

NEWSLETTER



MCAULEY MINISTRIES
LIMITED

June 2018



2018 MML Gathering: A Better World

We look forward to welcoming you to the Gathering in August. Morning tea will be available from 10.30 am on Level One outside the Oxford Rooms (where we met last year) and we will commence at 11 am. To date 65 people have registered to attend.

You will be able to complete your hotel check in on arrival but may not have access to your hotel rooms until after 2pm. You can store your bags with the concierge.

Anne Derwin rsj is not able to join us this year because of ill health, and Karon Donnellon has generously rescheduled her commitments to be our facilitator.

Our theme is A Better World, taken from the message of Pope Francis for the World Day of Migrants and Refugees:

What is involved in the creation of "a better world"? The expression does not allude naively to abstract notions or unattainable ideals; rather, it aims at an authentic and integral development, at efforts to provide dignified living conditions for everyone, at finding just responses to the needs of individuals and families, and at ensuring that God's gift of creation is respected, safeguarded and cultivated. Pope Francis 2013

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Six Month Ministry Report

January to June 2018

Attached is the template for your Ministry report for the past six months.

You can print it off and write on it, or you can type directly into the pdf.

Please return the report to the office by 31 July 2018.

Please note you do not have to complete Appendix Two with this report. It is for your information at this stage and you will be asked to complete it as part of your next ministry report.

New Elements

You will see there are some changes to the template. The changes include:

Advice that to your next report (July to December 2018) you will be asked to attach:

- a. copies of your Certificates of Membership of the Professional Associations to which you belong
- b. a Certificate of Attendance from your Supervisor stating the number of sessions you have attended in the previous 12 months.

A copy of the Certificate of Attendance is attached to the ministry report (Appendix Two). This is for your information at this stage.

Advice of how MML will respond to the recommendation of the Royal Commission:

- *that ACBC and CRA develop, and each diocese and religious institute implement, mandatory national standards to ensure that all people in religious or pastoral ministry (bishops, provincials, clergy, religious, and lay personnel) (16.25):*
- *undertake mandatory, regular professional*

development, compulsory components being professional responsibility and boundaries, ethics in ministry, and child safety

- *undertake mandatory professional/pastoral supervision*

- *undergo regular performance appraisals*

What MML is doing

Regular Supervision:

This requirement and practice is already in place and from December this year you will be asked to provide a Certificate of Attendance signed by your supervisor stating the number of sessions you have attended in the previous 12 month period.

Regular Professional Development:

Reporting on this is already in place. A page is attached to the six month ministry report for you to list any programs and courses you have attended.

The Professional Standards training provided at the MML Gathering each year meets the ISMAPNG requirement for annual professional standards training.

Regular Performance Appraisals:

MML will address the requirement for appraisals with the following processes -

- i. six monthly ministry report (self report) addressing professional development, supervision, qualifications, place of work, complaints (in place)
- ii. annual client feedback for those sisters providing services on behalf of MML including feedback from children and vulnerable people (to be developed)

- iii. annual performance appraisals for all managers and workers in MML ministry sites e.g. Seville, Santa Casa, Sacred Spaces, Star of the Sea, Mercy Heritage Centre, St Catherine's House of Hospitality etc. (in place)

Client Feedback:

In relation to Client Feedback many of you will already have in place an evaluation form you have used after conducting a retreat or workshop. It may be an impossible task but MML would like to have a one page simple feedback form. If you have one you use and are willing to share it would you please send it to the office.

The majority of MML people work with adults, and we need to provide the adult clients with the opportunity to provide feedback.

For those who work with children we will provide the opportunity for children to give feedback, in particular in the area of safety.

When ISMAPNG and MML are audited in relation to the National Catholic Safeguarding Standards we will be asked to provide evidence that the standards are being upheld e.g. Standard no. 2 *Children (and vulnerable persons) are safe, informed and participate – they are informed about their rights, are given the opportunity to participate in decisions which affect them and their views are taken seriously.*

Catholic Professional Standards Ltd (CPSL)

Catholic Professional Standards Ltd (CPSL) is committed to fostering a culture of safety and care for children and vulnerable adults by developing National Catholic Safeguarding Standards.

