

Glossary of Terms

Archbishop: Title given to bishops who govern archdioceses. The Archbishop has ultimate responsibility for the governance of the archdiocese. The bishop of an Archdiocese has limited authority over the Bishops of the dioceses in his territory / province (e.g. Queensland).

Auxiliary Bishop: A bishop assigned to a Catholic diocese or archdiocese, to assist a residential bishop. In the Archdiocese of Brisbane there are two Auxiliary Bishops who are each called: *Bishop in the Region*. One is assigned the north region and the other is assigned the south region. Auxiliary Bishops do not have the right of succession.

Associate Pastor: A priest assigned by the Bishop to be a co-worker with the pastor in priestly ministry to the parish. The Associate Pastor serves by common counsel and effort with the Pastor and under his authority (can. 545).

Bishop: Consecrated to teach, sanctify and govern.

Canon Law: The codified body of general laws governing the Catholic Church.

Celebrant: The ordained priest who presides over the assembly and during the celebration of Mass consecrates the Eucharistic Sacrament.

Chancellor: The chief archivist of a diocese' official records. The Chancellor is ordinarily a notary and secretary of the diocesan curia.

Chapel of Ease: Ordinarily this refers to a chapel or church built for the "ease" or convenience of parishioners who live at a distance from the parish church. In the present context it refers to the possibility that, when a parish ceases to exist, the church may be retained for some liturgical services like weddings, funerals, devotions, etc., but not used on a regular basis for Sunday Mass.

Clergy: Collective term referring to ordained persons who administer the rites of the Church through Holy Orders.

Concelebrants: Those priests and bishops who join the Celebrant in presiding at Mass and consecrate the bread and wine with him.

Deacon: The diaconate is the first order or grade in ordained ministry. Any man who is to be ordained to the priesthood must first be ordained as a transitional deacon. The Deacon assists the Celebrant at the Liturgy of the Word and at the altar for the Liturgy of the Eucharist. A

Permanent Deacon is ordained for tasks of service of the Church. They do not receive the ministerial priesthood, but ordination confers on them important functions in the ministry of the word, divine worship, pastoral responsibility and the service of charity. Most of these tasks are normally carried out in parishes, under the authority of the Bishop. Permanent deacons in the Archdiocese of Brisbane are ordinarily non-stipended.

Dean: The title of a priest appointed by the bishop to aid him in administering the parishes in a certain vicinity, called a "deanery". The function of a dean involves promotion, coordination, and supervision of the common pastoral activity within the deanery. In the archdiocese of Brisbane the Archbishop has provided a list of responsibilities in his statement titled "Some Aspects of the Dean's Ministry".

Deanery: The geographical area of the diocese composed of distinct parishes. The Archbishop appoints a priest who is a pastor in the deanery as the dean to assist him in fulfilling his responsibilities across the archdiocese.

Diocese: The local Church is an ecclesiastical jurisdiction under the pastoral direction of a bishop as local Ordinary. A diocese is a portion of the people of God entrusted for pastoral care to a Bishop with the cooperation of the clergy.

Lay ministries: These are ministries within the church that are carried out by laypersons.

Liturgy: The formal public prayer of the Church, including all the sacraments, funerals, morning and evening prayers, etc.

Liturgy of the Word: A liturgy where the Scriptures are proclaimed and reflected upon. Lay Leaders of Liturgy preside during the Liturgy of the Word.

Mass: The common name for the Eucharistic liturgy of the Catholic Church. It is also called: "Celebrating Mass," "Concelebrating Mass," "Celebrating the Liturgy," or "Celebrating the Eucharist". **NOTE:** Avoid using : "Saying Mass" or "Performing Mass".

Minister: From the Latin word for "servant", in the ecclesiastical sense a minister is (1) an ordained cleric or (2) one who has the authority to minister to others.

Ordinary: Another title for a Bishop

Ordination: The proper terms in Catholic usage for references to the conferral of the sacrament of holy orders on a deacon, priest or bishop.

