



Justice & Peace Commission

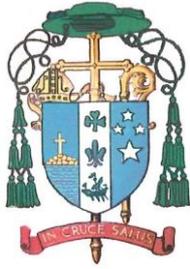
Catholic Diocese of Auckland

Te Komihana Rongomau, Paetika

Te Taumata o te Hahi Katorika

Mandate & Guidelines





CATHOLIC DIOCESE OF AUCKLAND

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Pentecost 2016

Dear Commissioners, Committee Members and Social Justice Animators

I am delighted to approve the revised version of the Justice & Peace Commission's mandate that comes into effect on 15 May 2016. The review was undertaken with the assistance of Commission members themselves to whom I express my gratitude.

From humble beginnings in October 2009, the Commission now has Committees in eight specialist areas drawing on the expertise of 55 people who generously give their time and energy to advocate for justice and peace in New Zealand society. In addition there are now 45 Social Justice Animators in 24 Parishes and Ethnic Communities throughout the Diocese.

It is to be hoped that this revised Mandate will provide the structure, support and inspiration for this network of 100 people committed "to following in the steps of Jesus who stood with the poor and marginalised in society and spoke and acted in truth and courage".

The revised Mandate has been printed as part of the Commission's Handbook which also includes the guidelines and procedures under which the Commission and Committees operate. These are the fruit of the Commission's experience over the last six years and may be changed by the Executive from time to time as needs and circumstances change.

On behalf of the Diocese I wish to commend the Commission for carrying out this important work of the Church which is so dear to the heart of Pope Francis.

Yours Sincerely in Christ

+ Patrick Dunn

✠Patrick Dunn
Bishop of Auckland

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A. VISION

The Justice and Peace Commission of the Catholic Diocese of Auckland is established to promote justice, peace, integral human development and the care of creation. It is committed to following in the steps of Jesus who stood with the poor and marginalised in society and spoke and acted in truth and courage.

B. RATIONALE

The Gospel of Jesus Christ proclaims a message of freedom and liberation.¹ The love of God to which Christ bore witness “is an extraordinary force which leads people to opt for courageous and generous service in the fields of justice and peace”².

The Church urges us to promote the rights and dignity of all people to access “what is needed to lead a truly human life: food, clothing, health, work, education and culture, suitable information, the right to establish a family, and so on.”³

To achieve this “each individual Christian and every community is called to be an instrument of God for the liberation and promotion of the poor, and for enabling them to be fully a part of society.”⁴ In particular “it means working to eliminate the structural causes of poverty and to promote the integral development of the poor”⁵.

The Church calls on us to be protectors of the environment. “Living our vocation to be protectors of God’s handiwork is essential to a life of virtue; it is not an optional or secondary aspect of our Christian experience.”⁶ At the same time “We have to realize that a true ecological approach *always* becomes a social approach; it must integrate questions of justice in debates on the environment, so as to hear *both the cry of the earth and the cry of the poor.*”⁷

¹ Luke 4:18-19, Matthew 25:31-46, *Evangelii Nuntiandi* 9 & 38

² *Caritas in Veritate* 1

³ Catechism of the Catholic Church 1908, cf *Gaudium et Spes* 26

⁴ *Evangelii Gaudium* 187

⁵ *Evangelii Gaudium* 188

⁶ *Laudato Si'* 217

⁷ *Laudato Si'* 49

C. NATURE AND PURPOSE

1. The Justice and Peace Commission of the Catholic Diocese of Auckland (“the Commission”) is a Commission of the Bishop of Auckland.
2. The Commission works with the Bishop in fostering and promoting the social teaching of the Church with particular emphasis on justice, peace, integral human development and the care of creation.
3. The Commission helps the Bishop by scrutinising the signs of the time, interpreting them in the light of the Gospel⁸ and advising him as appropriate.
4. The Commission serves the Diocese by:-
 - (a) Advocating for the common good in solidarity with the poor and marginalised in society;
 - (b) Providing information and education to the people of the Diocese on social justice issues; and
 - (c) Fostering and promoting work in parishes, schools and communities for justice, peace and the fullness of life for all.

