



17th July 2023

Nominations are open for at least two people
1. either MPJP Canonical Stewards or
2. formators
to join AMPJP Canonical Stewards Formation Committee.

The selection criteria and nomination form are attached.

The Formation Committee meets
for 90 minutes via videoconference four times a year
and has one half-day planning meeting each year.

The Formation Committee is supported by the
AMPJP Executive Director.

More information about the work of the Committee
can be found in the attached:

- Terms of Reference and
- Formation Plan 2022-2024

Feel free to nominate yourself or a colleague using the
attached nomination form by 31 July 2023



**AMPJP Canonical Stewards Formation Committee
Nomination Form**

First name: **Family name:**

Email: **Phone:**

Gender: Male Female Other

Aboriginality: Aboriginal Torres Strait Islander Neither Aboriginal nor Torres Strait Islander

MPJP affiliation (if any):

Category of membership:

- Current MPJP Canonical Steward from a MPJP which sponsors education ministries;
- Current MPJP Canonical Steward from a MPJP which sponsors health/aged care ministries; and
- Formator (*person with significant knowledge and experience in formation, preferably in a MPJP context*)

Please attach resume or provide relevant details under the headings below:

- Academic qualifications:
- Relevant experience/expertise:
- Other relevant professional background
- Three relevant referees

Nominator

First name: **Family name:**

Email: **Phone:**

I nominate this person on behalf of MPJP:
.....

Signed: **Date:**

I accept this nomination and agree to operate in the best interests of all MPJPs, regardless of their MPJP, sector experience or other considerations.

Signed: **Date:**



AMPJP Canonical Stewards Formation Committee Terms of reference

Approved by AMPJP Council: 09 May 2023

To be reviewed: 09 May 2025

1. Context

The AMPJP Constitution includes the objects of:

- (e) *supporting Canonical Stewards in their ministry of governance by -*
 - (i) *fostering the capability of current and future Canonical Stewards, including through facilitating formation activities and qualifications to support Canonical Stewards and their staff;*
 - (ii) *facilitating access to canonical governance and related advice;*
 - (iii) *communicating to the Members relevant matters of significance;*

Since its inception, AMPJP has arranged external people with particular expertise to present to Canonical Stewards on ethics, canon law, mission, safeguarding and governance. AMPJP has found that Canonical Stewards place highest value on learning from each other's knowledge and experience.

In 2021, AMPJP developed a Formation Framework for Canonical Stewards (Framework) drawing on the wisdom of its members. This Framework includes the following definition:

Formation occurs when the person cooperates with the Holy Spirit in identifying and developing the values, relationships, skills and knowledge that will enable her/him to more fully become the person that God calls her/him to be. Formation is:

- *a life-long transformative process;*
- *dynamic - incorporating varying elements as the person's mission leads them into a new role;*
- *individualised - requiring each person to identify the formation activities that will best facilitate their growth; and*
- *communal - both in that it can be seen as a process for a group and also in that the person is drawn closer to others (God, people and all of creation)*

The Framework also contains a number of principles that should guide the content and processes used by the AMPJP Canonical Stewards Formation Committee (Formation Committee)

The year 2021 also saw the launch of the Synod n Synodality by Pope Francis. A strong priority on the need for formation at all levels of the Church has emerged from the first two stages of discernment in local and regional settings. The AMPJP Formation Committee will accompany and support its members in this ongoing journey of formation.

2. Statement of Purpose

The AMPJP Formation Committee facilitates collaborative efforts to enhance MPJP formation of their Canonical Stewards as ecclesial leaders.

This will be achieved by:

- a) Consulting with MPJP Canonical Stewards, MPJP Councils and the AMPJP Council to develop and implement a three-year plan of high-priority formation activities/resources;

- b) Facilitating the provision of formation activities/resources to be offered to current MPJP Canonical Stewards;
- c) Facilitating the provision of formation activities/resources to potential, MPJP Canonical Stewards;
- d) Facilitating other formation activities/resources as requested by AMPJP Council and
- e) Providing advice to the AMPJP Council regarding formation issues for MPJP, AMPJP and the wider Church.

3. Composition

There must be a minimum of two current MPJP Canonical Stewards on the Formation Committee. The Formation Committee will regularly complete a skills and identity matrix to assist the AMPJP Council to decide if changes are needed to the Committee's structure and membership.

The Formation Committee will comprise approximately seven people, such as:

- a) The AMPJP Executive Officer (ex-officio);
- b) At least one current MPJP Canonical Stewards from a MPJP which sponsors education ministries;
- c) At least one current MPJP Canonical Stewards from a MPJP which sponsors health/aged care ministries; and
- d) Two or more people selected for their expertise in formation.

