

Stewardship Programme Booklet.

(2020 -2025)

We strive to be a unified, loving, faith-filled, vibrant community, rooted in Gospel values, which supports, nurtures and builds each person to enable us, as a parish, to fulfil our mission of serving God and humanity.

This programme is established in keeping with the norms and dictates of Canon Law, and guidelines set out in the Manual for Parish Pastoral Council of the Archdiocese of Pretoria.

Parish Contact Details:

Physical address:	660 Pienaar St, Waterkloof, Pretoria, 0181.
Postal address:	P.O.Box 95471, Waterkloof, Pretoria, 0145.
Telephone:	012 460 4043
Parish priest:	Fr Peter Williams OFM
Priest/s email:	Friarmin12@gmail.com
Parish Secretary:	Mrs Merle Oldewage
Email address:	admin@stpiusxwaterkloof.co.za
Finance Administrator:	Mrs Stella Tarantino
Web Site Address:	www.stpiusxwaterkloof.co.za

Pastoral and finance committee contact details can be found on the last page.

What the Parish of St Pius X Waterkloof offers you:

1. A Spiritual Home

We are privileged to have the support and guidance of this community to assist us in the life of the Spirit. This life is supported and strengthened in a number of ways. Among these are:

- ✿ A priest/s to care for your spiritual life;
- ✿ The opportunity to receive the Eucharist and hear the Word of God every day;
- ✿ Masses offered in English, Spanish and Sotho;
- ✿ The celebration of the Sacrament of Baptism for your children by which they become members of the Church and receive the gift of faith;
- ✿ A First Reconciliation and First Holy Communion programme for Grades 1 to 4;
- ✿ A Catechism and Confirmation programme for Grades 5 to 11;
- ✿ Regular opportunities to celebrate the Sacrament of Reconciliation;
- ✿ A beautiful church building to worship in and celebrate special spiritual events;
- ✿ A Sunday liturgy which creates a sense of community that is both inspiring and challenging;
- ✿ A beautiful setting for the celebration of marriages with a dignified wedding service or Nuptial Mass;
- ✿ A Christian funeral conducted with reverence and respect for those who have died in God's friendship;
- ✿ A Garden of Remembrance that provides your ashes with a final resting place;

2. A Community That Cares

We have had the fortunate experience of our community starting to take on its true role as a 'Communion of Communities'. This has led to some wonderful pastoral care and growth in the faith. Among these are:

- ✿ A ministry of care for those who are sick, the aged, the house-bound and the lonely;
- ✿ The opportunity to receive the Eucharist at home for those who are housebound and not able to attend Mass because of illness;
- ✿ A priest to bring the comfort of the sacraments of the Church in sickness or at the hour of death;

- ✿ Personal advice and counsel when problems arise or difficult times are encountered;
- ✿ The growth of friendships and positive relationships that sustain your faith;
- ✿ Social functions for all ages.

3. A Community That Serves

The pastoral plan of the Catholic Church in Southern Africa is: 'to become a community serving humanity'. This is lived out in our parish through a wide variety of ministries. Among these are:

- ✿ A pastoral policy and a clear vision for the future;
- ✿ A Constitution & mission statement that captures the essence, mission and vision of our parish;
- ✿ A dedicated pastoral, financial, administrative and domestic staff;
- ✿ A dedicated and committed pastoral council and finance committee;
- ✿ A chaplaincy to the diplomatic corps;
- ✿ The opportunity for all parishioners, young and not-so-young, to be involved in the life, ministry and mission of the parish;
- ✿ Dedicated musicians and choirs;
- ✿ Diocesan organisations, both national and international, such as the Catholic Women's League, Secular Franciscan 3rd Order (SFO), Knights of Da Gama and St Vincent de Paul Society;
- ✿ Security of the Parish assets and Clergy;
- ✿ Active lay ministries with regular formation: This includes people who:
 - ✿ **Ushers** - welcome you to Mass and ensure you are well looked after;
 - ✿ **Proclaimers** - proclaim the Word of God to you;
 - ✿ **Extraordinary Ministers** – minister the Body & Blood of Christ to you;
 - ✿ **Alter Servers** - serve and assist with the celebration of Mass;
 - ✿ **Announcers** – who keep you abreast of what is happening within our parish;
 - ✿ **Sacristans** - prepare the altar for Mass and other celebrations;
 - ✿ **Musicians / Choir** - who rehearse music weekly;
 - ✿ **Ministers of Care** – who visit the sick & infirm, administering of the Holy eucharist;
 - ✿ **Social co-ordinators** – who plan, co-ordinate and organise all of the social events;
 - ✿ **Sodalities** – various who perform many works of charity to the poor.

