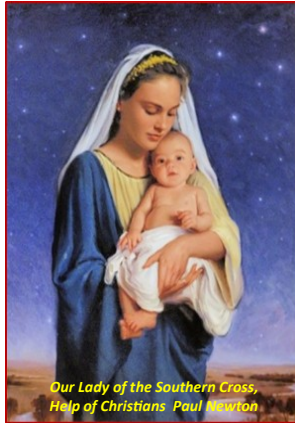




# Catholic Outreach

Newsletter

Christmas 2013



## Christmas Greetings

As I reflect on the past year and look forward to celebrating the coming of Christ at Christmas I know many people in need in our community have come to experience His love through the efforts of Co-Ordinators and Volunteers who have reached out through their parish care programs in so many ways. On behalf of all of the people you have helped ... Thank You!

We have had the pleasure of working with many Priests, Co-Ordinators, and Volunteers from parishes throughout the Archdiocese including Benedict Care (Applecross), Xavier Care (Armada/Serpentine), Morecare (Bateman), Thomas Care (Claremont), Rosary Care (Doubleview), Holy Family Care (Kalamunda), St Pauls Community Care (Mt Lawley), Theresa Care (Nedlands), John Paul Care (Willetton) and we were particularly delighted to work with Fr Nelson Po and the Co-Ordinators of Notre Dame Care (Cloverdale) in the planning of the relaunch of their program early next year.

It was great to catch up with Co-Ordinators at our 'Year of Faith' Gathering in July which commenced with Mass celebrated by Fr Karol Kulczycki followed by very interesting and informative presentations and group discussions facilitated by Sr Philomena Burrell, Director Maranatha Centre for Adult Faith Formation.

As indicated in our May 2013 newsletter we have worked hard to offer a more 'hands on' support role for Co-Ordinators and have been able to prepare a number of brochures, posters and recommitment forms for various parishes and you will see later in this newsletter a number of template documents that have been added to our website for you to download.

As we contemplate the birth of Christ this Christmas may He lead us to the joy of experiencing and knowing our loving and humble God.

*Peter Mc Minn*

### *In Giving We Receive*

The one who sows sparingly  
will also reap sparingly,  
and the one who sows bountifully  
will also reap bountifully.

*2 Corinthians 9:6*

God of love there are times when I  
need to take care of myself  
and times when I need to serve  
others generously.

Help me to choose wisely  
how I use my time and energy  
and to serve, always, with  
a gracious and loving heart.

*'Inviting God In' by Joyce Rupp*

The ultimate expression of  
generosity is not in giving  
of what you have,  
but in giving of who you are.

*Johnnetta B. Cole*





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## Document Resource

To assist in the design and creation of commonly used forms and documents we have added a number of new templates which can be downloaded from our website. Go to 'forms for downloading' in the Co-Ordinators area ([www.catholicoutreach.org.au](http://www.catholicoutreach.org.au)). The templates highlight areas for the insertion of the Parish name and logo and the Program name. Our staff are available to help you prepare these documents so please contact us if you would like any assistance.

**<Insert Care Program Name>**  
**Commitment Sheet**

If you would like to join **<insert Care Program Name>** as a volunteer, please complete the form below and return it to one of the Co-Ordinators.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

We will contact you to get details of the sort of help you can offer and the times you will be available to help.  
Thank you for offering to be a volunteer.

**<Insert Care Program Logo>**

Take the case, my brothers, of someone who has never done a single good act but claims that he has faith. Will that faith save him? If one of the brothers or one of the sisters is in need of clothes and has not enough food to live on, and one of you says to them, "I wish you well; keep yourself warm and eat plenty", without giving them these bare necessities of life, then what good is that? Faith is like that: if good works do not go with it, it is quite dead.  
**James 2:14-17**

**Catholic Outreach Care Concern Service**  
...helps you help others

If you would like to be associated with Catholic Outreach, an Australian agency which assists parishes, families and individuals in need, please contact us to provide practical emergency and long-term support for people in need in their local community.  
[www.catholicoutreach.org.au](http://www.catholicoutreach.org.au)

**<Insert Care Program Name>**  
**<Insert Care Program Logo>**

**<Insert Church Name>**  
**<Insert Parish Name>**

**Co-Ordinators**

**<Insert Co-Ordinators Details>**

Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile
Name	Phone No	Home	Mobile

Brochure

**<Insert Care Program Name>**  
**Care Program of the <insert Church Name and Parish Name>**

The program is operated by Parishioners who volunteer their time to help others in short term need.

**Volunteer Tasks**

Sick, lonely or person with a disability  
Bulld for a care

**TRANSPORT**  
Mass  
Shopping  
Medical Appointments  
Other

**HOME HELP**  
Washing  
Ironing  
Cleaning

**SUPPORT FOR PARENTS**  
Emergency Child-minding  
Pre and post natal support

**COOKING**  
Emergency meals

**HANDYMAN**  
Gardening  
Handyman jobs  
Lawn mowing

**BEREAVEMENT/GRIEF**  
Support Group Meetings held every 1st Wednesday of the month at 7.30pm.  
Can you volunteer your trade skills?  
e.g. hairdressing, lawn mowing, carpentry, plumbing, electrical, computing etc.

