



Sharing the Responsibility

Reports of Archdiocesan Departments

2001 - 2011



IN GRATITUDE

In *Sharing the Responsibility*, members of the Archdiocesan Administrative Board give an account of their stewardship to the Most Rev Edward J Gilbert CSsR, Ninth Archbishop of Port of Spain, 2001 – 2011.

It is the hope of the Synod Implementation Team, who commissioned this volume that *Sharing the Responsibility* becomes, for all who work in the Archdiocese, a useful reference point and tool to advance the process of “building a civilisation of love”.

December 2011



Photos courtesy
Desmond Durham
and Raymond Syms

CONTENTS

| | |
|---------------------|-----------|
| Emmaus Creed | ii |
|---------------------|-----------|

SECTION I

| | |
|--|----------|
| ARCHDIOCESAN FAMILY LIFE COMMISSION | 2 |
|--|----------|

Reflecting the Kingdom of God

| | |
|----------------------------------|----------|
| EVANGELISATION COMMISSION | 7 |
|----------------------------------|----------|

In the Light of Faith

| | |
|----------------------------------|-----------|
| CATHOLIC YOUTH COMMISSION | 13 |
|----------------------------------|-----------|

Encounter, Formation and Mission

| | |
|-------------------------------------|-----------|
| PONTIFICAL MISSION SOCIETIES | 17 |
|-------------------------------------|-----------|

Spreading the Good News

SECTION II

| | |
|---|-----------|
| ARCHDIOCESAN CATECHETICAL OFFICE | 20 |
|---|-----------|

Empowering The Faithful

| | |
|---|-----------|
| CATHOLIC EDUCATION BOARD OF MANAGEMENT | 34 |
|---|-----------|

To Ensure Excellence

| | |
|---------------------------------|-----------|
| COMMISSION FOR RELIGIOUS | 45 |
|---------------------------------|-----------|

United in Prayer to Serve Others

SECTION III

| | |
|---|-----------|
| CATHOLIC COMMISSION FOR SOCIAL JUSTICE | 50 |
|---|-----------|

Promoting the Common Good

| | |
|---|-----------|
| CATHOLIC MEDIA SERVICES (Camsel) | 58 |
|---|-----------|

A New Beginning in Communications

| | |
|--------------------------------|-----------|
| CHANCELLOR'S DEPARTMENT | 64 |
|--------------------------------|-----------|

Taking Charge

| | |
|-----------------------------------|-----------|
| HUMAN RESOURCES DEPARTMENT | 66 |
|-----------------------------------|-----------|

Support for the People of God

| | |
|--------------------------------------|-----------|
| ARCHDIOCESAN PASTORAL COUNCIL | 70 |
|--------------------------------------|-----------|

Voice of the Laity



EMMAUS CREED

We believe that we can build a Civilisation of Love.

We believe that we can experience reconciliation with:

1. God
2. Neighbour
3. Creation
4. Self

We believe in the New Evangelisation.

We believe that we can Revitalise Catholic Culture and Identity.

We believe that we can Regenerate the Moral and Spiritual Values in our Antillean society, here in Trinidad and Tobago.

This is our desire. This is the determination of our Assembly, of the men and women: clergy, religious and lay people, committed to the mandate of Synod 2009.

We commit ourselves to living what we believe as a testimony of our relationship with the God who calls us to be part of the New Civilisation of Love.

Emmaus Retreat Centre

17 – 18 February 2009

SECTION I



- Archdiocesan Family Life Commission
- Evangelisation Commission
- Catholic Youth Commission
- Pontifical Mission Societies

‘The Church has the great task of guarding and nourishing the faith of the People of God, and reminding the faithful ... that, by virtue of their Baptism, they are called to be disciples and missionaries of Jesus Christ. This implies following him, living in intimacy with him, imitating his example and bearing witness’ (*Pope Benedict XVI, Aparecida, May 2007*).



ARCHDIOCESAN FAMILY LIFE COMMISSION

Reflecting the Kingdom of God



Vision Statement:

Families everywhere becoming life-giving communities where each member can realise

his/her full potential for holiness and wholeness as God's child reflecting the kingdom of God.

Mission Statement:

To proclaim to all people the plan of God for marriage and family life and thus promote the renewal of family, Church and Nation.

Msgr Robert Llanos' appointment as Episcopal Vicar, Archdiocesan Family Life Commission (AFLC) became effective in 2005. The list of achievements/accomplishments achieved by the AFLC during the period 2005-2011 is as follows:

2005

26 July:

Feast of Sts. Joachim & Anne - Five main parishes, in each vicariate and one in Tobago were asked to be the main parishes for celebrating the feast. This approach was taken for five consecutive years.

November:

The Marriage Convention was held at the Emmaus Centre in conjunction with the Marriage Encounter Movement.

