

# Catholic Outreach



Good morning and welcome!

*Ordinary people helping other ordinary people  
with ordinary tasks*

# Co-Ordinators Gathering

- 2004 Survey
- Morning Tea
- Liturgy
- Lunch
- Client Record Keeping



# AGENDA

- 09.30 Opening and welcome
- 09.45 2004 Survey Results
- 10.00 Open Space Facilitation
- 11.00 Morning tea
- 11.30 Open Space Facilitation
- 12.00 Liturgy
- 12.30 Lunch
- 01.30 Client Record Keeping
- 02.15 Close



# 2004 Survey Results

■ Visiting	2,265
■ Transport	1,368
■ Home Help	206
■ Emergency Meals	3,585
■ Bereavement Support	260
■ Family Support	654
■ Handyman	112
■ Gardening	104
■ Other	<u>1,373</u>
	<u>9,927</u>



Catholic Outreach - 2004 Survey												
Parish	Parish Pastoral Care Group	Visiting	Transport	Home Help	Emergency meals	Bereave-ment	Family Support	Handy-man	Gardening		Other	Total
Applecross	St Benedict's Care Group	12	10	2	45	4	6		2	Morning teas (including 2 offsite)	10	
Armadale/Serpentine	Xaviercare	780	240	10	780	170	200	50		New parishioner welcoming visits	29	120
										Bereavement Support sessions presented in homes	26	
Bateman	Morecare	27	110	3	176		20			Referrals to Ruah & other agencies	6	2262
										Emergency baby sitting	16	352
										Separate Bereavement Support and Mental Health Support groups		
Bedford	Petercare		2				1	1				4
Clarkson	St Andrew Care	52	50	3	400		2	2				509
Dianella	OLA Outreach (caring group)	320	20		60	18	300	5		(Visits includes taking Communion to homes)		
										(Family support includes contacts in school grounds & parent morning teas)		
										Seniors Mass (every 2nd month)	6	
										Baptismal Cards	36	
										Funeral wake	4	
										CAFÉ - Parenting starting mid 2005		769
Doubleview	Rosary Care	8	31	10	87			1				137
Embleton	Holy Trinity Care	72	6		40					Small Parish of 97 families who help one another when in need. Most jobs undertaken by Pastoral Worker		118
												591
Floreat/Wembley	Cambridge Christ Care	378	194	6		12			1			591
Gosnells	Marycare	132	236	30	456		10	10	4	Separate Bereavement Support		878
Greenmount	Anthonycare	5	30	3	504			3	2	Ironing	6	553
Highgate	Sacred Heart Care	20	19		31			2				72
Kwinana	Louise care	50	25	21						Child minding	15	111
Lynwood/Langford	St Jude Care		10	12	30	6		10	10			78
Mundaring	Sacred Heart Care	80	75	20	450				10	Looking after pets (1mth)	90	
										Sewing - special need children bibs	530	
										- w wheelchair tray covers	10	
										- quilts, dolls & bags	6	
										Yallamabee Hostel Kiosk	52	1323
North Beach	Reachout	100	180		25			3				308
Ocean Reef	Simon Peter Care		5		6		5			Healing Mass morning tea	2	18
Palmyra	Fatima Care	60	59	20	150			4	12	Bereavement cards	10	
										Singing Group	20	335
Port Kennedy	St Bernadette's Care	8	12	30	90		30	5	8	Furniture shifts	4	
										Chain Reaction - non perishable food appeal (4 weeks)	4	
										Set up refuge support house	1	
										Organise emergency accommodation	1	
										Support for family with drug addiction	1	
										Sausage sizzle for Luke 18	60	
										Christmas luncheon	70	
										Transport for refuge families	30	
										Family & pregnancy support	20	
										Weekly bread delivery (25 families)	52	
										Single mother support - Calendar delivery (600)	1	
										Baptismal cards	45	
										Baptismal morning tea	45	517
Rockingham	Lourdescare	5	6	6	7			4	3	Kolbe Care students (family support & gardening)	50	
										Rockingham Womens Health (child minding)	100	
										Looking after pets, unpacking, assistance with document witnessing	4	185
Whitford	Missioncare	6	8		23			7	12			56
Willetton	John Paul Care	150	40	30	225	50	80	5	40	Mental health support	11	631
		2265	1368	206	3585	260	654	112	104		1373	9927
											Respons	22



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# Other Tasks

- Morning teas (including offsite)
- New parishioner welcoming visits
- Bereavement Support sessions presented in homes
- Referrals to Ruah & other agencies
- Emergency baby sitting
- Visits includes taking Communion to homes
- Family support includes contacts in school grounds & parent morning teas



# Other Tasks

- Seniors Mass
- Baptismal Cards
- Funeral wake
- CAFÉ – Parenting
- Ironing
- Child minding
- Looking after pets
- Sewing - special need children bibs, wheelchair tray covers, quilts, dolls & bags



# Other Tasks

- Yallamabee Hostel Kiosk
- Healing Mass morning tea
- Bereavement cards
- Singing Group
- Furniture shifts
- Chain Reaction - non perishable food appeal
- Set up refuge support house
- Organise emergency accommodation





# Other Tasks

- Support for family with drug addiction
- Sausage sizzle for Luke 18
- Christmas luncheon
- Transport for refuge families
- Family & pregnancy support
- Weekly bread delivery
- Single mother support - Calendar delivery
- Baptismal morning tea
- Rockingham Women's Health (child minding)



# Other Tasks

- Kolbe Care students (family support & gardening)
- Looking after pets, unpacking, assistance with document witnessing
- Mental health support



# Open Space

- Open Space Technology (OST) is a simple, inclusive approach to productive and creative meetings in which a few people, or thousands, create their own agenda and deal effectively with complex issues during a short period of time.
- [www.openspaceworld.org](http://www.openspaceworld.org)



# Open Space

- Write your name and discussion topic or question on butcher's paper
- Select a session place
- Announce your topic and session place
- Post it in the “Market Place”
- Following the group discussions post the results on the “News Wall”



# Open Space - Laws

- Whoever comes are the right people
- Whatever happens is the right thing to happen
- Whenever it starts is the right time
- When its over its over
- The law of mobility



# Open Space - Participants

- Without passion no one steps forward
- Without responsibility nothing gets done
- Butterflies, Bumblebees and Billabongs



# Open Space - Action Plan

- What would you like to introduce to your Parish
- How will you introduce it
- Who will you involve
- When will you do it



# Open Space - Closing Circle

- Announce your action plan
- Discuss the process and what you got out of it
- Reflect on what's happened





# Record Keeping

- Why keep records
  - ◆ Best Practice
  - ◆ Offer better assistance to clients
  - ◆ Offer better support to volunteers
- What records - volunteers, clients
- How should we keep them



# Client Records

- Exercise book
- Diary
- Loose leaf file
- Cards
- Spreadsheet
- Database



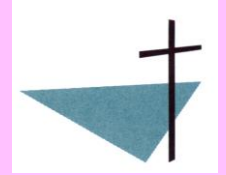
# Client Records – Job input sheet

- Co-Ordinators name
- Client name
- Referee and date of referral
- Volunteers name
- Job description
- Date job done



# Morecare

## Job Sheet



Client \_\_\_\_\_

Co-Ordinator \_\_\_\_\_

Address \_\_\_\_\_

Date of request \_\_\_\_\_

\_\_\_\_\_

Referred by \_\_\_\_\_

Telephone \_\_\_\_\_

Volunteer \_\_\_\_\_

Date of job \_\_\_\_\_

Telephone \_\_\_\_\_

Job  
description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

