

Diocese of Broken Bay

Curia Orientation Workbook

Diocese of Broken Bay

Name: _____

Agency/Team: _____



Notes on the use of this Curia Orientation Workbook

Having downloaded this workbook, you need to save it to your computer. Save it as “Yourfirstname Yoursurname Curia Orientation Workbook”. Type your responses into this Workbook.

New staff bring a variety of professional, life and faith experience to their work. The online and in-Curia components of the Curia Orientation program seeks to personalise your induction by providing links to further reading and presentations to enrich, deepen and extend your learning. You are encouraged to note new learning, reflections and questions as you progress through the program and to discuss these with colleagues assisting in your induction.

Your Curia Orientation Workbook should provide evidence of at least three to four hours of learning over the two Modules. You may wish to record time spent on each activity completed in the Workbook in the space provided. Whilst you should spend time studying each of the topics within the two Modules, you may decide to spend more time on some topics of particular interest. This means that whilst some Online and In-Curia Activities should be completed from each Module, you may choose not to do every activity in order to spend more time on some activities than others.

Activities described as **For reflection** are optional activities because many presuppose Catholic Christian faith or an interest in exploring Catholic Christian faith.

When you finish the program, you are asked to present the completed Workbook to your Team leader with your selection of Online and In-School Activities completed.

PROGRAM OVERVIEW

Module 1: The Diocese you work in

This Module consists of the following topics

- 1.1 Introduction to the Diocese of Broken Bay
- 1.2 The history of the Diocese and Curia
- 1.3 The Bishop
- 1.4 The Curia
- 1.5 Parishes, schools and centres
- 1.6 Other Catholic agencies
- 1.7 A Catholic community and culture
- 1.8 Everyone has a contribution to make
- 1.9 Work and professionalism
- 1.10 Beyond work - A ministry of leadership and service

Module 2: We have a mission - God's mission

This Module consists of the following topics

- 2.1 It's all about Jesus
- 2.2 Jesus' mission
- 2.3 Introduction to the Church's mission
- 2.4 The mission of the Church in the Diocese of Broken Bay
- 2.5 The Broken Bay Catholic Worldview
- 2.6 The Church's Social Teaching
- 2.7 Catholic discipleship
- 2.8 Synod Reflections on a ministry of leadership
- 2.9 Synod Reflections on a ministry of service

General

Q&A

What's now?

Acknowledgements

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Module 1: The Diocese you work in

1.1 Introduction to the Diocese of Broken Bay

Online learning activity

☐

Took the Quiz. (*The answers can be found on the Diocesan Website*)

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2.2 The history of the Diocese and Curia

In-Curia learning activity

Find out about the history of the Diocese and Curia.

- Jot down some notes on a timeline in your Workbook.
- Ask one or more long serving members of staff to tell you the story of the Curia as they know it from their time in the Diocese.
- Read <<Insert>> of *A New Light in the East – A History of the Catholic Diocese of Broken Bay 1986-2001* by Br John Luttrell fms.

Notes

(Time spent on this activity: _____mins)

1.3 The Bishop

- ☐ Learnt more about the role of a bishop, the symbols associated with a bishop's office and about our first two bishops, Bishops Murphy and Walker.

Notes

(Time spent on this activity: _____mins)

1.4 The Curia

- ☐ Learnt more about the Diocesan Curia, the Bishop's Office, the Parish Support Unit, CatholicCare and the Catholic Schools Office and other centres.

Notes

(Time spent on this activity: _____mins)

1.5 Parishes, schools and centres

☐

Learnt more about the Diocesan parishes, schools and Centacare centres.

Notes

(Time spent on this activity: _____mins)

1.6 Other Catholic Agencies

☐

Read about other Catholic agencies and works, including BBI, St Vincent de Paul, Caritas and Catholic Mission

Notes

(Time spent on this activity: _____mins)

1.7 A Catholic community and culture



In-Curia learning activity

Ask a colleague to take you on a walk of the Caroline Chisholm Centre. Use it as an opportunity to be introduced to other staff and to inquire about their work.

How can you participate in and contribute to the Catholic community and culture of the place where you work?

Notes

1.8 Everyone has a contribution to make



Online learning activity

- (i) What do you think St Paul would want support staff in Catholic schools to clearly understand?
- (ii) What can 'love' look like in your particular service and relationships with those you work with and in service of?

Notes in response to one or more of the questions above may be recorded here
(Time spent on this activity: _____ mins)

☐ **In-Curia learning activity**

- (i) Find out about the various services provided by your agency, especially those provided in partnership with other agencies or teams?
- (ii) How do the Heads of Agency and other Curia leaders seek to build community and a sense of mission, effective communication and a common sense of purpose? What opportunities are provided for staff to get to know each other and work more closely together?

Notes in response to one or more of the questions above may be recorded here
(Time spent on this activity: _____mins)

☐ **For reflection (Optional)**

How have you been called and gifted for a ministry of leadership and service through your own life experience, education and training?

Notes in response to one or more of the questions above may be recorded here
(Time spent on this activity: _____mins)

1.9 Work and professionalism

☐ For reflection (Optional)

Read some excerpts from the Australian Bishops 2007 Pastoral Letter for the Feast of St Joseph the Worker, *Keeping Time: Australian families and the culture of overwork*.