2006

6 & 13 May:

FLU (Family Life Unit) Training - Parishes throughout the Archdiocese were invited to two days of training on establishing a Family Life Unit in the parish, to meet the needs of the parishes. Training was held at the Western Hall, Centre Pointe Mall, Chaguanas. Some 37 parishes have established their FLUs and have successfully continued to offer programmes in their parishes.

16 September – 16 December:

Training of Peer Counsellors – 1st Batch – The AFLC felt there was a need to have trained counsellors to meet the needs of hurting families and as a result requested parishes to nominate persons who would be interested in being trained in Marriage and Family Life Peer Counselling. Training was divided into two phases - theory and skills. Over 40 persons completed the training with representatives from all the vicariates.

2007

18 & 19 August:

Bereavement Workshop - The AFLC implemented a bereavement counselling training workshop in conjunction with Ingrid Seunarine, Director of Bereavement Services (Diocese of Brooklyn and Queens in New York) at St. Benedict's Parish Hall, La Romaine. The workshop was a success with approximately 135 participants.

22 -24 August:

Post SEA Training – Abstinence Programme: The Post SEA Values & Virtues Formation Programme is an **Abstinence-Before-Marriage Intervention**, which was implemented for our **120 Catholic Primary Schools**, in Post-SEA classes from March – July 2008. The AFLC, in conjunction with the Catholic Commission for Social Justice (CCSJ) and the Catechetical Commission, as a joint Committee held the first Teachers' Training Workshop at Presentation College, Chaguanas. Some 22 Catholic primary schools are now equipped with certified members of staff who can instil more effectively in their students, the values and life skills they will need to survive in their secondary schools and home environments.

26 September:

Post SEA Media Launch – In collaboration with Catholic Religious Development Institute (CREDI), Catholic Education Board of Management (CEBM), and the CCSJ, the following were launched:

- Revitalisation of Catholic Schools
- Post SEA Value & Virtues Formation Programme
- CREDI

10 October - 5 November:

Vicariate Meetings – Over the course of the month, the AFLC held vicariate meetings for the purpose of selecting vicariate coordinators as well as to receive feedback regarding their FLU status and concerns. Generally there was a reasonable response as 34 parishes were represented out of 59 throughout the Archdiocese.

10 November:

The Sale of Advent Wreaths for the Advent Season was undertaken by the AFLC for the purpose of promoting sound Advent Family Liturgy at home as well as a means to raise funds. This venture was repeated in subsequent years, 2008 and 2009. In 2008, a full Advent booklet was compiled and published by Msgr. Robert Llanos for the diocese.

2008

3 - 5 January:

Post SEA 2nd Training Workshop – The AFLC, in conjunction with the CCSJ and the Catechetical Commission, held the second Teachers' Training Workshop at the Catholic Centre, Chaguanas. This workshop was conducted with a revised version to the manual.

5 April - 21 June:

Training of Peer Counsellors – 2nd Batch - This was the second batch of training of peer counsellors. A total of 50 persons completed the training at the Chaguanas Catholic Centre.

6 - 7 December:

Theology of the Body: Created & Redeemed with Christopher West - In light of AFLC's mandate to develop, promote and coordinate Marriage and Family Life Programmes, for the first time ever, the AFLC hosted a Theology of the Body Conference, entitled Created and Redeemed. The feature speaker, Christopher West shared an eight-part young adult and adult formation programme based on the Theology of the Body (TOB). The conference was held at the Chaguaramas Hotel Convention Centre and was attended by approximately 1,200 participants.

2009

9 August:

LAUNCH of "Pathways in Marriage" Programme – 'Pathways in Marriage' is a marriage enrichment programme based on the philosophies presented in the book 'Passages of Marriage', written by married couples

who are psychologists. The AFLC launched this new marriage programme at Fatima RC Parish Hall, Curepe, where some 30 couples attended. The programme is a reflection of the five ‘passages’ in marriage. Each “passage” consists of a set of tasks that lead to growth and vitality.

17 - 29 August:

TOB Training with Richard Kramer – As a follow up to the **Created & Redeemed** Conference in December 2008, the New Evangelisation Department – comprising the AFLC, Youth and Evangelisation Commissions – hosted two weeks of Train the Trainer Training on John Paul II’s ‘Theology of The Body’ at the Fatima RC Parish Hall, Richard Kramer from the Catholic University of America facilitated the training of a total of 55 participants. A session was offered to the public on August 29, where approximately 100 persons attended.

17-19 October:

Billings Ovulation Method Three-Day Teacher Training Conference – A three-day teacher training conference on the Billings Ovulation method was held at the Emmanuel Community Centre, Woodbrook. World Organisation Ovulation Method Billings (WOOMB) teachers/directors Marie Marshall and Marian Corkill were the presenters. Some 43 persons completed the conference. Among the participants, were 21 trainee teachers who were engaged in the correspondence course offered by WOOMB Australia. Open Information Sessions have continued throughout the vicariates and “Is Love Forever” talks were conducted for Form 5 and 6 students in secondary schools.