D. RESPONSIBILITIES

1. Research, analyse, reflect and act on justice, peace, development and environmental issues in the light of Catholic social teaching;
2. Work on behalf of or in conjunction with those who have been oppressed by unjust structures;
3. Ensure the ongoing formation and development of members of the Commission and its committees through shared prayer, reflection and education in Catholic social teaching;

⁸ cf. Gaudium et Spes 4

4. Lead members of the Commission and other people of the Diocese to the implementation of the Diocese's bi-cultural commitment to the Treaty of Waitangi/Tiriti o Waitangi;
5. Work for the establishment of parish social justice groups, help in their formation in Catholic social teaching, and support their initiatives;
6. Provide information to assist the people of the Auckland Diocese in their mission of giving first concern to the situation of the poor, the powerless and oppressed members of society through support and opportunities for social action;
7. Monitor the development and implementation of public policy as it affects social justice, peace, integral human development and the care of creation;
8. Prepare submissions and make representations where appropriate to local and national Government bodies.
9. (a) Provide information and prepare statements when required by the Bishop of Auckland;
(b) Make public statements approved by the Bishop of Auckland following the Commission's consideration of particular social justice, peace, development and ecological issues.
10. Set long and short term goals to be implemented with particular emphasis on participation by clergy and lay people at parish, pastoral area, and regional or community level.
11. Actively support the annual Caritas Lenten and Social Justice Week programmes and other appropriate Justice and Peace initiatives.
12. Maintain collaborative working relationships with Caritas Aotearoa-New Zealand, other Catholic diocesan Commissions and network with Justice and Peace organisations in the wider community.

13. Develop and promote strategies and processes for social action and reflection.
14. Carry out its responsibilities in a non-party political manner at all times.

E. COMPOSITION AND STRUCTURE

1. Membership

The Commission is appointed by and directly accountable to the Bishop. There shall be no fewer than 10 and no more than 20 members. It should be broadly based in membership and shall include:

- A member of the Council of Priests or a priest nominated by the Council of Priests
- A representative of the Diocesan Pastoral Council
- Two members nominated by the Vicar for Maori or otherwise representing Tangata Whenua.
- The Executive Secretary (ex officio)
- Up to 15 further members appointed by the Bishop, who will include as far as possible equal numbers of men and women, will be predominantly lay and reflect the cultural and ethnic diversity of the diocese.

Members will need to show experience in some of the following areas:

- Theology and Scripture
- Education
- Research and writing on social issues
- Local, national or international affairs
- Social Sciences & Social analysis
- Economics
- Law
- Ecology
- Peace and Justice
- Maori/Tauiwi relationships enshrined in Te Tiriti o Waitangi
- Multiculturalism

Those who are appointed as members of the Commission should have:

- The desire and capacity to work towards a shared vision

- A willingness to contribute to the vision's practical implementation
- A commitment to study and reflect on the gospels and the social teaching of the Church as a means of furthering the Commission's aims
- Involvement with parish and community
- A willingness and ability to attend Commission meetings

2. Length of Membership

- Members are appointed for a term of three years, which may be renewed once, at the discretion of the Bishop.
- As members resign or come to the end of their term they will be replaced. Appointments will be staggered to ensure continuity.
- Through the Executive the Commission will suggest to the Bishop possible candidates whose experience, expertise and skills would complement those on the Commission and assist it in carrying out work on its priorities.
- The Bishop has the final say on all appointments.

3. Office Bearers

- a) The following office bearers will form the **Executive** of the Commission:
- a Chairperson (appointed by the Bishop)
 - a Deputy Chairperson (elected from the membership)
 - an Executive Member (elected from the membership)
 - the Executive Secretary (ex officio)
- (b) The responsibilities of the **Chair** are to
- chair Commission meetings
 - chair monthly Executive meetings
 - provide oversight, with the Executive Secretary, to the overall work of the Commission and its Committees
 - work in close association with the Executive Secretary in terms of the day to day work of the Commission through personal contact, email correspondence or phone contact
 - set the agenda for meetings in consultation with the Executive Secretary

- maintain good communication with the Executive particularly regarding decision-making between Executive meetings on matters of committee membership, submissions, media releases etc – on a weekly basis or at such more frequent intervals as may be required
 - approve letters, submissions and press releases from the Commission and Committees after consultation with the Executive
 - with the Executive Secretary, prepare an annual budget for the Commission
 - be present and sometimes take a role as may be appropriate at Commission-sponsored events
 - maintain good communication with Caritas, and when appropriate, the NZCBC, particularly regarding media releases
 - prepare an annual report, meet with the Bishop at least once a year, and ensure he is well-informed of the work of the Commission and its Committees
 - act as spokesperson for the Commission when needed. Where appropriate and necessary, the Chair may designate another Commission member, the Executive Secretary or the Diocesan media adviser as an additional spokesperson.
- (c) The responsibilities of the **Deputy Chair** are to
- attend monthly Executive meetings and take part in decision-making between Commission meetings
 - assume the position of Chair at Commission or Executive meetings should the Chair be absent
 - be general support to the Chair
 - approve letters and press releases from the Commission and Committees when the Chair is unavailable after consultation with the Executive
 - be present and sometimes take a role at Commission-sponsored events
 - be available for email correspondence and decision-making between Executive meetings on matters of committee membership, submissions, etc – on a weekly, sometimes daily basis