Do you require assistance or do you know someone who does?  
Please contact one of the Co-Ordinators (refer to the telephone numbers on the front page) or complete the form below and hand it in to one of the Co-Ordinators or leave it in the Parish office.

**Role of the Volunteer**

- To be a friend
- To provide companionship
- To encourage independence and self-esteem
- To be sensitive to the other person's needs
- To encourage an interest in the local community
- To provide information about services
- To respect confidentiality

**Type of Assistance Required**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Recommitment Form

**Catholic Outreach Care Concern Service**  
...helps you help others

**PARISH LOGO**

**PARISH NAME**  
**PARISH CARE PROGRAM NAME**  
**RECOMMITMENT FORM**  
(For short term emergency help)

If you would like to share your gifts and talents by becoming a volunteer for **<insert Care Program Name>** and help provide within the parish and the wider community please choose from the following categories by ticking the appropriate box or boxes:

**VISITING**  
Sick lonely or aged

**TRANSPORT**  
Shopping  
Medical Appointments  
Local City Mass 6.30 pm Saturday 7.30 am Sunday 9.00 am Sunday 10.30 am Sunday

**HOME HELP**  
Washing  
Ironing  
Cleaning

**PARISH LOGO**

**PARISH NAME**  
**PARISH CARE PROGRAM NAME**  
**RECOMMITMENT FORM**  
(For short term emergency help)

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**Catholic Outreach Care Concern Service**  
...helps you help others

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Washing  
Ironing  
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Local City Mass 6.30 pm Saturday 7.30 am Sunday 9.00 am Sunday 10.30 am Sunday

**HOME HELP**  
Washing  
Ironing  
Cleaning



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<Insert Care Program Name>  
<Insert Care Program Logo>

The Pastoral Care Program of the <Insert Parish Name>, with the help of our volunteers, offers short term emergency care for anyone who lives in the parish

To enquire about these services please contact

Name	Phone No	Bereavement
Name	Phone No	Family Support
Name	Phone No	Gardening
Name	Phone No	Home Help
Name	Phone No	Meals
Name	Phone No	Transport
Name	Phone No	Visiting
Name	Phone No	Mon-Fri 9am-4pm

Catholic Outreach  
Care Outreach Services  
...helping you help others

Poster

Catholic Outreach  
Care Outreach Services  
...helping you help others

Client: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Comments: \_\_\_\_\_

PARISH NAME: \_\_\_\_\_  
PARISH CARE PROGRAM NAME: \_\_\_\_\_  
PARISH LOGO: \_\_\_\_\_

Co-ordinator: \_\_\_\_\_  
Date of request: \_\_\_\_\_  
Referred by: \_\_\_\_\_  
Volunteer: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Job Sheet

<Insert Program Name>  
<Insert Care Program Logo>

**MY COMMITMENT TO <Insert Care Program Name>**

As Christ's lay faithful we are called upon and sent to proclaim the Gospel. We are prepared for this through the Sacraments of Baptism and the Gifts of the Holy Spirit in Confirmation.

To provide care services within our Parish in the spirit of Christ

**MISSION**

My vocation as one of Christ's faithful is to serve my neighbourhood through my Parish Community alongside my Parish Priest.

**VOCATION**

I understand <Insert Care Program Name> to be a part of my vocation as a member of this Parish Community and I am committed to its mission and vision. I understand that this is a commitment to the Parish Community and I am committed to its mission and vision.

In particular I will strive to help such men, women and child in a spirit of Christian charity and Christian solidarity. I will strive to help such men, women and child in a spirit of Christian charity and Christian solidarity. I will strive to help such men, women and child in a spirit of Christian charity and Christian solidarity.

