

A wide-angle photograph of the interior of a Gothic cathedral during a service. The view is from the back of the nave, looking down the central aisle towards the altar. The architecture features high, vaulted ceilings with intricate tracery and large, colorful stained-glass windows. The floor is made of light-colored stone tiles. In the foreground, the backs of several rows of wooden pews are visible, with people seated. A wheelchair is positioned in the aisle. At the altar, several clergy members in white and purple vestments are performing a service. The lighting is warm and soft, highlighting the architectural details.

# New Parishioner Welcome Pack

All of you are Christ's body,  
and each one is a part of it.

1 Corinthians 12:27



# **The Catholic Archdiocese of Perth**

## **Our Mission**

To give expression to a Christ-centred, faithful, vibrant, welcoming, inclusive and mission-orientated Church, one which will enrich our own lives and the lives of all who we encounter and seek to serve.

## **Our Vision**

We see ourselves, and conduct ourselves, as people called to walk together in the footsteps of the Good Shepherd.



## A Warm Welcome to Our Parish Community

It is a pleasure to offer you this Parish Welcome Pack as a sign of the Church's desire to walk with you in faith, hope, and belonging.

At the heart of every parish is the call to be a community of encounter - where each person is received with openness, where faith is nurtured, and where Christ's love is made visible through prayer, service, and fellowship. This resource has been prepared to help you become familiar with parish life, to discover opportunities for involvement, and to know that you have a valued place within the community.

May this Parish Welcome Pack be a helpful introduction to your parish and a gentle invitation to deeper connection with the community. May you feel supported, respected, and encouraged as you grow in your relationship with Christ and one another, and may you find in your parish a true spiritual home.

Yours in Christ

+ Most Rev Donald Sproxton

AUXILIARY BISHOP OF PERTH

# Welcome

We are delighted to welcome you to our parish. Whether you are new to the area, returning to the Church, or simply seeking a deeper relationship with Christ, we are here to support and walk with you on your faith journey. We invite you to be part of our parish family, grow in faith, and share in the love of Christ.

This welcome pack will introduce you to the life of our parish and help you get involved in our community. We hope it serves as a helpful guide as you settle into your new spiritual home.

## 1. Welcome Letter from the Parish Priest

A personal message from the Parish Priest inviting recipient to participate in the life of the parish.

### Welcome Letter from the Parish Priest sample.

Dear [New Parishioner's Name],

On behalf of the entire parish community of [Parish Name], I extend a warm and heartfelt welcome to you. We are so grateful that you have chosen to join us in worship and fellowship, and we are thrilled to have you as part of our parish family.

As Catholics, we are called to walk together in faith, and it brings me great joy to know that you are now a part of our community. Our parish is a place of prayer, support, and spiritual growth, and I encourage you to get involved as you feel called. Whether you join a ministry, attend a study group, or participate in our outreach programs, there are countless opportunities to build meaningful connections and deepen your relationship with God.

We are here to help you grow in faith and live out the Gospel message. I pray that you find peace, joy, and a sense of belonging within our parish community.

Once again, welcome, and may God bless you abundantly.

In Christ,  
[Parish Priest's name]  
[Parish name]  
[Contact information]

## 2. Parish Vision

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## 3. Parish Mission

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## 4. Safeguarding

[Parish Name] promotes the inherent dignity and safety of all persons. We take a zero-tolerance approach to child abuse and the abuse of adults at risk. [Parish Name] recognises that safeguarding is everyone's responsibility and is committed to fostering a culture and environment of safety and care.

[Parish Name] is fully committed to the Safeguarding Program and its Code of Conduct. Click on the following links:

**SAFEGUARDING POLICY**  
**CODE OF CONDUCT**  
**SAFEGUARDING GUIDELINES**

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## 5. Inclusive Community

This parish is committed to building an inclusive community. An inclusive Catholic parish reflects the universal nature of the Church by embracing all people as part of the Body of Christ. By creating a welcoming environment, offering culturally and physically accessible worship, and ensuring that all parishioners have a place in leadership and ministry, the parish can truly embody Christ's love for all.