All Formation Committee members are expected to operate in the best interests of all MPJPs, regardless of their MPJP, sector experience or other considerations.

A number of suitable formators may be maintained as a Reference Group which the Committee might consult with regarding certain aspects of the Committee's work.

4. Term

The Formation Committee members will have a minimum three-year and maximum six-year term.

5. Office bearers

The AMPJP Council will appoint one of its members as the Formation Committee Chair. This appointment will be reviewed at least every three years.

In the event that the Chair is not present at a meeting, the participating members shall elect a Chair for that meeting.

The AMPJP Executive Officer will be the Minute Taker, Secretary and Treasurer for the Formation Committee.

6. Meetings

The Formation Committee will meet at least four times a year. The Formation Committee budget should allow for at least one face-to-face meeting each year with others as video/teleconferences.

As much as is possible, at the last meeting of the calendar year, the Formation Committee will determine the dates and locations of its meetings for the coming year.

The meeting papers will be circulated to all Formation Committee members at least seven days before their meeting. Minutes will be circulated to all Formation Committee members after a suitable time.

8. Authority

AMPJP Council will approve the Formation Committee's three-year plan and associated annual budget.

By April each year, the Formation Committee will provide the AMPJP Executive Officer with the income and expense categories for consideration in the budget allocations for the following July-June financial year.

9. Internal/External Communications

All formal communication between the Formation Committee and MPJPs will be via the Formation Committee Chair.

The Formation Committee will obtain the AMPJP Council Chair's approval before making or endorsing a statement to individuals or organisations.

10. Reporting

The Formation Committee Chair will provide the AMPJP Executive Officer with a brief written report on the Formation Committee activities/issues before each AMPJP Council meeting.

Attachment 1.

Selection criteria and process for the AMPJP Canonical Stewards Formation Committee

Selection Criteria

The criteria below should be addressed under the Nomination Forms three sections: (1) Relevant knowledge/Academic qualifications; (2) Relevant experience/expertise and (3) Other relevant competencies):

Current MPJP Canonical Steward;

1. Currently serving as a Canonical Steward (AKA Trustee, Trustee Director, Councillor) from a MPJP which sponsors education ministries and/or health/aged care ministries; and
2. Knowledge and experience in formation, preferably in a MPJP context.

Formator

1. More than five years of experience as a formator/Mission Director in Catholic, preferably in MPJP contexts; and
2. Minimum Masters level academic qualification(s) in the field of education, theology or similar.

Nomination process

- All AMPJP members will be invited to nominate one of their current Canonical Stewards for the Formation Committee when a vacancy arises.
- The nomination must be in the format of the AMPJP Canonical Stewards Formation Committee Nomination Form.
- At the conclusion of the nomination period, the AMPJP Executive Officer will present all nominations to the AMPJP Council.
- The AMPJP Council will assess all applications against the selection criteria.
- If the AMPJP Council believes other nominations are needed it will seek out suitable people to complete the nomination and appointment process.
- The AMPJP Council will appoint the person(s) as members of the Formation Committee – communicated via a letter from the AMPJP Council Chair

Formation Committee Chair

Nomination process

All members of the AMPJP Council will be invited to nominate her/himself or another Councillor for the role of Chair when this vacancy arises. Nominees must meet the selection criteria of current MPJP Canonical Steward and/or Formator.

Selection Criteria

Context

- Good understanding of AMPJP's purpose, priorities and ways of proceeding;
- Time, skills and temperament to work effectively with Formation Committee, AMPJP Council, and AMPJP Executive Officer

Conducting meeting

- Time and competence to work with AMPJP Executive Officer to develop Committee agenda and meeting papers
- Competence to ensure that meetings start and finish on time
- Competence to ensure that meetings address the most important issues
- Competence to ensure that all participants have an opportunity to contribute to discussions
- Competence to ensure that discussions and other interactions are respectful
- Competence to deal with differences and conflicts effectively

Leadership

- Time, skills and temperament to meet with Committee members between meetings, as required
- Time, skills and temperament to liaise with external parties on behalf of the Committee, as required
- Competence to facilitate the Committee developing and maintaining a strategic focus and medium/long term plans

AMPJP Formation Plan for MPJP Canonical Stewards 2022-2024

(to be approved by AMPJP Council, 14 June 2023)



Introduction

The [AMPJP Formation Framework for Canonical Stewards](#) says:

Formation occurs when the person cooperates with the Holy Spirit in identifying and developing the values, relationships, skills and knowledge that will enable her/him to more fully become the person that God calls her/him to be.