- (d) The responsibilities of the **Executive Member** are to
- attend monthly Executive meetings and take part in decision-making between Commission meetings
 - be present and sometimes take a role at Commission-sponsored events
 - be available for e-mail correspondence and decision-making between Executive meetings on matters of committee membership, submissions, etc – on a weekly, sometimes daily basis
- (e) The **Executive Secretary** is an ex-officio a member of the Commission and its Executive and as a staff member of the Diocesan Parish and Pastoral Services Group, is subject to the terms and conditions of employment stipulated by the Diocese.

The responsibilities of Executive Secretary are to

- provide oversight, with the Chair, to the overall work of the Commission and its Committees
- work in close association with the Chair in terms of the day to day work of the Commission through personal contact, email correspondence or phone contact
- monitor any correspondence received by the Commission, support the management of agendas, minutes and outgoing correspondence and manage the day to day business of the Commission in consultation with the Chair or Executive when appropriate
- maintain good communication with Executive members particularly regarding decision-making between Executive meetings on matters of committee membership, submissions, media releases etc – on a weekly basis or at such more frequent intervals as may be required
- maintain Commission network data bases, archives of Commission activity and communications with the network via newsletters, website, etc.
- work in collaboration with Caritas Community Engagement staff in Auckland and the Research and Advocacy staff in Wellington

The Executive Secretary is an ex-officio member of all Committees, and is accountable through the Chairperson to the Commission for work carried out on its behalf.

- (f) The **term of office** of Executive members shall be deemed to be two years renewable once with the exception of the Executive Secretary who is employed by the Diocese.
- (g) The Executive will conduct the affairs of the Commission between Commission meetings and will normally meet monthly
- (h) The Executive is required to keep the Bishop informed of the Commission's work and of major issues which it believes should be drawn to the Bishop's attention. It will endeavour to meet with the Bishop at least twice a year to discuss matters of mutual concern.

4. Meeting procedures

1. Commission meetings shall be held not less than four times a year. Each meeting shall be a full day and include approximately half a day of formation.
2. Commission members are expected to be present at meetings except in extenuating circumstances.
3. A quorum for ordinary meetings will be more than half of the membership and two-thirds of the membership for meetings involving elections.
4. Decisions of the Commission, where possible, shall be made through a discerned consensus.
5. Extraordinary meetings may be called at twenty four hours notice.
6. Ad-hoc working groups will be set up when needed to advance the Commission's work.

5. **Committees**

1. With the approval of the Bishop the Commission will establish Committees in order to consider Justice and Peace matters in a particular area of need.⁹
2. Committees advance the work of the Commission by advocacy in specific areas of social or environmental justice and by providing resources and information for parishes so as to educate and motivate people to be involved.
3. Terms of reference for each Committee are approved by the Commission.
4. Committees are normally convened by a member of the Commission. If this is not the case, at least one person from each Committee must be on the Commission.
5. a. Committee members are normally sought through parish newsletters and nominated by the Executive of the Commission for the Bishop's consideration.
 - b. Those appointed to a Committee should have an involvement with parish or community groups, show a willingness to study, reflect and apply the gospel and Catholic social teaching to the particular work of the Committee and preferably have some experience in the issues of the Committee.
6. Committee members serve for two-year terms up to a maximum of six years. In exceptional cases the Bishop may grant an extension of this time. Each term is renewable at the discretion of both the Committee Convenor and the Commission Executive, and with the agreement of the individual Committee member.
7. Committees may appoint a minute secretary to assist the Convenor in the smooth running of the Committee.

⁹ Committees of the Commission as at March 2015: 1. Crime and Reconciliation (est. July 2010); 2. Environment/Sustainability (est. July 2010); 3. Affordability of Housing (est. August 2010); 4. Human Life (est. February 2011); 5. Social Welfare/Anti-Poverty (est. July 2011); 6. Peace & International Justice (est. March 2012); 7. Protection from Exploitation/Social Hazards Committee (est. May 2013); 8. Bicultural Committee (Bicultural Working Party merged with Commission, 2015).