CPSL will audit compliance with these Standards, holding the leaders and members of Catholic organisations accountable for the safety of children and vulnerable adults who come into contact with the Church and its works. This includes Catholic dioceses, congregations and institutions providing education, health and aged care, social and community services, pastoral care and other services.

CPSL will publicly report audit findings and provide education and training in respect of the Safeguarding Standards.

Supervision...the What and Why

Professional supervision offers a safe place to reflect with another on your pastoral practice/ministry.

It involves meeting with an accredited supervisor on a regular basis, generally monthly, to reflect together on the ministry that has been offered and engaged in recently. The meeting may be in person or using an electronic medium like Skype.

It could be that there is a particular experience/s that has delighted or disturbed or puzzled you or even has been mundane. A written account of the experience and/or conversation may be helpful. Supervision provides you with the opportunity to reflect with another on this ministry experience and its impact on you.

The process may well help you to identify qualities and abilities which enable increased enjoyment of and competence in your pastoral practice/ministry. The reflection involved in supervision may also uncover a theological/spiritual component which informs your practice. If so, this may well enable a stronger sense of your pastoral identity and your particular way of being with and relating to people.

Julie O'Brien 21.06.18

2018 MML Gathering: A Better World Cont.

The world in which we minister today is very different from the one of yesterday. Our commitment to care, dignity and compassion remains unchanged but how we give expression to it and how we demonstrate our accountability is very different.

Over the two days we will explore the context in which we minister, our striving for a better world, and what are we doing to create a better world.

By popular acclaim Veronica Lawson is leading off the Gathering with "Where in the World is God..."

Sheree Limbrick, the CEO of the recently established Catholic Professional Standards Ltd, will share with us about the work of fostering a culture of safety and care for children and vulnerable adults.

Many of you have asked to hear more about other ministries of the Institute and Deb Carter of Fraynetwork, Ellen Geraghty of Rahamim, and Chris Hill ISMAPNG Sustainability Officer will share with us their initiatives to create a better world.

Liz Moloney rsm and Jonathan Campton will share with us on mission integration and MML ministries in ISMAPNG.

We end our time together exploring what are we doing, and what can we do to create a better world.

Most importantly our days together give us the opportunity to celebrate being MML and to enjoy the rich diversity of our people and ministries from across the Institute.



2018 McAuley Ministries Gathering

11:00am Monday 6 August -
3:30pm Tuesday 7 August

Rydges Sydney Central
28 Albion Street
Surry Hills NSW 2040

MML Finance

The end of the financial year (30 June) is fast approaching and Barbra is busy preparing for the annual audit.



For those of you who send in finance reports, invoices and receipts please send the information in as soon as possible after 30 June..

If you need any assistance with this please contact Barbra or Danielle.



One License



ONE LICENSE

For MML ministries who use hymns for retreats, liturgies as part of your MML work please complete the 'Record of Use' form and forward this to Danielle Sutherland by 20 July 2018.

Please include all hymns you have used since December 2017 through to the end of 30 June 2018.

A copy of the Record of Use form is attached to this newsletter.



Safeguarding Children & Vulnerable People

Important Updates to Working with Children Checks

the working
with children
check ★

Thank you everyone for following up on this and ensuring your check is current. In each state there are different requirements and it is important that each of you stay up to date with any changes.

The NSW Office of the Children's Guardian has advised recent changes in NSW legislation –

Important legal changes to the Working with Children Check

5 June 2018

There have been some changes to the laws around the Working With Children Check that are important for anyone who works or volunteers with kids and their employers.

Personal details must be updated

Everyone who holds a Check is now legally required to update their contact details, including any name or address changes, within three months – just like your driver licence.

And like your licence, penalties will apply for people who don't update.

Updating your details is simple – go to www.kidsguardian.nsw.gov.au/check and follow the directions.

You can even find your Check number here if you don't have it to hand.

Employers must verify

Employers can now be penalised if they don't verify that their workers or volunteers who work with kids, have had a Check or applied for one.

One of the strengths of the NSW system is that it is underpinned by an ongoing, continuous checking system.

By registering and verifying online, employers can be contacted by the Office of the Children's Guardian should anyone become barred through the continuous monitoring process.

Fines for not verifying can be issued to every organisation where people work or volunteer with children. Remember to keep records too.

NGOs must provide information for risk assessments

An important change that impacts non-government organisations (NGOs) is that they are now compelled under the new legislation to supply information requested by the Children's Guardian to progress

Working With Children Check risk assessments and penalties will apply for non-compliance.