4. A faith-formation programme that includes:

- ✦ Baptism preparation for people expecting a child;
- ✦ Catechism and First Holy Communion programme for children;
- ✦ A confirmation programme, with the active participation and involvement of the parish priest, which ensures a thorough preparation of teenage candidates for their full initiation into the Catholic faith;
- ✦ An RCIA programme for adults who wish to be baptised and confirmed as well as those non-Catholics who wish to become Catholic;
- ✦ The opportunity for adults to constantly update and grow in knowledge and understanding of their faith;
- ✦ Marriage Encounter for the renewal of marriages;
- ✦ Engaged Encounter for couples in preparation for marriage;
- ✦ A lending library of books and other resource materials;
- ✦ Close association with the Catholic Shop Online, a repository for your convenience in buying religious gifts;
- ✦ A thorough preparation for the Sacrament of Holy Matrimony under the guidance of the parish priest;

What do you offer the parish?

All of the above has been made possible through your loyal service, dedication and financial support and with the help, inspiration and guidance of our parish priest and the leadership through the pastoral and finance councils.

Today, more than ever, the leadership and presence of the Church is needed in a world that is sick, tired and worn out by strife and bitterness, crime and violence, a breakdown in marriages and family life, the easy availability of drugs, widespread immorality and personal worry and distress. Many Catholics have never fully shared in the support of the Church. Through the generosity and dedication of others we have all been privileged to worship in Churches or be educated in the faith (and some in Catholic Schools) that have been provided and maintained through the sacrificial efforts of others. Now it is our turn to continue the work and mission of the Church and to take a greater part in the support of our parish needs. This is what Christian Stewardship is all about.

This booklet outlines all the areas for active participation, commitment and involvement through the dedication of your Time and Abilities. It also highlights the need for adequate financial contributions for the support of the life, work and mission of the Church through the dedication of your resources.

A. Time and Abilities – Administration

1) Secretarial Skills

From time to time the parish requires additional secretarial help. If you are able to type, and especially if you have your own computer / word processor, this could be an ideal and flexible area of commitment and involvement for you.

2) Parish Office Reception

The parish requires the service of volunteers for general office reception duties such as answering the telephone and the door and occasionally assisting with a little office administration. Volunteers are asked to commit themselves to a morning and afternoon session between (09:00-16:00) on any day of the working week.

3) Collection Counting

We are appealing to parishioners to assist in counting the weekend collections. This task requires numerate and reliable people who can make this infrequent yet important commitment.

4) Parish Website Team

This team of people will be responsible for the design, construction and maintenance of the parish website. We want the website to be informative, current and attractive. We believe that it will be able to provide a valuable link in the parish communication system.

As alluded to above, we need relevant photos, articles and news worthy items particular to the Parish which could be captured onto the Parish Website, for all interested parties to view. We are in urgent need of volunteers who are computer literate to take up the challenge to continually keep our website updated and refreshing. All articles are vetted for content and suitability by the Parish Priest. Help is required for the following tasks: advertising; conducting interviews, writing short (but nice) articles on parishioners and parish events. We need staff who can do a bit of research and perhaps write feature articles. We also need help with the layout and design of the website. So, if you are somewhat reliable, have a modicum of initiative and a knowledge of computers, programming and or websites, please volunteer. This group will work closely with the Photographic & Publicity team.

5) Human Resources

Because the parish has paid employees, it is necessary to have a person or persons to help with contracts, disputes, informing the parish with latest labour laws, etc.

6) Facebook

A Facebook page is only as good as the contents which features on its page. The parish requires reliable people to manage, monitor and contribute to our Facebook page, to keep it updated with appropriate and relevant contents and dialogue. This ministry would work in close conjunction to the web site committee mentioned in above, and in all likelihood could be run as one committee of the same people.

B. Time and Abilities – Maintenance

7) Computer Software / Hardware

This is a crucial area in the life of the parish. Our systems are based on the computerised database of the parish which is in an Access database. We currently have Windows on our system. There is scope for a lot of creative programming to ensure that our system of Pastoral Care is effective and efficient. The hardware that the parish uses also needs attention occasionally. This ranges from fixing printers to repairing the computers and sorting out internet connectivity issues.