8. Committees normally meet on a monthly basis. Each meeting shall include some prayer and formation of members in Catholic Social teaching. They report to each Commission meeting. Any public statements, advocacy letters, articles, submissions etc. need to be approved by the Executive of the Commission.
9. Committee members have a combined half day meeting with the Bishop, Commission members and Parish Social Justice Animators twice a year.
10. The Executive Secretary is an ex-officio member of all committees

6. PARISH SOCIAL JUSTICE ANIMATORS

1. All Parishes in the Diocese have been asked to nominate a Social Justice Animator for their Parish.
2. The Parish Social Justice Animator's primary role is to promote Social Justice awareness and action in the parish by giving first concern to the poor, the powerless and oppressed members of society particularly those within their parish boundaries.
3. From time to time the Commission will send out information and ideas on Social Justice issues and possible actions.
4. Parish Social Justice Animators have a combined half day meeting with the Bishop, Commission and Committee members twice a year.
5. An outline of the responsibilities of Parish Social Justice Animators is prepared by the Commission.

E. FUNDING AND ACCOUNTABILITY

Funding is a responsibility of the Diocese for meeting and administrative costs. Proposals for Commission and Committee events and actions shall be prepared each year along with an accompanying budget. The Executive Secretary and Chair work with committee convenors in Aug/Sept to prepare the proposals

and budget for the following year. An annual budget shall be submitted to the Diocesan Administration Office for approval by the Bishop. An annual report shall be prepared by the Commission Chair for the Bishop.

F. TERM OF MANDATE

The original mandate came into effect from 1 October, 2009, was amended in September 2011 and reviewed in September 2015. This revised mandate comes into effect from 15 May 2016 and will be reviewed every six years or as requested by the Bishop.

GUIDELINES AND PROCEDURES

A. PROCESS FOR FORMING NEW COMMITTEES

1. After having been approved by the Bishop, a new Committee is given a tentative name and a brief outline of its focus by the Commission Executive. The outline can be developed further by the Committee in its first year into a statement of mission and goals.
2. Members are advertised for in parish bulletins and expressions of interest called for.
3. Parishioners who inquire are sent information both about the new Committee, and about the Commission, Committees and Parish Social Justice Animators. They are invited to put their name forward if they are interested by sending in some information about their Church and community involvements and their experience in the issues of the Committee.
4. Prospective member information is reviewed by the Executive, and then sent to the Bishop by the Executive Secretary (ES) with the recommendation as to membership.
5. After the Bishop's decision, the ES emails the decisions to individual applicants. Those appointed are also given contact information for fellow Committee members and a copy of the Commission mandate, *The Consistent Ethic of Life*, etc by the ES. The emails to accepted members also state the term of appointment, give information on upcoming combined Commission meetings, and are copied to the Executive.

6. Usually the Executive will have also recommended a Commission member or one of the applicants to the Bishop to be the Committee Convenor (CC), and this person would be appointed at the same time as the rest of the Committee. The CC is sent an official letter of appointment with term stated by the Bishop (usually drafted by the ES). For a new Committee if this person is not already a member of the Commission, the letter also appoints the person to the Commission and states the term.
7. The ES coordinates dates for the first meeting with Committee members, and convenes it, meeting ahead of time with the CC. The ES and Commission Chair organise welcome; introductions; prayer; and scripture and Catholic social teaching reflections to model what is expected at subsequent meetings. They brief the new Committee on the history and mandate of the Commission, the Committee's part in it, and how the Commission operates before handing over the latter part of the meeting to the CC, who usually uses that time to hear from each person what they bring to the Committee and what areas/issues in the Committee's work they would like to focus on.

B. HOW COMMITTEES WORK

Committees

1. Usually meet once a month (9-11 months per year) for 60-90 minutes. Meetings are at times and places agreed by members. Common venues are the Pompallier Diocesan Centre or the St Columba Centre, but other convenient venues may be used. For meetings at the Pompallier Centre, the Executive Secretary can book rooms.
2. Are usually chaired by the CC, but delegated if s/he is away.
3. Start their meetings with prayer and/or scripture reflection, and reflection on Catholic social teaching. It is recommended that these take between 10-30 minutes each meeting, with an average of at least 20 minutes, as prayer and social teaching are the basis of our work. Although the CC may start out preparing these, it is recommended that as members become more knowledgeable and confident, they all take turns leading them.
4. Usually have between 4-10 members. When membership is low, Committees ask the ES to advertise for more members (the same procedure is followed as with gathering members for a new Committee, although more information, e.g., Committee

statement of mission and goals etc, may also be provided to applicants, and past minutes may be provided for appointed members).