Notes

(Time spent on this activity: _____mins)

☐ For reflection (Optional)

If you could

On a scale of 1-5 (1 being 'little or none' and 5 being 'far too much') evaluate the amount of time you spend each week on work, rest, leisure, exercise, time with family, hobbies....

1. If you could spend *less* time on one activity, which would it be and why?
2. If you could spend *more* time on one activity, which would it be and why?
3. What steps can you put in place to make any changes suggested to you by this simple review?

Notes

(Time spent on this activity: _____mins)



Online learning activity

1. After viewing one or both parts of 'Why does professionalism matter', answer the question, 'Why should professionalism matter to staff working in various professional roles within the Curia?'
2. What are the beliefs, values and commitments that are shared by staff working in various professional roles within the Curia?

Notes

(Time spent on this activity: _____mins)

1.10 Beyond work - A ministry of leadership and service



Read about vocation and ministry in the Church

Notes

(Time spent on this activity: _____mins)



For reflection (Optional)

Do you feel called by God to do the work you do? What does this mean for you? What does it mean for you to be working for the Church sharing in the ministry of leadership and service of the Bishop?

Notes

(Time spent on this activity: _____mins)

Other learning activities completed in Module One

Notes

(Time spent on this activity: _____mins)

Congratulations, Module 1 has been completed.



Module Two: We have a mission – God’s mission!

2.1 It’s all about Jesus

☐

On-line learning activity

Viewed one or more short videos in response to questions about Jesus and or read one or more *Catholic Update* articles about Jesus.

Notes

(Time spent on this activity: _____mins)

For reflection (Optional)

- ☐ Viewed some of the video, *The Faces of Christ* introduced by Bishop David Walker.

Notes

(Time spent on this activity: _____mins)

2.2 Jesus' mission

Online learning activity

- ☐ Read Gospel accounts of Jesus' teaching and hospitality.

Notes

(Time spent on this activity: _____mins)

For reflection (Optional)

- (i) Think of someone you know, possibly someone who has influenced your own life, whom you would describe as being 'salt of the earth' or a 'light' for others?
- (ii) What does it mean for you in your role to hear the words, "...let your light shine before others, so that they may see your good works and give glory to your Father in heaven."?

Notes

(Time spent on this activity: _____mins)

2.3 Introduction to the Church's mission

Online learning activity



View YouTube video, in which Dan Heath emphasises the need for mission statements to explain why organisations do what they do.

Notes

(Time spent on this activity: _____mins)

Online learning activity

☐

Viewed video presentation by John McGrath, Assistant Director: Mission talking about mission, Catholic discipleship, worldview and character.

What were some of the key points that John made in his presentation that you appreciated, found surprising or that you hadn't previously thought about?

Notes

(Time spent on this activity: _____mins)

2.4 The mission of the Church in the Diocese of Broken Bay

☐

Read the Diocesan Mission Statement.

☐

Read the Diocesan Synod Statements

Online learning activity

1. Which word or phrase in the Diocesan Mission Statement could be of greatest relevance to you in your role?
2. Which of the Diocesan Synod Statements do you think has greatest relevance for staff working in your Agency? Why?

Notes in response to one or more of the above questions

(Time spent on this activity: _____mins)

2.5 The Broken Bay Catholic Worldview

Online learning activity

☐

Read Broken Bay Catholic Worldview and information on Catholic faith.

Notes

(Time spent on this activity: _____mins)

2.6 Catholic Social Teaching

For reflection (Optional)

☐

Read *Lazarus at Our Gate*, the Australian Catholic Bishops' Social Justice Statement for 2013–2014 calls on the Christian community and all Australians to stand in solidarity with our neighbours around the world who are living in conditions of extreme poverty.

Notes

(Time spent on this activity: _____mins)

2.7 Catholic discipleship

On-line learning activity

☐

Read the Broken Bay News editorial in which Bishop David Walker distinguishes between making 'admirers' and making 'disciples'.

Notes

(Time spent on this activity: _____mins)

On-line learning activity

☐

Viewed the video presentation on discipleship by Virginia Ryan.

Notes

(Time spent on this activity: _____mins)

2.8 Synod Reflections on a ministry of leadership

Leading as a disciple: A Way of Being

For reflection (Optional)

- ☐ Took some time to contemplate on or more facets of leading as a disciple, a 'Way of Being'.

On-line learning activity

Leading as a disciple: Ways of Doing

- ☐ Took some time to explore one or more of the reflection and stories linked with leading as a disciple - 'Ways of Doing'.

Notes

(Time spent on this activity: _____mins)

2.9 Synod Reflections on a ministry of service

Serving as a disciple: A Way of Being

For reflection (Optional)

- ☐ Took some time to contemplate on or more facets of serving as a disciple, a 'Way of Being'.

On-line learning activity

Serving as a disciple: Ways of Doing

☐

Took some time to explore one or more of the reflection and stories linked with serving as a disciple - 'Ways of Doing'.

Notes

(Time spent on this activity: _____mins)

Other learning activities completed in Module Two

Notes

(Time spent on this activity: _____mins)

Congratulations, Module 2 has been completed.

What now?



Ongoing mission education and formation

- ☐ I am aware of some ways and means of continuing my mission education and formation within the Diocese of Broken Bay

Evaluation

- ☐ I completed the online evaluation

Advice

- ☐ Please advise your team leader/supervisor that you have completed the program and email them a copy of this Workbook.