8) Building Maintenance

Parishioners who have knowledge in the fields of plumbing, building, carpentry, painting and electrical work are invited to utilise their skills for the general upkeep of the parish buildings. As this is the only maintenance which is required, you will only be called upon when the need arises.

9) Church Garden

We have beautiful church gardens with lots of potential for those gardeners with an imagination. Assistance is always needed with landscaping and layout, planning of seasonal flowers and shrubs, so dig out those old clothes and get those fingers dirty.

10) Sewing

An opportunity for anyone with this talent to put their skills to good use. On a fairly regular basis there will be things which need to be done for the Church and the presbytery such as altar decorations, banners, embroidery, vestments and other garments as well as cleaning, maintenance and repairs. So, if this is what you think you might enjoy, this could be an area of involvement for you. These people could also assist with the liturgy committee.

C. Time and Abilities – Liturgical.

11) Liturgy Committee

This group, working with the parish priest, plans important liturgical functions for the parish and will also be responsible for an on-going liturgical plan.

12) Musicians / Choir

The various musicians and choir groups sing at Masses every Saturday and Sunday. The choir would love to increase its size and volume with many more voices. Practices are held at various times but generally prior to the Masses.

13) Flower Arranging

If you have a talent for arranging flowers and willing to donate flowers to the church to make our liturgies beautiful, we would welcome your contributions.

14) Sacristans

This service involves helping to set up, prepare the altar and arrange all that is necessary for Mass. It is the responsibility of the sacristan to ensure that everything has been correctly set up and put away afterwards. All training and instructions are given. Sacristans work on a roster basis and some will also need to assist at weddings, funerals and weekday Masses.

15) Altar Servers

An opportunity for the younger parish members to assist with Mass liturgies. Boys and girls, and young adults are invited to become altar servers. Sunday duties are on a roster basis. Training will be provided.

16) Ministers of Hospitality

The duties involved include preparing the church for Mass, welcoming people to Mass, and standing at the entrance to the church and handing out bulletins. Ministers of hospitality are also responsible for helping people to find seats in the church and for keeping some order before and after Mass. They assist by taking up the collection and supervise the offertory procession. Information is given and rosters are supplied.

17) Extraordinary Ministers of the Eucharist

Our group of Extraordinary Ministers of Holy Communion (the ministry of taking Communion to the sick and house-bound and assisting the celebrant in distributing Holy Communion at Mass) consists of twenty-one parishioners including four husband-and-wife teams. At present, rotations come around approximately once every 3 to 4 weeks. There are ministers who either visit the sick or serve at the altar – one does not have to do both.

18) Proclaimers / Announcers

The only true requirement for this special ministry is a calling from God to proclaim His word. Of course, it helps if you have a clear and strong voice! Why not pray about this ministry and see if the Holy Spirit is prompting you to be a minister of the Word. We also require announcers, who in many cases will also be proclaimers and visa-versa. Similar attributes are required, strong voice, able to announce with reverence, keeping the parishioners abreast of the Holy as well as social events within the parish.

19) Arts & Environment Group

Much creativity is needed in this field and this is an ideal area of dedication for those who enjoy interior decoration and/or have such skills, to make the surroundings comfortable, attractive and pleasant. Also to make the decor and the fittings help create a certain mood and ambiance that is suitable for worship. In addition, this group will also work with the liturgy committee in preparing the church for special seasons, feasts or other such occasions.

D. Time and Abilities – Faith and Spiritual Formation

It is vital that we look after our youth, we must provide a healthy environment in which they can interact socially and nurture their faith. Having all been young at one stage in our lives we are all too aware of the extreme pressures

that face us as we pass through this important stage in our lives. What we learn as a young person has a profound influence on the type of adults we become. It is for this reason that we need such a strong youth formation in our parish, from Grade 1 in the catechism programme to the Grade 11 Confirmation group. Through these groups we nurture the faith of the youth of our parish until they become adult Catholics, living out their faith as an example to all. Besides the teaching, help is needed in the basic running of these groups and administration. We also have groups for adults who wish to enter the church or who wish to further their knowledge or enhance their faith in Jesus Christ.

20) Primary School Catechesis

You need only a desire to share your faith in the Lord with children to be a catechist. You do not need to be a qualified teacher, but you are encouraged to do the Echoing of the Word Course, which takes a year to complete. This programme is for Grade 2 to Grade 7 and includes the Sacraments of Reconciliation and First Holy Communion. The children meet on Friday afternoons from 4 - 5pm. All the necessary materials are supplied. Besides the teaching aspect of this group, there is also a need for volunteers to help with administration.