5. Have a statement of mission and goals which they work from, a statement that should be referred to when considering their objectives for each year. This statement may be revised as needed, and revisions sent by the CC to the ES to share with the Executive and be posted on the Commission website. The Committee statements are to be in line with the Bishop's mandate to the Justice and Peace Commission as found on the Commission website. From time to time the Commission may suggest foci for Committee work.
6. Primarily focus their work on advocacy and education needed in their areas of concern, although occasionally they may be encouraged as a group to be involved in hands-on work.
7. Will usually undertake **advocacy**, which may be in the form of letters to or personal meetings with Ministers, MPs, Mayors, Councils, other government officials, or corporate entities, or submissions to Parliamentary Select Committees, Councils and other bodies (see next section on Guidelines for Advocacy).
8. Are encouraged as often as possible to provide parishes (through the ES, who then sends to Parish Animators and Parish Priests/Secretaries) with examples of how parishes too can advocate. For this reason, wherever possible, written submissions should be prepared as early as possible before a deadline, so that the Committee submission can be sent to parishes and used as a model for others. Letters or statements prepared by Committees can also be sent out with the *Justice Matters* newsletter for others to use as examples.
9. Also may provide **resources** for parish awareness, education, and liturgy. Awareness and education for parishes may range from quotes/notices for parish bulletins and the *Justice Matters* monthly E-News, through leaflets to be passed out at Sunday Masses, to parish programmes and events.
 - a. **Parish bulletin notices**
 - should be brief and concise, as parishes receive many notices and often will ignore a long notice because parish staff may not have time to shorten it. Expect the ES to edit notices.

- Notices go to parishes in several formats to cater for different parish software – please consult the ES for samples.
- Committees planning notices should consult with the ES well before they hope to have them in bulletins, as the ES tries to ensure parishes don't get more than one or at most two notice requests from the Commission and Committees in a given week. (If the ES is not available, notices should go through the Commission Chair and copied to ES.)
- Notices then go from the ES or Commission Chair through the Leader of the Parish and Pastoral Services Group in the Diocesan Office to be emailed to parishes.

b. The monthly *Justice Matters* E-newsletter

- Is a good way for Committees to get information out to people.
- It includes one or more pages of events notices, petitions, web links etc, and usually some attachments.
- It is emailed to all present and past Commission and Committee members and Parish Social Justice Animators.
- Usually copies are also sent to priests of the diocese including the Bishop, Diocesan staff, the Diocesan Pastoral Council, other diocesan justice commissions and staff, attendees of past Commission events, *NZ Catholic*, *CathNews*, Auckland Anglican Social Justice Council members, Methodist mission and Public Questions units, Living Wage, Peace Movement Aotearoa, Pax Christi members, and other interested people/groups.
- Parish Animators are asked to send it on using email lists of their interested parishioners.

c. Leaflets from Committees

- Some Committees work for a few months on a leaflet which is sent in quantity to parishes (usually no more than two different leaflets are sent out per year).
- Past examples include Welfare Reform; Catholic Social Teaching and the Ports of Auckland strike; and The Living Wage: A Gospel Imperative.
- Leaflets usually need to be budgeted for the previous year.

- The text produced by the Committee may be edited by the ES, sometimes also by Caritas, and approved by both the Executive and the Bishop.
- Time is needed for layout and graphics.
- The ES should be consulted early on if a Committee is considering a leaflet.

d. Major Educational Resources

- The Environment/Sustainability Committee produced a major educational resource for parishes, the God's Earth 4-session small-group programme delivered by CD and booklet.
- It is an introduction to environmental and social justice through prayer, Catholic social teaching, video clips and slides, discussion questions, activities and ideas for action.
- Major projects like these are done over a year or two, and as well as editing by the ES, they need approval at various stages by the Executive and the Bishop, often a trial in a couple of parishes, as well as an approved budget (submitted the previous year) for design aspects.

e. Events

- Other Committees, e.g., Social Welfare/Anti-Poverty (SWAP) and Peace & International Justice (PIJ), have worked through events.
- SWAP has organised forums during election years, and on the Caritas social justice topic when it has fallen into their area of expertise.
- PIJ has organised a prayer vigil for peace and a Christmas party for refugees.
- Events usually need budgeting for the previous year, and plans run through the Executive early on, and again at the more detailed planning stage.
Poster designs can be done by the ES, or be run past the ES in early drafts and again *before* going to print or being emailed to parishes.
- Printing needs budgeting for, but many parishes now can print up to A3 colour posters themselves.

f. Liturgy Resources for Parishes

- A number of Committees have prepared Prayers of the Faithful to offer to parishes for their Sunday liturgies for occasions like World Environment Day or Respect Life Sunday.
- Committees should signal the ES their intention to do this at least a month or two ahead of time.
- Prayers will be emailed to parishes for re-direction to their liturgy Committees or other person responsible.
- Note that many parishes prepare their prayers a month or two ahead, though some may plan only a week or two ahead.
- The closer to the desired time the prayers are sent, the less likely they are to be used.
- As well as prayers, sometimes liturgical music choices, a commentator's introduction or even lectionary notes can be offered to parishes.
- At times a few slides can be sent for projection at Mass, although not all parishes use data projection. Again, consult the ES ahead about timing and content of slides.