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## 6. Parish Information

- **Parish Name & Address:** [Parish name, address, site map, public transport]
- **Website:** [Website URL]
- **Social Media Handles:** [Facebook page etc]
- **Email & Phone Number:** [Contact information]
- **Office Hours:** [Days & Times]
- **Pastoral Team:** [Names and roles of clergy and key staff]
- **Safeguarding Officers:** [Names]
- **Parish Pastoral Council:** [Names and roles]
- **Parish Finance Council:** [Names and roles]

## **7. Mass & Reconciliation Schedule**

- Weekend Masses: [Days & Times]
- Weekday Masses: [Days & Times]
- Reconciliation Times: [Days & Times] or by appointment
- Adoration: [Days & Times]

## **8. Ministries & Groups**

A brief overview of ministries and opportunities to get involved with our parish, such as:

- Liturgical Ministries (Readers, Acolytes, Eucharistic Ministers, Altar Servers, Liturgy Committee, Choir, Flowers, Ushers etc)
- Faith Formation (Bible Study, RCIA, Children's liturgy etc)
- Prayer & Devotional Groups
- Community Outreach (Personal Advocacy Service, Catholic Outreach, St Vincent de Paul, The Shopfront, Social Justice etc)
- Youth & Young Adult Groups
- Men's & Women's Groups

## **9. Sacraments & Rites**

Information on how to receive the sacraments, including:

- **Baptism**
- **First Communion**
- **Confirmation**
- **Marriage**
- **Anointing of the Sick**
- **Funeral Rite**

## **10. Upcoming Events & Bulletin**

- Information about upcoming parish events, retreats, and special Masses
- How to access the weekly parish bulletin (online link or printed)
- Link to The *eRecord* with instructions regarding how to subscribe

## **11. Stewardship & Giving**

- How to support the parish financially (Planned Giving, EFTPOS tap and go, direct debit – Direct Debit Request included)
- Volunteer opportunities

## **12. List of Services Available in the Parish**

Schools, hospitals, aged care, medical centres, mental health services, community facilities, multicultural hubs etc.

### **13. List of Archdiocesan Agencies & Offices with Contact Details**

1. **ABORIGINAL CATHOLIC MINISTRY** (Contact: Donella Brown)  
<https://acm.perthcatholic.org.au/>
2. **CATHOLIC BIOETHICS CENTRE** (Contact: Fr Joe Parkinson)  
<https://www.bioethicsperth.org.au/>
3. **CATHOLIC OUTREACH** (Contact: Marietta Russo )  
<https://outreach.perthcatholic.org.au/>
4. **CATHOLIC YOUTH MINISTRY** (Contact: Adam Phillips )  
<https://cym.com.au/>
5. **CENTRE FOR CATHOLIC FAMILY & JUSTICE SUPPORT SERVICES**  
(Contact: Adrian Martino)  
Website TBA
  - Centre for Life Marriage and Family
  - Justice, Ecology and Development Office
  - Catholic Social Services Western Australia
  - Catholic Prison Ministry
6. **CENTRE FOR CHRISTIAN INITIATION & LITURGY** (Contact: Dr Carmel Suart)  
<https://initiation.perthcatholic.org.au/>  
<https://liturgy.perthcatholic.org.au/>
7. **CENTRE FOR FAITH ENRICHMENT** (Contact: Dr Marco Ceccarelli )  
<https://cfe.org.au/>
8. **DAYDAWN ADVOCACY CENTRE** (Contact: Mark Reidy)  
<https://daydawn.perthcatholic.org.au/>
9. **PERSONAL ADVOCACY SERVICE** (Contact: Margie Tannock)  
<https://pas.perthcatholic.org.au/>
  - Emmanuel Centre
  - Catholic Deaf and Hearing Impaired Ministry
10. **STELLA MARIS SEAFARERS CENTRE** (Contact: Claude Coutinho)  
<https://stellamaris.perthcatholic.org.au/>
11. **THE SHOPFRONT** (Contact: Damian Walsh)  
<https://shopfront.perthcatholic.org.au/>
12. **WA CATHOLIC MIGRANT & REFUGEE OFFICE** (Contact: Dcn Greg Lowe)  
<https://wacmro.perthcatholic.org.au/>
13. **OFFICE of COMMUNICATIONS** (Contact: Jamie O'Brien)

**14. Support & Emergency Contact Numbers**

Beyond Blue, Lifeline, 1800 Respect etc.

**15. Parish Registration Form**

A simple form to officially register as a parishioner, ensuring you receive parish updates and sacramental preparation information. (See attachment)

**16. Survey (or Parish Registration Form and Survey combined?)**

Questions about the needs of the parishioner to understand how the parish may help them. (See New Parishioner Needs Survey)

**17. Small Gift (Optional)**

A small token of welcome, such as a blessed parish prayer card, parish saint card or rosary.

**Join Us in Building Our Faith Community.**

We look forward to getting to know you. Please feel free to introduce yourself after Mass or stop by the parish office. If you have any questions or need assistance, don't hesitate to reach out.

