

# **Proposed Terms of Reference (ToR) for setting up a Site Development Committee and a Fund-Raising Committee for St. Mary's Catholic Church, Papakura**

**8<sup>th</sup> November 2024**

## **1. Background and Purpose**

St. Mary's Catholic Church, Papakura, has been working over many years to renovate and enlarge its current church building to accommodate the growing number of worshippers and to meet the practical needs of the parish community. A Parish Site Development Committee (SDC) was established to look into this development project. In 2018 a church plan was obtained by the SDC and it was estimated to cost the Parish \$5 million to complete. To-date we have not started the project and the cost to build has increased most likely to around \$7 to \$8 million. However, the Parish over the last 6 years, could only raise \$1.2 million. It is unlikely for the parish to raise such large funds (\$5 to \$8 million). This made it necessary to look at options that can be achieved within budget of say \$2 to \$3 million, and within the set term as the parish gears to celebrate the centenary of the parish faith community in 2027.

A meeting of the Parish Community on Friday, 19 July 2024 called to discuss and find a way forward decided among other items, to establish a New Site Development Committee.

The project aims to:

- 1) Expand the seating capacity of the current church building to 500, provide additional functional spaces such as an entrance foyer, a confessional, sacristy, separate changing room for altar servers, toilets, store, cleaning material room, and a cafeteria
- 2) Relocate the Fr. Ryder Room building to allow space for the planned Church expansion.
- 3) Create a car park on the Wellington Street side of the church.

The realization of this project would necessarily involve:

- 1) Providing office spaces for the Parish Priest and Parish Staff.
- 2) Preparation of the Parish Hall for use as the temporary Parish Church for the duration of the demolition and construction period, including restricted access ways
- 3) Removal of all trees from the proposed car park

This Terms of Reference (ToR) outlines the roles, responsibilities, and structure of the Site Development Committee that will oversee the project and the Fund-Raising Committee that will raise funds required for the project.

## **2. Site Development Committee (SDC)**

### **2.1. Purpose**

The Site Development Committee will oversee all aspects of the planning, design, and execution of the renovation and enlargement of the church building including all preparatory works for the construction works to take place. The SDC will work on the plan that was presented to the parish on

Friday, 19 July 2024 which was the topic of discussion and voted by the parish at the meeting. The goal is to ensure the project meets the current and future needs of the parish while maintaining the integrity of the church's mission and aesthetics.

## **2.2. Objectives of SDC**

- Expand the present church building to seat 500 worshippers.
- Create a central entrance foyer and provide additional spaces for confessional, sacristy, altar servers' changing room, store room, toilets, cleaning material room and a cafeteria.
- Ensure the Parish Hall is prepared for use as the temporary Parish Church for the duration of the demolition and construction period, including restricted access-ways.
- Relocate the Fr. Ryder Room building to allow space for the planned Church expansion.
- Design and construct a car park on the Wellington Street side of the church.
- Ensure that all renovations comply with diocesan guidelines, local building codes, and environmental standards.
- Engage in regular communication with all stakeholders to ensure transparency and alignment with parish needs.

## **2.3. Composition and Term of Service**

The committee should consist of professionals with expertise in architecture, construction, engineering, project management, and legal advice as well as parishioners who can provide practical and spiritual insight.

**Chairperson:** Nominated by the SDC at their first meeting and appointed by the Parish Priest in consultation with the Chairperson of Parish Pastoral Council.

**Members:** 5 – 8 individuals with relevant experience, such as project management, architects, builders, engineers, and local planners.

**Term of Service:** An appointed member may serve on the Site Development Committee for a term of 3 years. They are eligible for another term if both the member and the parish consider the service vital for the parish.

**Ex-Officio Members:** Parish Priest (or his delegate), a representative from the Parish Finance Committee.

**Co-opted members:** The SDC may Co-opt members during the progress of the project.

## **2.4. Roles and Responsibilities**

- **Chairperson:** Leads the committee, organizes and chairs meetings, oversees the progress of the project, and reports to the Parish Council and the Parish Priest.
- **Committee Members:** Provide expertise, assist in decision-making, and take part in the practical execution of the project.
- **Ex-Officio Members:** Ensure the project is aligned with the parish's spiritual mission, resources, and canonical obligations.
- **Secretary:** The SDC will choose a person from the parish community to act as a volunteer secretary who will not be a voting member.

## **2.5. Key Tasks**

- Conduct a feasibility study of the proposed renovations and expansion.
- Develop the concept plan further to meet the objectives.
- Prepare the Design Brief for sign-off by the Parish Priest and the Parish Council as required for the Detailed Planning phase to begin as per the Parish Administration Handbook 2024. (pages 33-35/48).
- Engage architects to develop a design plan that includes:
  - A larger worship space for 500 people.
  - Confessional, sacristy, altar servers' changing room, store room, cleaning material room, toilets, and a cafeteria.
  - A relocated Fr. Ryder Room.
  - A new car park on the Wellington Street side.
- Obtain necessary approvals from the Diocese, local council, and relevant regulatory bodies.
- Develop a detailed budget and timeline for the completion of the project by May 2027 in consultation with the Fund-Raising Committee.
- Select and supervise contractors, ensuring that the project remains on schedule and within budget.
- Provide regular updates to the parish community and seek input as needed.