10. Working with other organisations

- Committees are encouraged to work with other like-minded persons and organisations. These may be other Catholic or Christian organisations, other faith groups, community groups, etc
- Committees are not to align themselves with particular political parties, but they are free to discuss which policies on particular issues are most in line with Catholic social teaching.
- Individual members of Committees may be members of political parties, but such affiliation should be made known to the ES in case any conflict of interest might arise in the course of their work, particularly when making submissions.
- If there are any other organisations Committee members belong to related to their Committee or Commission work, it is also wise to disclose these to their Committee and the ES both so they may be able to be liaisons with the other groups and for transparency.

C. COMMITTEE MEMBERS

1. Are appointed by the Bishop for a term of two years, and this term will be stated in their appointment letter. If the CC and Executive agree, and the Committee member is willing, the member's term may be renewed twice, up to a usual maximum of six years.

2. **Attendance**

- Attend Committee meetings regularly, and give apologies to the CC if they are unable to attend. If a member anticipates a period of several months away (for study, travel, illness, etc.), they may contact their CC and the ES and receive a 'sabbatical' which will extend their term for the time they are away.

Members who are absent for several meetings in a year or are finding life too busy to attend can, or may be asked to, renegotiate their membership with the CC and ES.

3. Participate in meeting prayer, scripture reflection and learning of Catholic social teaching, as well as in the planning and decision-making of their Committees.
4. Work on research, letter-writing, submissions, resource preparation, event planning, etc., with their Committees during meetings and in between meetings.
5. May receive funding from the Commission periodically to take a course on Catholic social teaching, or go to a talk, workshop or conference related to the Committee's work. A certain amount of funding is available in the Commission budget for this and can be asked for from the ES by the member.

6. **Combined Meetings**

- Are invited, expected and strongly urged, to attend the two combined meetings each year for Commissioners, Committee members, Parish Social Justice Animators and the Bishop.
- They are usually held on Saturday mornings at the Pompallier Diocesan Centre with morning tea and lunch provided.
- These meetings are important time for all involved in the work of the Commission as they include spiritual formation (prayer/Eucharist/scripture reflection), Catholic social teaching, and presenters on various social justice issues.

- The meetings are also the opportunity for cross-fertilisation/sharing of ideas between Parish Social Justice Animators, the Commission and Committees. Committee members will receive posted copies of meeting documents about a week before each combined meetings. These are to be read prior to the meetings so that the time allotted to Committees at the meeting itself may be used for questions and discussion.
7. Are strongly encouraged to support the events (forums, conferences, workshops, reflection days, prayer vigils etc) organised by the Commission and its Committees, and invited to bring along others who may be interested.
 8. Receive the monthly *Justice Matters* E-newsletter and are invited to attend advertised events, check out weblinks and be involved in suggested advocacy/action.
 9. May be encouraged by the CC and Executive to be involved at a grass roots level with persons experiencing issues that the Committee is addressing.

D. COMMITTEE CONVENORS (CCs)

1. Are appointed by the Bishop for a term of two years, and this term will be stated in their appointment letter. At the recommendation of the Executive, and with the agreement of the CC, this term may be renewed once, for a usual maximum of four years. CCs who leave after completing one or more full terms will be acknowledged at combined Commission meetings. CCs who leave after less than a full term will be thanked in writing by the Executive through the ES.
2. Lead their Committees to work in line with the overall mission and goals of the Commission, as well as of their individual Committees.
3. Are responsible for setting Committee meeting agendas, distributing them about a week ahead of time (including to the ES and Commission Chair), chairing meetings and generally directing the advocacy and education work of their Committees.
4. May provide nibbles for meetings or arrange for Committee members to take turns for this.
 - The Commission budget covers up to \$5 per person per meeting, and receipts can be left on the Pompallier Centre reception desk with the name of the person to be

reimbursed and their bank account number, Attention Justice & Peace and the name of the ES. In this way the ES can put expenses through the diocesan accounts payable system.