**God bless you, and welcome!**

[Parish Priest's name & contact information]

The following appendix provides a sample survey for identifying the needs of new parishioners. It should be adapted to suit the specific requirements of the parish.

## Appendix

### NEW PARISHIONER NEEDS SURVEY

Thank you for joining our parish family. We are committed to creating an inclusive, welcoming, and supportive environment for all our parishioners. Please take a few moments to complete this survey to help us understand your needs. Your responses will be kept confidential.

#### 1. Personal Details

- Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Preferred Language: \_\_\_\_\_
- Are you a member of any specific cultural or ethnic group of which you would like us to be aware? (Optional)

#### 2. Faith Needs

- **How long have you been attending Mass at our parish?**
    - o Less than 1 month
    - o 1-3 months
    - o 4-6 months
    - o More than 6 months
  - **What are you looking for in your faith journey here at the parish? (Tick all that apply)**
    - o Mass & Sacraments
    - o Faith formation classes (Bible study, Christian meditation, Rite of Christian Initiation of Adults, Lenten and Advent programs, etc.)
    - o Retreats
    - o Opportunities for prayer and reflection
    - o Support in times of change, loss and grief
    - o Fellowship
  - **Are there any specific areas of your faith journey where you would like additional support or guidance? (Optional)**
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#### 3. Physical & Accessibility Needs

We strive to ensure that our parish is accessible to everyone. Please let us know if you have any physical or mobility challenges with which we can assist.

- **Do you or any household member require any physical supports to fully participate in parish activities?**
  - o Yes
  - o No

- **If yes, please tick any physical supports you or a household member may need:**
  - o ACROD or Priority Parking
  - o Wheelchair access
  - o Accessible seating
  - o Assistance with mobility (e.g. walking aid, wheelchair)
  - o Hearing assistance (e.g. hearing audio loop, Auslan interpreted Gospels)
  - o Large-print materials
  - o Other (please specify): \_\_\_\_\_

#### 4. **Well-being**

We care for the well-being our parishioners. Please let us know if there are any ways we can support you.

- **Do you have any well-being concerns of which you would like the parish to be aware?**
    - o Yes
    - o No
  - **If yes, please tick any of the following that apply:**
    - o Support during times of grief (bereavement, other changes/losses)
    - o Counselling or spiritual direction
    - o Family pastoral matters
    - o Support for life transitions
    - o Other (please specify): \_\_\_\_\_
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#### 5. **Family Needs**

Our parish supports all age groups. Please let us know how we can best serve your family/household.

- **Do you have children or dependents in your care?**
  - o Yes
  - o No
- **If yes, please indicate their ages:**
  - o Infant to 5 years
  - o 6 to 12 years
  - o 13 to 18 years
- **Are you interested in any of the following for your children and/or young people?**
  - o Sacrament preparation
  - o Religious education
  - o Youth ministry
  - o Family-centred activities
  - o Parenting support
  - o Children's Liturgy
- **Do you have any family/household members requiring visitation?**
  - o Home
  - o Hospital
  - o Aged Care
  - o Holy Communion

## 6. Social & Cultural Inclusion

We are committed to ensuring that parishioners feel welcomed, respected, and valued.

- **Do you feel comfortable and welcomed by our parish community?**

- Yes
- No
- Somewhat

- **Are there cultural or social activities you would like to see incorporated into parish life? (Optional)**

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- **Are there specific customs or traditions you would like us to be mindful of during parish activities? (Optional)**

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## 7. Volunteer & Engagement Opportunities

We encourage our parishioners to be actively involved in the life of the parish and diocese. Please let us know if you are interested in volunteering.

- **Would you be interested in volunteering in any of the following ministries?**

- Parish Pastoral Council
  - Liturgical ministries (e.g. lectors, Extraordinary Minister of Holy Communion, Acolyte, Senior Altar Minister)
  - Safeguarding
  - Social outreach and service (e.g. The Shopfront, St Vincent de Paul, Parish Pastoral Care Program - Catholic Outreach)
  - Youth ministry or children's programs
  - Music ministry
  - Administrative help (e.g. office work, communication)
  - Hospitality (e.g. greeter, catering and serving at parish events)
  - Other (please specify):
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## 8. Additional Comments & Suggestions

Is there anything else you would like us to know or any specific ways we can better serve you?

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### **Thank you for taking the time to complete this survey.**

Your responses will help us ensure that our parish is a welcoming and supportive community for all. Please return the completed survey to the parish office, or you may fill it out online via our website. We look forward to journeying with you in faith and celebrating the gifts and talents you bring to our parish community.

# Notes