The Office of the Children's Guardian uses this information in assessing the risks of allowing some people to work with children. Previously NGOs were authorised but not required to supply information.

Develop a child safe culture

The Working With Children Check legally prevents people who pose a risk from working with children but it's not enough on its own.

Our aim is to create safe places for children and the Working With Children Check is one of a range of strategies for achieving this.

Organisations, through their people, also need to build a child safe culture with policies and procedures in place to make their organisation child safe.



MML Intranet

MML has a new Intranet

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MCAULEY MINISTRIES INTRANET

Protected: McAuley Ministries Intranet



Welcome to the McAuley Ministries Intranet. In these "MML only" pages of the website you will find information relevant to MML.



A central place for information for all things MML

MML is currently working on the development of an Intranet to help centralise information relating to MML Ministries.

The intranet will help provide a one-stop location for information relating to Policy and Procedures, Human Resources, Work Health and Safety as well as a resource for digital media (photographs, videos etc).

The intranet also has a calendar of events. If you have any events you would like to promote/share with

other MML ministries please send the event details to Danielle and she will add these to the calendar.

The intranet also provides quick access to a media gallery including images and videos from past gatherings.

There is an opportunity for "groups" to be created (similar to the message board utilised during the Chapter). If you are interested in creating a group where you can establish a forum for conversation please contact Danielle and she will assist with setting this up.

The intranet will be accessible only to those within MML and will be accessible through the Institute website and is password protected.

We are currently finalising the content and hope to launch the site at the end of this month.



By 31 July 2018

Return your ministry report to: mml@ismapng.org.au

Provide to the office a copy of your client feedback/evaluation form to help us develop a generic one for MML.



As soon as possible send in your Finance Information to Barbra.

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Contact Us

If you have any queries regarding any of the articles in this newsletter or would like further information please contact Danielle.

If you would like to contribute an article to the next MML Newsletter please contact Danielle.



02 9572 5400



Danielle.Sutherland@ismapng.org.au

PLEASE RETURN YOUR REPORT BY 31 JULY 2018

SISTERS' MINISTRY REPORT TO MML BOARD FOR THE PERIOD 1 JANUARY TO 30 JUNE 2018

Name		
Ministry		
Ministry activities since last report	<i>This might include new ventures, projects completed, changes in client numbers, hours or circumstances. If necessary attach a separate page listing the detail of your activity</i>	
Are you offering any professional services for which you are not professionally qualified?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If Yes, please provide detail</i>	
Average number of clients a month		
Number of hours a month		
Number of clients on 'your register'		<i>Number of new clients in this period?</i>
		<i>Number of clients who have withdrawn?</i>
Future Planning	<i>This might include upcoming or new projects, or proposed changes for the next 12 months. If you are no longer offering services or are intending to cease your MML ministry, please advise the office.</i>	

New item in relation to Professional Development, Supervision and Performance Appraisals	<p><i>You will be aware the Royal Commission has recommended that each sister and worker have regular supervision, professional development and performance appraisals</i></p> <ul style="list-style-type: none"> ○ that ACBC and CRA develop, and each diocese and religious institute implement, mandatory national standards to ensure that all people in religious or pastoral ministry (bishops, provincials, clergy, religious, and lay personnel) (16.25): <ul style="list-style-type: none"> ▪ undertake mandatory, regular professional development, compulsory components being professional responsibility and boundaries, ethics in ministry, and child safety ▪ undertake mandatory professional/pastoral supervision ▪ undergo regular performance appraisals <p><i>MML will address the requirement for regular performance appraisals with the following processes</i></p> <ol style="list-style-type: none"> 1. <i>six monthly self report addressing professional development, supervision, qualifications, place of work, complaints (in place)</i> 2. <i>annual client feedback for those sisters providing services on behalf of MML. This will include feedback from children and vulnerable people (to be developed)</i> 3. <i>annual performance appraisals for all managers and workers in MML ministry sites e.g. Seville, Santa Casa, Sacred Spaces, Star of the Sea, Mercy Heritage Centre etc.(in place)</i> 	
New item in relation to Client Feedback	<p><i>If you have a form you already use for Client Feedback I would be grateful if you would send a copy of your template to the office. We plan to develop one to use for all MML services. The simpler the better!</i></p>	
Professional Development	<p><i>Please provide detail of the professional development you have undertaken in the past six months. Please use Appendix One to record this information.</i></p> <p><i>The MML Gathering provides the required ISMAPNG Professional Standards training for each sister/worker for the year</i></p>	
Professional Association Membership	<p><i>List the Professional Associations you are registered with</i></p>	
	<p><i>Expiry date of registration</i></p>	