- Committee members are welcome to use the staff room/kitchen to prepare food (plates etc in cupboards), get a cuppa before the meeting (milk in fridge, all else is always on bench; all dishes to go in dishwasher after meeting). It is fine to take food into meeting rooms (but in the Liston Room be careful to keep plates and cups on mats and not directly on wooden table).
5. Set the example for focussing the meeting with prayer and/or scripture reflection (with the scripture of the day/ Sunday/ own choice).
- Most meetings would also have reflection on some excerpts from Catholic social teaching either as part of the reflection, or separately read and discussed.
 - This may be 10-30 min (20 min average). This should be done by convenor for first few times until the Committee gets understands how to do it, then responsibilities can be shared around.
 - Catholic social teaching can focus on the issues relevant to the Committee, but other justice issues. The NZ Bishops' *Consistent Ethic of Life, Te Kahu-O-Te-Ora*, is a good start, but then graduate on to the NZ or other Bishops' Conference statements, social encyclicals or other papal documents.
 - *Evangelii Gaudium, Laudato Si'* (Pope Francis) and *Caritas in Veritate* (Pope Benedict) are particularly recommended, and classic teachings from *Pacem in Terris* (Pope John XXIII), *Justice in the World* (Synod of Bishops), *Populorum Progressio* (Pope Paul VI) and *On Human Work* and *On Social Concern* (Pope John Paul II) are also recommended. They can be found on the Vatican website under the particular Pope.
6. Arrange for minutes to be taken by a Committee member for each meeting. Minutes are distributed by email to the rest of the Committee, with copies to the ES and Commission Chair. It is best these are distributed within a week or so of the meeting so that

members are reminded of their tasks/actions to be taken between meetings.

7. Digitally sign draft Committee letters on Commission letterhead which are then copied to the Executive for possible editing and then approval by the Chair (or Deputy Chair). Simple inquiry letters can be sent by the CC without consultation beyond the Committee. Letters involving advocacy, critique, articles, statements or submissions of any kind should follow guidelines for approval given in the Guidelines for Advocacy section above.
8. Encourage Committee members to make contact at grass roots level with persons experiencing issues that the Committee is addressing.
9. Prepare Committee budget estimate each year in Aug/Sept with Committee input and send to the ES. The ES has to combine and prepare Committee and Commission budgets according to Diocesan budget lines Sept each year, and will send a notice to CCs when their budget estimates are needed. These are a small part of the overall Diocesan budget which goes through many hoops before some or all of it is approved – usually by Dec
10. Prepare a quarterly report (due about two weeks before each Commission meeting) which is distributed to all Commission members. For combined meetings, this is a bi-annual summary to bring all Committee members and Parish Animators up to date. The ES will give notice of reports coming due about two weeks ahead of the due date.
11. May be asked in the week before combined meetings to phone any of their Committee members who have not RSVP'd or given apologies, and to report replies back to the ES. This allows the ES to more or less accurately have numbers (for catering morning and afternoon teas and lunches, handout numbers and room set up) a few days prior to the meetings.
12. Set, with Committee members, the dates for the following years meetings by 1 Dec each year, and give dates to the ES for the Master schedule and for Pompallier Centre room bookings.
13. Confer with the ES on expenditures for resources or events to avoid unnecessary costs.
 - Many needed items can be borrowed from the Pompallier Centre.
 - The ES can advise on preferred printers and can arrange photocopying. Photocopying should usually be done by the

ES because of reasonable Diocesan rates. If done elsewhere, photocopying should be approved in advance and receipts indicate what was photocopied and for whom, for auditing purposes.

- Receipts for all purchases should be itemised and given to the ES with the purchaser's bank account number for reimbursement by direct credit from the Diocese. Any invoices for purchases approved by the ES should be made out to the Catholic Diocese of Auckland.

14. Notify Committee members when their terms are about to finish or come due for renewal. The ES will provide spreadsheets each year indicating the terms of each member and the finish/renewal date.

- If the member has completed one or two terms, and the CC is willing for the member to continue, the CC consults with the member and reports the decision back to the ES.
- If the CC is uncertain about retaining the member on the Committee, the CC can either approach the member about this or ask the Executive for assistance.
- If a member will be completing the maximum number of terms, or finishing after completing one or more full terms, this will be acknowledged at a combined Commission meeting. If a member leaves before completing a full term, the ES and CC will send a thank you email.
- In all cases the CC will let the ES know the status/decisions regarding members who leave or whose terms are up for renewal.