21) Secondary Phase Catechesis

Much of the above applies here as well – except that dealing with teenagers may, perhaps, present a little more of a challenge. Nonetheless, the rewards are just as great. We need people who relate well to teenagers and would like to become involved with a group who are vital to ministry in the parish. Grade 8 to Grade 11 receive instruction in this phase where the Sacrament of Confirmation is conferred on the Grade 11's. The syllabus, lesson plans and training are provided. This group meets on Friday evenings from 5:15 - 6:15pm.

22) Rite of Christian Initiation of Adults (RCIA)

The parish provides a programme called the (RCIA) which is used throughout the Catholic world to initiate adults into the Catholic faith. More details about this programme may be obtained from the parish Office. The RCIA model works for the understanding of the Church because the training of new Catholic Christians goes hand-in-hand with the ongoing formation of the established community, so you are all welcome to share in our faith whether you are inquiring, or a new Catholic, or a seasoned Catholic. Meetings generally take place on a Tuesday evening from 6 – 7pm in the church.

23) Adoration & Benediction

You are invited to join us for a Holy Hour every Thursday after Mass, from 8:30 – 9:30am for Adoration of the Blessed Sacrament, ending with Benediction. This takes place every Thursday, except the second Thursday of the month, when it is replaced by the Healing Mass.

24) Healing Mass

Every second Thursday of the month there is a Healing Mass, where the Sacramental Anointing of the Sick is administered to those who need healing. Whether it be a physical or chronic illness, or people battling with the infirmities of old age, or people suffering emotionally or psychologically, or spiritually or struggling with painful memories, all people are welcome for prayers for healing.

25) Parish Library

We provide adults with Catholic reading material. There is a reasonable number of books available and we hope to expand it to include magazines, periodicals, video and audio resources in the future. The people involved will need to be willing to maintain the library-lending system, source new material and open the library to the parish after Masses, at formation evenings, etc. Currently Ethel Krige is looking after the library.

E. Time and Abilities – Pastoral**26) Youth Group (To establish again)**

In the past there was a vibrant Youth Group in the Parish, which we hope to establish again. The Youth Group catered for children who were in Grade 7 and up. They used to meet every Friday evening, starting straight after their Catechism classes. Some of their activities included outings to suitably identified events, movies, ice skating and much more. We are looking for younger people, (17 to 35-year olds) to volunteer time to help establish and run the Youth group.

27) Renew Africa

At present there is the Renew Africa Programme in our Parish and Archdiocese, which is structured for adult formation in small Christian groups. The programme strives to help each of us answer probing questions like, 'What is my purpose in life?', and, 'What is the meaning of Christian discipleship in our modern world?' Faith sharing in small groups provides fellowship between parishioners and strengthens our sense of community. They also encourage us to look outward to the needs around us. Owen Darko is the Coordinator of this group.

28) Ministers of Care (Visitors Group) (To be established)

The aims of the visitors' group are to visit on a regular fortnightly basis, people of our parish who are either sick, housebound, lonely or handicapped, who are in hospitals, or who are unable to fend for themselves. Also important is the keeping in contact with the recently bereaved. The team will visit in groups of two, if possible, and the visits are short and regular which must not create feelings of dependency. The prime purpose is to make contact between the people visited, the Church, and our priests. They would advise our priests to enable them to visit the sick for Reconciliation and counselling. Volunteers would be welcomed with open arms.

29) St Vincent de Paul Society (SVP)

This society cares for the less privileged members of our parish, our community and the community at large. Some of our main services are: providing an on-going food supply depot for the poor and indigent around Amanzimtoti. Rendering help in diverse ways including the collection and supply of used clothes for their needs. Needy families are helped in times of crisis and each winter we supply blankets and warm clothing. We have been encouraged to become more involved with the HIV/AIDS pandemic. Meetings are usually held once a month. A close spiritual fellowship is enjoyed.

30) Catholic Women's League (CWL)

Membership is open to all Catholic women. Some of our objectives are: to unite Catholic women in their service for God, the Church, the family and the country; to assist with parish work; to consolidate Catholic action among Catholic women in defence of Catholic principles; to promote fellowship among its women and to engage in social welfare activities. The CWL is an international organisation which is very strong in South Africa. We meet every third Thursday of the month at 9am. Come and see what we are about! Divina de Castro is the current president and you can contact her for more information.