New item in relation to Professional Association Membership	<i>Once a year, at the time of the December ministry report you will be asked to attach a copy of the current certificate/renewal advice of your membership(s) of Professional Association(s).</i>	
Professional/Pastoral Supervision	<i>It is a requirement of MML that all members receive regular Professional/Pastoral Supervision.</i>	
	<i>Do you receive Professional/Pastoral Supervision?</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>How many sessions in the past 6 months?</i>	
New item in relation to Supervision	<i>Once a year, at the time of the December ministry report, you will be asked to provide a declaration from your Supervisor stating the number of sessions you have attended in the previous 12 months.</i> <i>You may like to advise your supervisor that you will be requesting them to sign the declaration at the end of this year. A copy of the declaration is attached. Appendix Two.</i>	
Risk Management	<i>Matters about which the Board should be aware – complaints; professional standards, WH&S matters. Please note that these matters must be referred to Denise as soon as they occur.</i>	
Place of Work	<i>It is a requirement of McAuley Ministries that you provide professional services in a venue that is separate from your home.</i>	
	<i>Do you work with clients in a venue separate from your home?</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>If NO, please provide detail e.g. Counselling or Spiritual direction by Skype; working from a home office but meeting clients on their, or other neutral site</i>
	<i>Address of work place(s)</i>	
	<i>i.</i>	
	<i>ii.</i>	
	<i>iii.</i>	
	<i>iv.</i>	

Working with Children Check	<p><i>The Institute and MML require you to hold a WWCC or other State required check.</i></p> <p><i>Has there been any change –e.g. expiry date? Cancellation? If YES, please provide detail</i></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
Ministry Funding	<p><i>If you need any assistance with funding for your MML Ministry please contact the MML office.</i></p>
Other	<p><i>This might include news to share, concerns.</i></p>
Signature	
Date	

PLEASE RETURN YOUR REPORT BY 31 JULY 2018

If you have a Client Feedback you use please send in a copy of the template as it will be helpful for the development of one specific to MML ministries

Appendix One

PROFESSIONAL DEVELOPMENT (1 January – 30 June 2018)

[illegible]

APPENDIX TWO

NOTE – THIS IS FYI – YOU DO NOT NEED TO COMPLETE THIS UNTIL DECEMBER

CERTIFICATE OF ATTENDANCE PROFESSIONAL/PASTORAL SUPERVISION

Name of Client	
Name and Qualifications of Supervisor:	
Professional Association (s) that recognises this Supervisor as a member?	
Supervisor's business name:	

Supervisor's declaration:

I have held sessions of professional/pastoral supervision
of approximately hours duration with the person named above
during the twelve months prior to this date of _____

Signed (Supervisor)		Date
Signed (Client)		



McAuley Ministries Gathering

10:30am Monday 6 – 3:30pm Tuesday 7 August 2018

Hotel Registration: When you register for the hotel, you may be asked to give a credit card for expenses. We will arrange with the desk that all registrations will be registered against the MML card. If there is a problem contact Denise or Danielle.

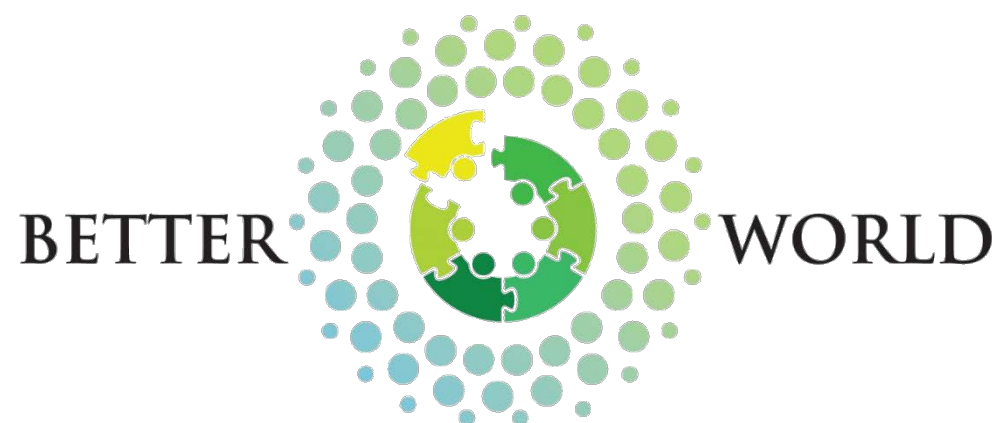
Gathering Accommodation Costs: All accommodation and meal costs at the hotel will be paid by MML so you will not have to pay for anything at the hotel unless you charge items to your room or use the minibar.