E. GUIDELINES FOR ADVOCACY

Those working in advocacy should follow these guidelines:

1. Advocacy letters (those expressing perspectives, stances etc.), media articles, statements or press releases must be sent to Executive Secretary for comment/editing and then be approved by the Chair (or Deputy Chair in the absence of the Chair) before they are sent. Commission letterhead may be used. The CC's signature can be digitised for easy letter signing if it is to be sent by email. For letters, a few days' notice is helpful for this process. For articles, statements or press releases, the ES also will involve the

Diocesan Communications Spokesperson, and these should be submitted to the Executive a week before the release date.

2. Phone calls, emails or short letters of simple inquiry do not need Executive sighting unless the issue itself is contentious.
3. Personal meetings of Committee members with government or corporate officials or staff must be planned with the knowledge of and input by their CC in terms of meeting content and approach, and should involve the presence of no less than two Committee members.
 - Phone calls and emails which involve other than simple inquiry should be made with the knowledge and agreement of the CC.
 - All contacts should be minuted in monthly Committee meetings (which are copied to the ES and Commission Chair).
 - If issues are contentious, the ES and Commission Chair must be involved before contact is made to determine Committee/ Commission stance on issues.
 - If needed, an experienced member of the Executive, Commission or other Committee can be called upon for assistance.
4. Submissions to select Committees, ministries, local councils, etc., need to be sent a week before the deadline to the Executive Secretary for editing, and for approval by the Commission Chair (or Deputy).
 - With many issues, the Diocesan Communications Spokesperson may review the submission as well, and in some cases, the Bishop may be involved.
 - If the submission's focus is on an issue that may also concern another Committee, that Committee should be consulted during the preparation period.
 - If the submission is in an area of concern to Caritas, the Advocacy and Research Manager at Caritas should also be consulted during preparation (emails copied to the ES).

5. Written Submissions

After completion, most submissions (as well as statements and press releases) will be sent out with the monthly *Justice Matters* newsletter and/or posted on the Commission website, although this is not always possible given rules about select Committee submissions.

- They may be sent to *The NZ Catholic* and *CathNews* in the hope of prompting an article, or to the Diocesan Communications Spokesperson who may wish to send material further afield (e.g, to *The Herald*, TV or radio).
- The CC should signal the Executive as soon as the Committee decides to work on a submission, so the ES can advise whether any other person or group should be consulted well ahead of time, and so the Executive is aware when they will receive a submission requiring a deadline.

6. Oral Submissions

Should a Committee wish to make an oral submission, Committee members involved need to have coaching (arranged from time to time with the Diocesan Communications Spokesperson) in making oral submissions.

- The content of the oral submission needs to be written out, sent to the Executive, and approved by the Commission Chair (or Deputy Chair) a few days prior the submission presentation date.
- In some cases the content may also need to be reviewed by the Diocesan Communications Spokesperson or rarely, the Bishop).
- When content is approved, guidance will also be given as to whether or not the Committee members may answer questions from the select Committee or other body (or the nature of the questions they may answer).
- In no case is a Committee member, in answering questions from the select Committee, other body or the media, to
 - go beyond the content of, and the views expressed in, the submission itself;
 - express any personal view of the matter that is in conflict with the submission; or
 - discuss any other matter relating to the Commission or Committee without explicit authorisation from the Commission Chair (or Deputy Chair). Usually another Committee or Commission member will attend the hearing to support and advise the member giving an oral submission.

It may create a negative impression if a person giving an oral submission is unable to answer any questions at all, but

if they are able to direct their response back to the content of the submission (oral or written), it would be in order for the questions to be answered without explicit authority.

7. Questions from the media

Sometimes after a statement, press release or submission, or in the general course of Committee or Commission work, a person may be approached with questions from the media.

- If the person has received media coaching (from the Diocesan Communications Spokesperson) and is authorised by the Executive to speak on the topic of the media questions, s/he may answer the questions with the same conditions as in #6 above.
- If not, the media are to be referred to the Diocesan Communications Spokesperson or a Commission/Committee person who is authorised to speak on that topic.
- The ES will keep a record of authorised spokespersons for various topics.

8. Speaking as an individual

The above cautions about letters, conversations, articles, submissions, etc., hold for Committee members in their capacity as representatives of a Committee or the Commission.

- As individuals, members are free to write and speak as they wish, so long as it is clear they are speaking as individuals and not in their capacity as Committee/Commission members.
- If a Committee has made a submission on behalf of a Committee or the Commission, it would be wise of them not to also speak separately as individuals, because the media who do not always recognise the difference, may assume they are speaking in their official capacity, (or even for the whole Catholic Church).
- Commission and Committee members who write articles or letters as individuals therefore should write as ordinary citizens and not allow their affiliation with the Commission or Committee to be used in the article/letter or accompanying bio.