31) Knights of Da Gama

The Knights of Da Gama, Council 4, Corpus Christi, is a devout order of Catholic Men, whose purpose it is to become better Christians, to contribute to the spread of the Kingdom of Christ here on earth and by their lifestyle to be an example to others, whilst carrying out deeds of charity and service to the needy. If you should be interested in finding out more about the order you may contact Sam Caturichi, or Vincent Knox.

32) Secular Franciscan 3rd Order (SFO)

This Order is made up of lay people who wish to increase their spirituality by following the Franciscan way of living and prayer, and was established by St Francis of Assisi. We are endeavouring to encourage more interest in the fraternity and anyone who would like to know more about us can contact Kevin Laubscher on 082-895 7130.

33) Caritas (To be established)

By which the parish carries out works of charity for the benefit of the needy and the vulnerable. These ordinarily take the form of welfare, integral human development and emergency relief activities. Volunteers would be welcomed with open arms.

F. Time and Abilities – Social**34) Social Functions**

The social activities of the parish provide an opportunity for parishioners to mix and mingle and also to get to know one another, thus helping to create a greater sense of community. We need enthusiastic, committed and fun-loving people to organise and run all the parish social events: braai's, sports days and events, theme evenings, dinners and dances and any other social event that will enable parishioners to enjoy themselves together. It is hoped that in the future there will be a lot more social interaction between parishes—especially on the sports field. A sub-committee of the social functions group will help co-ordinate such sports events. This is an opportunity for lovers of sport to get involved.

35) Tea after Mass

It has become popular practice to enjoy refreshments after the masses held at 7:30am, 9:30am and 6pm every Sunday. This is also a wonderful opportunity for people to meet and get to know one another. Tea is provided by

various groups and volunteers who would welcome any help—including youth and men! Duties are rotated amongst the volunteers and involve bringing some snacks, setting up, serving tea and helping to tidy up.

36) Catering

The parish would like to hold various social functions during the year, e.g., cheese wine evenings, or three-course dinners. This is an ideal opportunity for those who have a way with food (i.e., other than just eating it) and who enjoy entertaining. The workload would be spread and scheduled. Contact should be made through the Social Committee and Pastoral Council.

37) Photography & Publicity

This group will work closely with the Parish Website Team and Facebook team mentioned in items 4 & 6 on page 5, co-ordinating suitable photos for inclusion on the parish website and Facebook page. We want to create a system whereby the events of the parish are recorded and displayed in an upbeat, attractive manner. This will mean taking pictures of the occasions and setting up some creative presentation of them. It might also include promoting the forthcoming events using a variety of media, from web pages and posters.

G. Time and Abilities – Other

38) Artistic Abilities

If you are gifted in this area you could possibly help with liturgical art, posters, banners, or bulletins, etc. We realise that there are many different disciplines in this category and so need as many people as possible to ensure variety of talent.

39) Repository

The Parish has a close relationship with the nearby Catholic repository, and will gladly redirect parishioners to the relevant website. Parishioner may contact the repository directly at 087 701 5209 or go to www.catholicshop.co.za.

40) Fund Raising

If you have any ideas, suggestions or organisational ability - or any of the things it takes to generate much-needed funds for the parish, then you could get involved here.

41) Professional Expertise

The best way to describe this category is to give an example. A doctor could use his expertise to help members of the parish, or those referred by the parish, who would otherwise not be able to receive necessary medical attention or advice. Other examples include: an attorney could provide legal advice to parishioners, a psychologist providing counselling skills or an accountant or engineer etc. These are just examples. Please understand that, should you dedicate yourself in this area, your skills will not be taken advantage of or requested without due cause.

42) Other

The foregoing is only a brief summary of just some of the areas and activities with which you can become involved. This is by no means a comprehensive list, so, if there is anything else you would like to do, or any other area in which you would like to be involved, please add it to the bottom of your stewardship dedication form.

H. WISH LIST

The parish of St Pius X, Waterkloof, would love to see ministries like the following being introduced into our parish.

43) Mini Youth Club (If needed)

This is the youngest group in our parish catering for children between Grade 1 and Grade 4. The emphasis is on fun and games and songs. If you enjoy young children you could help supervise or plan activities.

44) Hero's Club (if needed)

This is the social component of the formation of the 9 to 11 year old group. They could meet once a month and have a great time playing bingo, skateboarding, etc. This is purely a social occasion that could be great fun.

