) 0417 737 569
-------------	---

Parish **Marriage Team**

The Marriage Team currently consists of the Parish Priest, who works in association with others to assist couples prepare for their life of marriage.

Note: *Couples are required to provide at least 12 month's notification of intended marriage.*

Parish **Cultural Team**

The Cultural Team attempts to coordinate efforts by the parish to be inclusive of the cultural and religious diversity of the local community. In particular, the team works closely with Liturgy Team members to ensure the liturgy adequately celebrates the parish's diversity.

Coordinator	Patsy Lockington 0417 967 062
-------------	----------------------------------

Parish **Care and Support Team**

The Care and Support Team advises the Parish Priest on pastoral matters that relate to the ongoing care and support of people in the parish and wider community, and collaborates with (and refers people to) the Diocesan Pastoral Care Associate in the area.

The team's orientation is to provide coordination to the activities of the parish including: home visits as required; communion to those at home, in hospital, or in the two Nursing/Aged Care facilities in the area.

Coordinator	Loletta Amadio 0407 029 361
-------------	--------------------------------

Parish **Outreach Team**

The Outreach Team currently coordinates parishioner support of *Rosies* in Cairns. In time, the team may also attempt to scope and support other outreach initiatives in the local communities within the footprint of the parish.

Coordinator	Carl Sloan 0400 200 342
-------------	----------------------------

OTHER GROUPS / INITIATIVES

St Vincent de Paul Society (St Therese Conference)

The local Conference responds to confidentially identified needs and referrals in the Edmonton and Gordonvale parishes.

Note: the 2nd collection at the 5th Sunday Masses goes to the work of the local St Vincent de Paul Conference.

President	Sue Tibbs	All requests for assistance call the Society Call Centre: 07 4033 8333 Mon to Fri 9 am – 12 noon
-----------	-----------	--

Men's Group

The parish Men's Group provides an opportunity and space for men to gather, and to share fellowship and support. The group meets monthly and undertakes special projects from time to time.

President	John Fitzgerald 0407 607 133
-----------	---------------------------------

SCHOOLS

St Therese Primary School

www.stthereses.qld.edu.au

Principal	David Adams-Jones 07 4081 3400
-----------	-----------------------------------

MacKillop Catholic College

www.mackillopcatholiccollege.qld.edu.au

Principal	Luke Reed 07 4081 7600
-----------	---------------------------

Kindy – Early Learning – Outside School Hours Care

Early Learning and Care Services, Diocese of Cairns
www.ccelc.catholic.org.au

Manager, Bentley Park Kindy	TBC in 2020 <i>Enquiries – see above web site.</i>
Manager, Bentley Park Outside School Hours Care	Terry Rooke 0438 219 584
Manager, Mt Peter Early Learning Centre	Sarah Brown 0438 620 587
Manager, Mt Peter Outside School Hours Care	Alice Holzberger 0439 312 901

DIOCESAN-WIDE INITIATIVES

Centacare FNQ	07 4044 0130 www.centacarefnq.org
Natural Fertility Services	07 4041 7365 www.nfscairns.org
Indigenous Connections	07 4092 1077
Cairns Youth Ministry	07 4046 5625
Diocesan Pastoral Care	07 4046 5653
Catholic Charismatic Renewal	Paula Malaponte 0411 116 474
Whistleblower Hotline	1300 30 45 50 (Australia only)

Note:

*If you are interested in more information about anything in this **Who's Who**, or more importantly, **INTERESTED in VOLUNTEERING YOUR EFFORT**, please contact the relevant team/person.*

If you have any **SUGGESTIONS** for further efforts in the parish, please make contact through the Parish Office or directly with relevant people identified in this document.

REMEMBER, the efforts of the parish must always be supported and stimulated by individual and group solidarity around a **mature and growing spirituality – a conscious and active growth in faith**.