Wi-Fi is available at the hotel at no cost.

Gathering Facilitator: Karon Donnellon rsm will be joining us as our Gathering Facilitator.

Emergencies: If during the gathering you need assistance please phone Denise 0406 251 257 or Danielle 0410 628 744

Rydges Sydney Central
28 Albion Street
Surry Hills



A BETTER WORLD
McAuley Ministries Gathering Rydges Central 28 Albion Street Surry Hills 2010
Oxford Rooms I & II Level One

MONDAY 6 AUGUST 2018

10:30am **Morning Tea**

Collect Name Tags and Gather in the Oxford Rooms I&II on Level One (tea/coffee available)

11.00am - 11.30am **Welcome and Prayer Ritual**

A Better World – our faith tradition

11.30am - 1.00pm **Where in the world is God? How on earth is God with us? Why does it matter?**
A conversation about Eucharist and the Planet we Inhabit

***Veronica Lawson rsm.** Circle of ISMAPNG Theologians
Veronica is a biblical scholar who writes from an eco-feminist perspective*

1.00pm - 2.00pm **Lunch**

2.00pm - 3:00pm **Conversation Corners**

Striving for A Better World – the world in which we minister

3.00pm – 4.00pm **Ministering in Post Royal Commission Time**

***Sheree Limbrick**
Sheree is the CEO of the newly formed Catholic Professional Standards*

4.00pm – 4.30pm **Afternoon Tea**

4.30pm – 5.30pm **Conversation Corners**

*Sheree Limbrick CEO Catholic Professional Standards,
Nicki Patten General Counsel ISMAPNG, and
Margery Jackman Director Professional Standards ISMAPNG will join the conversations*

6.45pm – 7.15pm **Pre-dinner drinks**
The Surry (Rydges Hotel, Level 11)

7:15pm **Dinner**
The Surry (Dress smart casual)

TUESDAY 7 AUGUST 2018

Creating A Better World - what are we doing, what can we do?

9.00am - 9.30am **Prayer**

9.30am - 10.30am **MML Ministries in the life of ISMAPNG**

Jonathan Campton and Liz Moloney rsm

***Mission Integration - what does it mean for us as MML** Liz Moloney rsm
ISMAPNG Leadership Team and the ISMAPNG Mission Integration Director (If the appointee has commenced)
MML: an ISMAPNG Ministry Jonathan Campton Executive Director Ministry Governance ISMAPNG*

10.30am - 11.00am **Morning Tea**

11.00am - 12.30pm **Sustainability /Rahamim**

***Chris Hill and Ellen Geraghty**
Chris Hill is the Environmental Sustainability Manager ISMAPNG, and Ellen Geraghty is CEO of the ISMAPNG ministry Rahamim, an ecological learning community based in Bathurst NSW*

12.30pm - 1.30pm **Lunch**


1.30pm - 2.15pm **Using Digital Media to Create a Better World**

***Deb Carter**
Deb Carter is CEO of Fraynetwork an ISMAPNG ministry*

2.15pm - 3.00pm **What do I take away?**
Evaluation of gathering

3.00pm - 3.30pm **Closing ritual**

For those living in, please check out from the hotel before the day's proceedings. If you have to leave the Gathering before 3.30 please leave your luggage with the concierge and not in the conference room to avoid distracting Gathering activities.

		
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RECORD OF SONG TITLES USED		
ISBN or TITLE	COMPOSER	PUBLISHER
<i>Here I am Lord (Example)</i>	<i>Dan Schutte</i>	<i>OCP</i>