45) Friends Club

This would be a group for young working adults. The focus is on growing in faith together with a strong dose of social interaction.

46) Young Confirmed Catholics (Y2C)

We are positioning it as the post-Confirmation group. It is yet another step in the holistic formation of our youth into the Catholic faith. It would be a group of young people who are committed to the faith and who are looking for a community of like-minded people. There is a need for people to help with leadership and presenting topics.

47) Youth Leadership

According to parish statistics, the smallest age group in the parish is the 10 to 19-year olds. Much emphasis needs to be placed on youth formation. Catechetics provides formal aspects but we need to provide some informal formation by way of regular activities for our young people.

If you enjoy working with teenagers, taking them on outings, etc., then you will surely benefit from involvement with this team. If you can help with transportation to and from outings, or with catering for these outings please fill in on your Stewardship Dedication Form under Youth Formation.

48) Catholic Alpha Course

This original programme which was put together by Rev Nicky Gumble of Brompton, England, which has proven to be very successful. This course has been run in many Catholic parishes throughout South Africa and the World at large. We are looking for a team of dedicated parishioners who run such a wonderful course.

49) Social Awareness Group

This group would be involved in essentially social issues - of which there are an increasing number in South Africa at the moment. The vast changes in our country require the Church to address many social issues, ensuring that the values of the Gospel are upheld and that our community is kept in touch and informed.

50) Media Group

This group could be formed in response to South African's Bishops Conference's request to interact with the media. The focus is creating resources and an opportunity whereby the values of the Catholic faith can be heard in the public domain. There is the intention to network with other organisations and bodies in the future.

51) Security Cluster

Unfortunately, due to the high crime rate in South Africa as a whole, we need volunteers to assist our Priests in communicating and liaising with the local law enforcement and to participate on the Community Policing Forum. Similarly, to the above, there is the intention to network with other organisations and bodies in the future.

PLEASE NOTE:

If you are already involved in one or more parish ministries, please indicate this on the attached form. Do not leave it blank.

5. DEDICATION OF FINANCIAL RESOURCES

Do you ask, 'Why is the Church always talking about money?' or do you say, 'The Church should always be talking about money'.

"Money, money, money!" the rock groups Abba and Pink Floyd refrained. Some Christians are under the impression that this has become the theme song of the Church as well! Two points must be made:

1. Like every other institution or organisation, the Church also needs money to exist, to support itself and to continue its ministries and services.
2. In our parish the subject of money is raised during the Annual General Meeting. The Catholic Women's League, the Knights of Da Gama and St Vincent de Paul Society raises the topic of money in their meetings. The Diocesan and Universal Church asks for money from the parish during the annual Lenten Appeal (usually in March or April), and there's the Mission Sunday Appeal (usually in October) and the Advent Appeal (usually in December).

The Church: Our Spiritual Home. The parish: Our Spiritual Family

The parish is a family, and the Church is the home of all God's children. As we all know, maintaining a family and running a home has its own special problems, not least of which is the financial one. All good and responsible parents know that the financial problem can be managed by intelligent planning and careful budgeting. Dedicated planned giving is a tried-and-tested method of intelligently planning the budget for our spiritual family and our spiritual home. In this way we support ourselves, one another, invest in our faith and ensure that the Gospel is proclaimed in our time and for generations to come.

Frequently Asked Questions about Financial Dedication

i. Why does the Church need money?

Everything costs money: from the bread and wine used at Masses; to the usual household expenses such as electricity, water, refuse removal, telephone; to the salaries paid to parish employees. All of these are listed in the budget for the next financial year which is attached to this booklet.

ii. Why does our parish employ so many people?

True, some parishes don't have any full-time or part-time employees. Over the years the service and ministry that our parish provides, however, has increased and grown so significantly and substantially that proper administration and effective pastoral care is required. In addition, the current trend in the Church is to have workers who are properly and adequately trained for special ministries.

The shortage of priests and religious means that those who are available are few and far between and they have to take on extra work and responsibilities outside the parish in the form of diocesan positions and chaplaincy work.

iii. Does the parish receive any income from elsewhere?

Unfortunately, no, it doesn't. All our income is generated within the parish. We are a self-supporting parish and we have to take care of our own needs.

iv. Does the parish priest benefit if we give more?

All diocesan and religious priests, regardless of years of service, status, position or where they work, receive the same, small monthly allowance. Our parish priests belong to the Franciscan religious Order, each of whom takes a vow of poverty. Each priest gives their allowance to the Order and the Order remunerates them with a small amount of 'spending money'. It is up to the parish to feed and house their parish priests and to take care of the medical aid contributions and medical costs.

v. Who pays the priest's allowance?