The Framework provides principles for addressing formation and articulates the domains, values, knowledge and competencies that could apply to formation as it applies to the role of MPJP Canonical Steward.

The AMPJP established a Formation Committee in 2021 with the role of developing a three-year plan of high-priority formation activities/resources. The following pages represent the Committee's deliberations and insights and provide an outline for the three-year plan.

Overview

This 3-year formation plan seeks to:

- Acknowledge and support each individual MPJP as the primary faith community and formation facilitator;
- Emphasise the uniqueness of the Canonical Steward identity/role/method (especially as distinct from the Board Director role);
- Offer some formation to all of the MPJP Canonical Stewards - as well as some specifically for those who were recently appointed;
- Draw on the wisdom of current and past Canonical Stewards;
- Use various processes – written material, wisdom sharing groups, webinars, spiritual and intellectual.
- Incorporate the AMPJP's annual Canonical Stewards Forum within the formation plan;
- Select a theme for each year i.e., a topic that is a priority for Canonical Stewards in the Church at this time;
- Use (or create) language that is most applicable to Canonical Stewardship rather than just use terms that came from other settings; and
- Complement existing academic and governance professional course.

Pages 2-3 list the AMPJP Formation plan 2022-2024 proposed activities and their modes of delivery. **These options are only open to current MPJP Canonical Stewards (Trustees).**

Pages 4-6 show which AMPJP Formation plan activities for each year address particular elements of the AMPJP Formation Framework for Canonical Stewards.

AMPJP Formation Plan for MPJP Canonical Stewards 2022-2024 - modes of delivery and content/activities¹

		2022² <i>Canonical Stewards in the Church at this time</i>	2023³ <i>Canonical Stewards into the deep</i>	2024 <i>Canonical Stewards living Synodality</i>
Open to all Canonical Stewards	1. Written materials	AMPJP papers: a) MPJPs in Australia b) MPJP Canonical Stewards c) Members in a MPJP	AMPJP papers: a) Relationship between MPJP Canonical Stewards & Board Directors who they appoint b) FAQ “So, you want to be a Canonical Steward?”	AMPJP paper: a) Succession Discuss a possible paper on the history of AMPJP/MPJP
	2. National in-person gathering	Canonical Stewards Forum: Bris, 22 Aug 2022 a) Synodal Leaders – synodality and MPJP governance: presentation by Susan Pascoe b) MPJP leaders creating the future today – visions of Church & how to enact them now c) “So, you want to be a Canonical Steward?”	21 Aug 2023 Canonical Stewards Forum, Melb a) Decision making by discernment b) theological anthropology – what is our vision of the human person, how do we think about organisational culture. c) Learning from and walking with Indigenous Australians Explore the possibility of an introductory canon Law course for Leaders Religious Institutes and MPJP Canonical Stewards	08 Sept 2024 Canonical Stewards Forum in Sydney (?) a) Synod on Synodality b) accompanying and hearing the voice the poor
	3. State based in-person gatherings Wisdom circle	a) Short presentations from past Canonical Stewards b) Small group discussion c) Spiritual enrichment/sharing	a) Short presentations from past Canonical Stewards b) Small group discussion c) Spiritual enrichment/sharing	a) Short presentations from past Canonical Stewards b) Small group discussion c) Spiritual enrichment/sharing
	4. Occasional ZOOM Wisdom circle	Women at the governance table; Synod on synodality, and Plenary Council	Modern Slavery; MPJP Canonical Stewards role in National Catholic Safeguarding Standards; Presentation on the AMPJP Governance Report; Year one MPJP Canonical Stewards (July 2023) Synod on synodality	Possible that AMPJP may want to explore MPJP collaboration in the recruitment and initial formation of new Canonical Stewards and Board
For recently appointed Canonical Stewards	5. Written materials	Develop an introduction package of written materials incl.	Update introduction package of written materials	Update introduction package of written materials

¹ The 2023 and 2024 content will be confirmed and detailed closer to these dates

² Second (final) Assembly of Plenary Council of the Catholic Church in Australia on 04-09 July 2022 in Sydney

³ AMPJP will draw content from the Synod on Synodality, March 2023 Regional Assembly and October 2023 Assembly and final document