Parish: Canon law defines a parish as a "certain community of the Christian faithful constituted in a particular church (diocese) whose pastoral care is entrusted to a pastor as its proper pastor under the authority of the diocesan bishop". (can.515) Usually a parish is territorial and includes all the Christian faithful who live in its boundaries. (can.518). In the Archdiocese of Brisbane a parish can also be entrusted to a Lay Parish Pastoral Director along with a supervising Priest and a Priest who administers the sacraments.

One aspect of meeting the pastoral needs of the people is the Sunday celebration of the Eucharist on either the Saturday vigil or on Sunday itself. The parish must also have the means (personnel and resources) to form the parishioners and inquirers in the Catholic faith, prepare for an celebrate all of the sacraments, practice social outreach to the less fortunate, and practice stewardship for support of the local and universal Church.

It is the Bishop's right and responsibility to erect, direct, combine or close parishes and to appoint the pastor and, as needed, a pastoral leader.

Parish Manager: The pastor or a pastoral leader may hire someone to attend to certain delegated administrative duties. The parish manager might oversee staff, building and grounds, finances and/or facilities for programs.

Parish Pastoral Minister: A religious or lay person who works full time or part-time in a parish or pastoral area. In a special Policy Document: Appointment of Parish Pastoral Ministers, released by the Archbishop in July 1996, there are three recommended positions: pastoral director, pastoral associate and pastoral ministry coordinator.

Pastor: A priest is assigned to a parish for the pastoral care of the parishioners. He is responsible for administering the sacraments, instructing the congregation in the doctrine of the Church, and other services to the people of the parish. Normally a priest would have only one parish to care for, but in certain circumstances, a priest may pastor more than one parish.

Pastoral Associate: A person who assists a pastor or pastoral director in the leadership of a parish and who shares the responsibility for pastoral care of a parish or pastoral area. A pastoral associate will normally be responsible for the coordination of a number of areas of pastoral ministry. While “Associate Pastor” is in reference to a priest, “Pastoral Associate” refers to a professional lay ecclesial minister hired by the Pastor or Pastoral Leader and responsible to them for the performance of delegated duties as described in a role description.

Pastoral Council: A Pastoral council consists of the Pastor together with a group of parishioners chosen by the parish community. They share responsibility for building a vital Christian community focused on living and promoting God’s values of love, justice and peace.

Pastoral Director: A person, other than a priest, who is entrusted with the leadership and pastoral care of a parish community, as specified by a diocesan bishop in accordance with Canon 517 #2. This person exercises a leadership role of responsibility for the day-to-day operations of a parish community, in partnership with a pastor-supervisor designated by the Archbishop. This person will be responsible for the normal pastoral and administrative duties of the pastoral community, as specified by the diocesan bishop, with the exception of those duties and responsibilities reserved in general to an ordained priest or in particular to the pastoral-supervisor. The appointment of a lay parish pastoral director in the Archdiocese of Brisbane rests solely with the Archbishop.

Pastoral Ministry Coordinator: A person employed by a parish or pastoral area, under the direction of a pastor or pastoral director, to coordinate one (or more) particular pastoral activity such as liturgy, youth ministry, catechetics, sacramental programs, music, etc.

The Brisbane archdiocesan policy on the appointment of Pastoral Ministers provides a cohesive approach for all parishes. It covers such areas as the recommended steps for the selection and appointment process, the role descriptions and contractual details, role and performance reviews, clear procedures for resolution of disputes, remuneration details and archdiocesan expectations. Implementation Guidelines are provided in a handbook that assists with the employment process, including standard employment agreements.

Religious Priest / Diocesan Priest: Religious priests are professed members of a religious order or institute. Religious clergy live according to the rule of their respective orders. In pastoral ministry, they are under the jurisdiction of their local bishop, as well as the superiors of their order. Diocesan, or secular, priests are under the direction of their local bishop. They commit to serving their congregations and other institutions.

Sacramental Supply: Refers to the fact that a priest is available to celebrate the Eucharist and the other sacraments with a parish community. The priest is usually assigned to another parish or ministry, such as a hospital, school or diocesan office.

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