



## **Role Statement for the Tasmanian Catholic Justice and Peace Commission**

### **1. Summary**

This document is a working draft. It provides an overview of the roles of the Tasmanian Catholic Justice and Peace Commission (TCJPC) and the Resource Officer (RO).

The TCJPC was formed in 1992 and is responsible to the Archbishop of Hobart. It has a maximum of 11 Commissioners appointed by the Archbishop. Each Commissioner serves an initial 3 year term with an option to extend to a further 3 years. There are 5 formal meetings of the Commission each year.

### **2. The role of the TCJPC**

The role of the TCJPC is educative, formative, collaborative, advisory and analytical. Its mission statement is to bring about a just society and promote peace in Tasmania in keeping with Catholic Social Teaching. The TCJPC has a number of aims and objectives, which are set out in the TCJPC Charter. These are:

- To promote understanding and awareness of Catholic Social Teaching, particularly in the areas of justice, peace and ecology, and to assist the people of the Archdiocese to better integrate this understanding within an evolving Christian lifestyle.
- To support and develop critical thinking and social action skills in parishioners.
- Work in a collaborative way with Church and outside organisations in research, social analysis, social action and prayer to promote social justice in Tasmania.
- To advise the Archbishop and the wider Catholic community in Tasmania about social justice issues.
- To engage in research and analysis of current social justice issues, including policy preparation.

In fulfilling these aims and objectives, the TCJPC:

- Provides learning opportunities which lead to increased understanding and a lived experience of (a) Catholic Social Teaching, (b) relevant scripture and theology, (c) social analysis skills and (d) social action.
- Serves the Archdiocese by inviting all parishioners and Catholic movements and organisations to participate in the Commission's learning opportunities.
- Sets the content of these learning opportunities within the context of contemporary Australia as well as global socio-cultural, political and economic contexts.
- Provides opportunities for the development of a spirituality that underpins working for justice, peace and the integrity of creation.
- Develops, maintains, supports and facilitates a Social Justice Network across all Tasmania.
- Develops social analysis and social action skills within parishioners.
- Mentors leaders in these skills
- Develops the social analytical, research, leadership and action skills of the Commissioners.
- Collaborates in research, position statements, social analysis and social action with other Church organisations (e.g. Centacare) on relevant social justice projects.
- Collaborates with organisations outside the Church in promoting social justice in Tasmania.
- Routinely advises and reports to the Archbishop concerning matters of social justice and responds to issues raised by the Archbishop.
- Raises awareness and informs the Catholic community of social justice issues (e.g. through the JustNet newsletter).
- Advises the Catholic and wider community of how Catholic Social Teaching contributes to the analysis of certain social justice issues.
- Speaks out on issues as and when needed, in conjunction with or independently of the Archbishop (with His Grace's prior consent).

- Undertakes original research and social analysis of issues raised by the Archbishop, parishioners, Church organisations or outside organisations.
- Prepares public documents on social justice issues.
- By dialogue with the poor and marginalised persons, and by research, determines the nature, extent and causes of injustice and inequality in Tasmania.

### **3. The role of Commissioners**

#### **i) TCJPC Chair**

- Chairs the TCJPC
- Is accountable to the Archbishop
- Leads a Commission that assists in the delivery of aims and objectives set out in the TCJPC Charter and the TCJPC Vision and Action Statement
- Fulfills responsibilities as an appointee of the Archbishop and provides a link between the TCJPC and the Archbishop
- Supervises the RO to realise the aims and objectives of the TCJPC
- Inducts new TCJPC members and ensures mechanisms are in place to ensure succession
- Represents the TCJPC publicly

#### **ii) TCJPC Treasurer**

- Assists in the drafting of the annual budget
- Oversees the spending of the TCJPC and reports regularly to the TCJPC
- Obtains financial reports from the Archdiocese of Hobart

#### **iii) TCJPC Commissioners**

- Attendance at, and participation in, TCJPC meetings
- Participation in any subcommittees of the TCJPC, as determined by the TCJPC
- Provide advice and feedback from their region to the TCJPC
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### **4. Role of the Resource Officer**

#### **i) Provide administrative support to the TCJPC by:**

- Preparing all documents for meetings
- Acting as minute secretary

- Following up all action decided by the TCJPC unless it is specified otherwise
- Plan and organise activities as directed by the TCJPC
- When directed, represent the TCJPC to individuals, groups and the public
- Report on the activities of the TCJPC to the Archbishop as he requests

**ii) Research**

- Draft and prepare policy documents on behalf of the TCJPC
- Research all matters for the TCJPC as directed and provide information to them
- Bring matters of importance and interest to the notice of the members of the TCJPC and, when appropriate, other members of the wider Catholic Church in Tasmania
- Present researched material in a variety of formats

**iii) Managing the Archdiocesan Social Justice Desk/Office**

- Dealing with correspondence associated with the TCJPC
- Filing and archiving paper-based resources
- Provide administrative support to the Chairperson
- Assist the Chairperson and other members with the implementation of decisions of the TCJPC
- Maintain and update mailing lists of both the Commission and other interested parties
- Develop a database of Social Justice resources

**iv) Networking**

- Provide administrative support for the parish-based Social Justice Network
- Maintain contact with all levels of the local church and community justice organizations
- Liaising with TCJPC members and regional justice network
- Monitoring the media for social justice issues
- Produce and distribute JustNet TCJPC newsletters
- Issue press releases to both the *Tasmanian Catholic* and the general media
- Maintain the TCJPC website