Volunteers Guidelines

**OUTREACH GUIDELINES FOR VOLUNTEERS**

1. The Care Programme exists in order that this parish can put into practice the command of Christ to love our neighbour. You are asked to do no more than you are capable of, but you are asked to be generous.
2. Please be practical, do not volunteer for work you will not be capable of doing, or for times when you will be busy. It is with a view to Co-ordinators time if they know that when they call on you, they can be sure of help. Of course there will always be times when you can not help for some reason or another - you be reasonable - we know you have other obligations.
3. Everyone volunteering will be contacted by the Co-ordinator before they start. It may be that the work is not what you can do, but we ask that you accept our assessment of the call and do what you can to help.
4. Each call for help will be assessed by one of the Co-ordinators before a request for help is made to do the job. The request will be explained to you and you will be asked to do the job. The request will be explained to you and you will be asked to do the job. The request will be explained to you and you will be asked to do the job.
5. Always keep appointments and promises. If for some reason there are broken be sure to explain.
6. On completion please ring the Co-ordinator to advise whether the request for help has been met. If you are unable to do so, please ring the Co-ordinator to advise whether the request for help has been met. If you are unable to do so, please ring the Co-ordinator to advise whether the request for help has been met.
7. As it is not always possible for our Co-ordinators to answer a request for help personally, they have to be guided by information given to them by the Co-ordinator. It is not always possible for our Co-ordinators to answer a request for help personally, they have to be guided by information given to them by the Co-ordinator. It is not always possible for our Co-ordinators to answer a request for help personally, they have to be guided by information given to them by the Co-ordinator.
8. All work carried out must be regarded as CONFIDENTIAL and under no circumstances should it be discussed with anyone other than the Co-ordinator.
9. Accept and respect every situation as you find it.
10. Please treat requests and complaints with respect to the Co-ordinator. Even a small complaint can be a big problem and may be treated as such.
11. Report your inability to continue with an assignment to the Co-ordinator. The group will work around this.
12. Publicity is essential to our work. Do not talk to your Co-ordinator. The group will work around this.
13. Some or time you will come across a complex problem and may be tempted to "go it alone". A word of advice - DON'T - talk to your Co-ordinator. The group will work around this.
14. Each volunteer will be given an Identification Card.
15. ON NO ACCOUNT should a volunteer give out telephone numbers.

Volunteers Insurance Form

<Insert Care Program Logo>  
<Insert Care Program Name>

**Protecting Your Privacy**

<Insert Parish Name> and <Insert Care Program Name> collect personal information about you in order to provide you with care services. We collect this information in order to provide you with care services. We collect this information in order to provide you with care services.

If you do not provide us with the information requested, we cannot provide you with care services. If you do not provide us with the information requested, we cannot provide you with care services.

**Working with Children Check**

Do you have a Working with Children Check?

If you want a Working with Children Check?

Insurance

Volunteer workers who are authorized by the parish to perform duties on behalf of the parish are covered by the following:

- **Personal Accident Insurance**
- **Public Liability Insurance**
- **Personal Property of Volunteers, including motor vehicles**

How long have you been in the community (e.g. 10 years)? \_\_\_\_\_

Previous community: If less than a year (e.g. 10 years)? \_\_\_\_\_

Have you been or are you involved in any other care program (e.g. St Vincent De Paul)? \_\_\_\_\_

If you are a trades person or provide other skilled services, would you like to be made part of a skilled person's insurance program? \_\_\_\_\_

Have you people who will recommend you for the program (e.g. parish priest and others)? \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Phone: \_\_\_\_\_  
Mob: \_\_\_\_\_



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*Nativity Story 2006 Movie*

## What is it to be visited and what is it to be a visitor?

Firstly the visited are Zechariah, Mary and Joseph each of whom are visited by an angel.

They are surprised. They listen. They respond.

Zechariah was troubled when he saw the angel but being assured, he listened, he questioned, then acted finally calling his son "John" as directed.

At Nazareth, Mary who was also greatly troubled was assured, listened, questioned then made an active acceptance.

Joseph was visited in a dream. Told not to fear, he listened to the angel and when he awoke from sleep he followed the angel's command.

Then Mary becomes the visitor to Elizabeth. She does not delay.....Mary arose and went in great haste.

Elizabeth and her unborn child are surprised.....the babe leapt in her womb.

Elizabeth speaks and Mary listens.....blessed are you among women, and blessed is the fruit of your womb.....and blessed is she who believed.

Mary responded in praise.....my soul magnifies the Lord.

And then Mary remains with Elizabeth through her final stages of pregnancy.

As visitors we can bring surprise to the housebound.

We can listen to their story or concerns.

We can offer help, information and affirm them in their decisions.

Finally do not delay but let us be open to our neighbour's needs.

*Reflection Dorothy Johnston, Rosary Care*



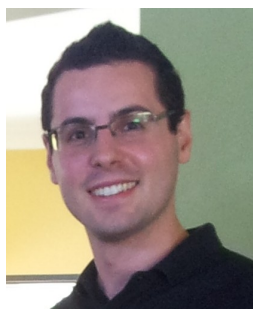


# Catholic Outreach

Care Concern Service

... helping you help others

## Committee of Management Update



Adrian Irdi, a lawyer with Irdi Legal, joined the Committee of Management of Catholic Outreach in August 2010. During his busy term of office he also provided us with valuable guidance on the Catholic Outreach Mandate and revised Constitution. Although Adrian retired from the Committee in November 2013 he has generously offered to assist us in legal matters in the future.

Fayann D'souza Media Producer | Communications & Media, Catholic Archdiocese of Perth, joined the Committee of Management of Catholic Outreach in August 2013. Fayann's skills and experience in media and marketing complement the skills of other members of the committee.



On behalf of the Catholic Outreach  
Committee of Management & Staff

we would like to take this  
opportunity to wish you  
and your family a holy,  
joyful and peaceful  
Christmas  
and a happy and safe New Year.

A Perth Archdiocesan Agency for Parish Pastoral Care Programs

The Catholic Pastoral Centre of Our Lady of the Mission 40/A Mary Street Highgate WA 6003 Tel 9422 7920 Fax 9328 2833

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