This is also a question that has arisen recently. In self-supporting parishes, like ours, the priest's allowance is paid by the parish. The Archdiocese pays the allowances of priests in non-self-supporting parishes, hence the importance of diocesan tax.

vi. Do we support any other parishes?

No, not directly. Like every parish in the Archdiocese, we pay a monthly diocesan tax. In this way the Archdiocese is able to take care of itself and also to support those parishes that are not yet able to support themselves.

vii. Is the diocesan tax the only source of income for the Archdiocese?

Thankfully not! A percentage of the income of the Archdiocese is made possible through the generosity of Catholics overseas. However, every year sees a significant decrease in this form of income and this presents a greater challenge to the local Church to support itself.

viii. Who administers parish income and expenditure? Is it the parish priest?

While Fr Graham, in his capacity as parish priest, oversees all parish administration, including income and expenditure. He is bound by canon law and diocesan statutes to appoint a finance committee to assist him in the administration of the temporal goods of the parish. Currently the members of this committee are: Fr Graham (President), Fr Peter (Vice President), Vincent Knox (Chairperson), Roy Ndlovu (Deputy) with Stella Tarantino who is the parish bookkeeper and Stephen Ross who maintains the records and keeps minutes of the meetings (which are held every quarter).

ix. What about accountability?

The finance committee is accountable to the parish pastoral council. In addition, the parish is required to submit a quarterly statement to the diocesan financial administrator.

Monthly statements of income and expenditure are available to all parishioners after finance committee reviews and the chairperson is available to respond to queries.

x. Why should I give money to the parish?

The primary reason for giving is to demonstrate, in a very real and tangible way, our faith and trust in God. We are called to put Him first in our lives, and that includes our financial commitments. When we give sacrificially, we are demonstrating our trust and dependence on God in all areas of our life, beginning with our money. In addition, our giving supports the work and ministry of the Church, from which we benefit so much.

xi. Why should I pledge? Can't I give as I wish through the Sunday collection?

A pledge is a commitment. It enables us to make a dedication to God. We are also able to plan properly and to enable the parish to do so as well. Like any household or business, the parish has to budget. This enables the parish to keep a control on expenditure, as well as ensure an adequate income to meet this expenditure. Imagine if our monthly salaries were entirely dependent on what our employer's felt like giving us at the end of each month!

xii. How much should I give? Should I tithe, as they do in other churches?

Tithing (the dedication to the Church of 10% of your gross income or 'first fruits') is a fundamental concept and basic principle of most Christian churches. Tithing has a strong biblical basis, especially in the Old Testament as it was the common practice of the people of Israel. It is a way of acknowledging God as the Giver of every blessing received and promised. Similarly, the dedication made in the parish is a thanksgiving for God's work through the parish and in support of the work of the Church from which we all benefit. Although tithing is the general practice in Christianity today, the Catholic Church does not impose this upon her members. It does, however, encourage it! And if you don't tithe 10% of your salary, the balance should be given through talents, skills, ministries or time serving the Church.

If you are not tithing then it would be a good exercise to work out exactly what percentage of your gross salary you are dedicating to God through His Church. The following table may help you decide how much you can give:

My net income is:	R _____
10% of my net income would be:	R _____
5% of my net income would be:	R _____
2½% of my net income would be:	R _____
1% of my net income would be:	R _____
My monthly dedication is going to be:	R _____

Each person has to make their own decision about their monthly dedication but this is to be done in a spirit of generosity and commitment. That is why it is called a dedication. It has more to do with our spiritual attitude and commitment than with Rands-and-cents (although the Rands-and-cents are important to sustain the infrastructure which provides the spiritual). Current dedications in the parish range from R1,00 to R5000,00 per month. The choice is yours.

xiii. What about students and other people who are not wage earners?

All those who avail themselves of the services that the Church provides should make a contribution. Students could contribute according to their allowance.

xiv. Which form of dedication is preferable: the envelope system, electronic banking or stop orders?

The parish indicates no specific preference. It has been proved, however, that electronic banking and stop orders are a more reliable source of income as it eliminates the 'forgetfulness' factor. These forms of contribution also ensure that the amount of cash handled by the parish is reduced. Given the current crime rate we would naturally prefer to handle as little cash as possible. The choice is still yours, however.

xv. What about confidentiality?