## **2.6. Meetings**

The SDC will meet monthly or more frequently as required to oversee the project. Meetings should be scheduled around key project milestones to ensure decisions are made in a timely manner.

## **3. Fund-Raising Committee (FRC)**

### **3.1. Purpose**

The Fund-Raising Committee will be responsible for developing and implementing strategies to raise the necessary funds for the renovation and expansion of the church, relocating Fr. Ryder Room and constructing a car park along the Wellington Street of the parish. This includes securing donations, organizing events, and engaging with both the local community and potential external benefactors.

### **3.2. Objectives**

- Raise sufficient funds to support the full scope of the site development project, including the church expansion, new facilities, and car park.
- Ensure transparency and accountability in all financial dealings.
- Engage the parish and wider community in the fundraising effort.

### **3.3. Composition and Term of Service**

The committee should be composed of individuals with experience in fundraising, financial management, marketing and community outreach.

**Chairperson:** Nominated by the **FRC** at their first meeting and appointed by the Parish Priest in consultation with the Chairperson of Parish Pastoral Council.

**Members:** 5 – 8 individuals with experience in fundraising, event planning, marketing, or business development.

**Ex-Officio Members:** Parish Priest (or his delegate), a representative from the Parish Finance Committee.

**Term of Service:** An appointed member may serve on the Fund-Raising Committee for a term of 3 years. They are eligible for another term if both the member and the parish consider the service vital for the parish.

**Co-op members:** The FRC may Co-opt members during the progress of the project.

### 3.4. Roles and Responsibilities

- **Chairperson:** Leads the committee, organizes and chairs meetings, coordinates fundraising efforts, and reports progress to the Parish Council and Parish Priest.
- **Committee Members:** Assist in developing and implementing fundraising strategies, organizing events, and engaging donors.
- **Ex-Officio Members:** Provide guidance to ensure that fundraising aligns with parish needs and is in compliance with Church policies and financial regulations.
- **Secretary:** The Fund Raising Committee will choose a person from the parish community to act as a volunteer secretary who will not be a voting member.

### 3.5. Key Tasks

- Set a fundraising target based on the budget provided by the Site Development Committee.
- Review and approve all fundraising events for the church site development project
- Develop a multi-channel fundraising strategy, including:
  - Major donor campaigns.
  - Grant applications to religious or charitable organizations.
  - Parish-wide fundraising events (e.g., dinners, auctions, raffles).
  - Regular donation appeals to parishioners and the wider community.
- Organize events that bring the parish community together and generate both financial and social capital for the project.
- Maintain transparency in financial reporting and provide regular updates to the parish on fundraising efforts on a monthly basis and whenever the need arises.
- Collaborate with the Site Development Committee to ensure the funds raised are allocated appropriately and in a timely manner.
- Provide regular updates to the Parish community and seek input as needed.
- *Operate* Papakura Capital Pro Account according to the policies and procedures of Auckland Diocese.
- Ensure that all Fundraisers notify the Finance Committee upon receiving donations and complete a signed handover. Records will be kept for accountability.

### **3.6. Meetings**

The FRC will meet monthly, with additional meetings scheduled around major fundraising events or campaigns. Regular communication with the Site Development Committee is essential to ensure alignment between the financial resources and project needs.

## **4. Reporting Structure**

The Site Development Committee (**SDC**) will report to the Parish Council. The Fund-Raising Committee **and the SDC** will work closely with the Parish Finance Committee. Regular updates should be provided to the Parish Priest and the broader parish community, especially on key project milestones and fundraising achievements.

### **Key reports include:**

- Monthly progress reports from both committees.
- Quarterly financial reports from the Fund-Raising Committee, detailing funds raised, allocated, and remaining.
- Annual project updates or reviews to ensure continued alignment with the church's mission and community needs.

## **5. Terms of Service**

- Members of both committees will serve a term of **three years**, with the possibility of renewal based on the Parish Council's discretion and the project's needs.
- Any vacancies should be filled promptly by the Parish Council to ensure continuous progress.

## **6. Accountability and Ethical Standards**

- Both committees are expected to adhere to the highest standards of integrity, transparency, and ethical conduct.
- Financial stewardship is essential, with all funds managed in line with Church financial protocols and civil law.
- The project must reflect the mission of the Catholic Church and serve the spiritual and practical needs of St. Mary's parish community.

## **7. Amendment of the ToR**

This Terms of Reference may be amended as necessary by the Parish Council, in consultation with both the Site Development Committee and the Fund-Raising Committee, to ensure it remains relevant to the evolving needs of St. Mary's Catholic Church and the success of the project.