Formation plan activities address the AMPJP Formation Framework

	<i>Key knowledge/ competency</i>	Activities as listed on pages 5-6		
		2022	2023	2024
mission	Can articulate the Vision, Mission and Values of the MPJP and its ministry(ies)	1.a, 2.b, 2.c, 3.a	1.a 2.b 3.a	1.a 2.a
	Can articulate the MPJP's founding/current/developing heritage, traditions and charism	1.a, 2.b, 2.c, 3.a	1.a 3.a	1.a 2.a 3.a
	Can articulate their own vocation and sense of mission	2.b, 2.c 6.a-b	1.a 2.b 4 6.a-d	1.a 2.a 4
	Is recognised by others as a person whose actions demonstrate the Vision, Mission and Values of the MPJP	6.a-b	6.a-d	4 6.a-d
spirituality	Values spirituality and the regular practice of individual and communal prayer	4	4	1.a 4
	Shares their spirituality with other Canonical Stewards and assists the development of a common spirituality	4 6.a-d	4 6.a-d	1.a 4 6.a-d
	Applies discernment process in personal, professional and organisational life	4 6.a-b	2.a 4 6.b	1.a 2.a 3.a 4 6.b
	Values creation as gift from and place for encountering God	4		1.a 4
	Appreciates the centrality of 'relationship' in Christian theology – with self, with God, with others, with creation	4 6.a-b	2.b-c 4 6.a-d	1.a 2.a 3.a 4 6.a-d

	<i>Key knowledge/ competency</i>	Activities as listed on pages 5-6		
		2022	2023	2024
Catholic thought and context	Appreciates the centrality of Christ (Christology)	2.e 4	2.b 4	1.a 2.a 3.a 4
	Has an understanding of and engages with Scripture, especially the Gospels	4	4	4
	Has an understanding of and engages with theology of Church (ecclesiology)	2.a, 2.e, 5.a-d	2.c 3.a-b	2.a 3.a
	Has an understanding of and engages with the Church's mission (missiology)	2.b-e	2.c 3.a-b	2.a 3.a
	Has an understanding of and engages with Catholic Social Teaching	4, 5.a	2.b 3.a-b	3.a
	Demonstrates a commitment and capacity to develop mature relationships with other Church authorities/ministries/Catholic communities		2.c 3.b	1.a 2.a 3.a
	Has an understanding of and engages of the history and structure of the Catholic Church in Australia	2.a-b, 2.d-e	2.c 3.a	2.a 3.a
	Has an understanding of Canon Law as it applies to MPJP	1.a-d, 5.a-d	1.a 3.b	3.a
	Has an understanding of Ministerial PJPs	1.a-d, 2.a, 2.c, 2.e, 3.a, 5.a-d 6.b	1.a 2.a-c 3.b 6.b-c	1.a 2.a 3.a 6.b-c

Leadership and governance	Can articulate an understanding of leadership based on contemporary theory and good practice	2.a	1.a	
	Recognises the role of leaders in shaping organisational culture/s appropriate to a Ministerial PJP	1.b & d, 2.b, 2.c, 2.d, 3.a,	1.a 2.a 3.b	1.a 2.a 3.a
	Demonstrates an understanding of processes for ethical decision-making within a Christian ministry		2.a 3.b	2.a 3.a
	Can articulate the role of governance and administration in serving the mission of a Ministerial PJP	1.b & d, 2.b, 2.c, 2.d, 3.a	3.b	2.a 3.a
	Has corporate governance capability and knowledge, including knowledge of the differing roles of Canonical Steward, Board Directors and Executive Leadership		1.a 3.b	2.a
	Demonstrates an understanding of strategic planning, change management and risk management		2.a	
	Demonstrates sufficient understanding of Financial Planning and Management and Business Administration to interrogate Budgets, Reports and Audits of a Ministerial PJP			
	Demonstrates a broad understanding of the domains of employment services, information technology, property issues and their relationship to governance in a Ministerial PJP.			
Ministry context	Has knowledge and experience relevant to the context of the MPJP ministries	2.b, 2.c, 2.d, 3.a 6.a-b	2.c 3.b 6.a-d	2.a 6.a-d
Human	Demonstrates a commitment to the dignity and equality of all persons	2.b, 2.c, 2.d	2.b 3.a-b	2.a 3.a
	Understands the importance of stakeholder relations	2.b, 2.c, 2.d	2.b 3.b	2.a 3.a
	Understands and values First Nations perspectives	2.b, 2.c, 2.d	2.c	2.a
	Demonstrates maturity in forming and maintaining relationships and building/nurturing community	2.b, 2.c, 2.d, 3.a 6.a-b	1.a 2.a-b 3.b 6.a-d	2.a 3.a 6.a-d
	Practises appropriate self-care	2.c, 3.a 6.a-d	6.a-d	6.a-d