With the exception of the parish priest/s, Finance Chairperson and one other trusted person, no members of the parish or staff has access to the amount you dedicate. While your dedication is essentially between you and God, it does have to be administered by this team. Your dedication is treated in the strictest confidence, however.

xvi. I'm reluctant to pledge because I may not be able to live up to it!

Changes and adjustments can be made at any time during the year. Nobody is compelled to rigidly observe the amount originally dedicated. As circumstances change (for better or worse) so can the dedication be adjusted. Fr Graham will be happy to make such changes.

xvii. How do I make my dedication?

Complete the necessary details on the financial dedication form that you received with this booklet. Forms are also available at the parish office or the table at the back of the church.

xviii. How do I return my dedication form?

Your completed form should be returned on dedication Sunday (preferably) in an envelope or folded to ensure strict confidentiality. After your details have been processed, a dedication number will be allocated to you (if this has not been done already). EFT / Stop order dedications will be processed by the parish.

xix. Do I need to return my form if I am currently dedicating and not making any changes to my dedication?

Yes, please. This will confirm that you are indeed continuing your current dedication.

xx. Are my dedications / donations tax deductible?

Firstly, the parish is a registered Public Benefit Organisation with the South African Revenue Services (SARS) with a valid PBO registration number. As a result of this, the parish is able to issue Section 18A certificates, which may then be used by you to submit with your tax return as a valid deduction.

xxi. Am I able to bequeath items and or money to the parish upon my death, and how would I go about this?

We would not only encourage that you view this avenue as part of your contributions to the parish, but would assist and make any documentation and or forms that your executor or attorney may require available to you, for inclusion in your estate.

The budget and income and expenditure statement are presented annually at the AGM.

Your continued financial support as well as in time and talent, will greatly assist the Parish in maintaining its sustainability now and in the future.

Please give generously.

Our Sincere Thanks for taking the time to read this booklet, and to complete and return the dedication forms, all of which is much appreciated. God Bless and Thank you once again.

Pastoral Council:

Sam Caturichi	Chairperson	072 492 7977
Reinhard Mostert	Vice-Chair	082 376 0251
Pastoral email:	PPC@stpiusxwaterkloof.co.za	

Finance Committee:

Vincent Knox	Chairperson	083 676 0124
Roy Ndlovu	Vice-Chair	084 589 8770
Paul Hassett	Stewardship Convener	083 602 1297
Finance email:	Finance@stpiusxwaterkloof.co.za	

Form No.

DEDICATION OF TIME AND ABILITIES

SURNAME:FIRST NAMES:

TELEPHONE:(Cell)(H).....(W)

I wish to give Christian Service in our parish community in the following ways (tick appropriate block):

#	Description	Page	Mr	Mrs	#	Description	Page	Mr	Mrs
	A. Administration					E. Pastoral			
1	Secretarial Skills	5			26	Youth Group	9		
2	Office / Reception	5			27	Renew Africa	9		
3	Collection Counting	5			28	Ministers of Care	9		
4	Parish Website	5			29	SVP	9		
5	Human Resources	5			30	CWL	10		
6	Face Book	5			31	KDG	10		
	B. Maintenance				32	SFO	10		
7	Computer Software / Hardware	6			33	Caritas	10		
8	Building maintenance	6				F. Social			
9	Church gardens	6			34	Social Functions	10		
10	Sewing (Cassocks etc.)	6			35	Tea after Mass	10		
	C. Liturgical				36	Catering	11		
11	Liturgy Committee	6			37	Photography	11		
12	Musicians / Choir	6				G. Other			
13	Flower Arranging	6			38	Artistic Abilities	11		
14	Sacristans	7			39	Repository	11		
15	Altar Servers	7			40	Fund Raising	11		
16	Ministers of Hospitality	7			41	Professional Expertise	11		
17	Eucharistic Ministers	7			42	Other	12		
18	Proclaimers / Announcers	7				H. Wish List			
19	Arts / Environmental	7			43	Mini Youth Club	12		
	D. Spiritual Formation				44	Hero's Club	12		
20	Junior Catechesis	8			45	Friends Club	12		
21	Senior Catechesis	8			46	Y2C	12		
22	RCIA	8			47	Youth Leadership	12		
23	Devotions	8			48	Alpha Course	12		
24	Healing Mass	8			49	Social Awareness	13		
25	Parish Library	9			50	Media Group	13		
					51	Security Cluster	13		