9-30 November:

Pathways in Marriage, Stage 1 (Suburban Vicariate – The Suburban Vicariate was the first vicariate where the programme was conducted over four consecutive weeks. This programme welcomed all married couples. The programme was held at Curepe, Fatima Parish Hall, with 50 couples participating.

November:

Sale of Advent Wreaths and Booklets – This was the final year for this venture by the AFLC.

2010

January – June:

The New Evangelisation Department - As a result of Synod 2009, the first pastoral priority fell under the responsibility of the New Evangelisation Department, which was created as a cluster consisting of the following bodies: AFLC, Youth Commission, Evangelisation Commission, CEBM, Pontifical Mission Societies (PMS), CREDI, and Catholic Media Services Limited (Camsel). A booklet was produced and published for the first priority entitled “Catholic Family Become What You Are!” by Msgr Robert Llanos. These booklets were distributed throughout the Archdiocese.

January - July:

Pathways in Marriage, Stage 1 – The programme was conducted over four consecutive weeks (Northern and Central Vicariates) and one weekend (Southern and Eastern Vicariates) to married couples. Stage 1 of the programme has been completed in all the vicariates.

26 March:

Lenten Day of Prayer – AFLC produced the programme for a Lenten day of prayer, which was printed in the *Catholic News* for use in schools, homes and parishes.

5 July:

Parenting Programme Media Launch - The AFLC through the sponsorship of Republic Bank, launched its Parenting Programme at the Assumption Parish Hall, Maraval. Approximately 50 persons attended.

12-18 July:

The Parenting Programme: Module II - Common Sense Parenting: Training of Trainers Group 1 - The first batch of trainers under Module II – Common Sense Parenting was held at the Chaguanas Catholic Centre where 19 trainers were trained. This was the first training of trainers. There would be several train the trainer programmes over the next two years.

July - August:

The Parenting Programme: Module II - Common Sense Parenting: Training of Trainers Groups 2 & 3

31 August:

AFLC First Family Fun Sports Day – In keeping with the Synod’s priority and theme for the year, “Catholic Family Become What You Are”, the AFLC in collaboration with the Evangelisation and the Youth Commissions hosted its first family fun sports day on the grounds of Presentation College, Chaguanas. Over 1200 people representing all vicariates of the Archdiocese enjoyed a day full of family and kids’ activities, fun and food.

October – December:

The Parenting Programme: Module II - Common Sense Parenting: Training of Trainers Groups 4 & 5

2011

February:

The Parenting Programme: Module II - Common Sense Parenting: Training of Trainers Groups 6 & 7

February – March:

Implementation of “A Listening Heart Services” Programme – Six areas were identified as central areas for counselling facilities, which have all been confirmed except the Eastern Vicariate.

19 - 20 March:

TOB Created & Redeemed Weekend 1 - This was a Train the Trainer weekend using Christopher West TOB Created & Redeemed DVDs. Some 30 persons attended the weekend, facilitated by Susan Henry. Purpose of the weekend was to familiarise participants with the TOB material from West to empower them to teach this material in the Parish and group setting.

9-10 April:

TOB Created & Redeemed Weekend 2 - This was the second Train the Trainer weekend. Msgr. Jason Gordon facilitated.

29 April:

VIRTUS Programme: “Protecting God’s Children” – The Archdiocese of Port of Spain launched a series of workshops facilitated by the AFLC and the CCSJ. These workshops were awareness sessions to facilitate greater protection for the nation’s children from abuse of all kinds. It has been targeted to all persons who work with children at Catholic institutions. The first workshop was held for all priests at Curepe, Fatima Parish Hall. Future sessions will allow principals, teachers, catechists, volunteers and all persons who interact with children to participate in the VIRTUS programme, “**Protecting God’s Children**”. Dr. Dexter and Mrs. Freida Shim along with Ms. Leela Ramdeen, facilitated the programme.

18-29 July:

TOB Training with Richard Kramer – The AFLC hosted a second Train the Trainer programme for two weeks at The Seminary of St John Vianney & the Uganda Martyrs, Mt. St. Benedict with Richard Kramer. Purpose of this training was to train a group of persons with a greater understanding, knowledge and appreciation for Blessed John Paul II’s, Theology of the Body teachings so as to continue to promote the Theology of the Body throughout the Archdiocese as the future of the Church.

A number of fundraising activities was held to continue the work of the AFLC.

Other Activities Planned for 2011

1. Implementation of a new Marriage Preparation Programme
2. Implementation of Parenting & Family Life Module I throughout the Archdiocese
3. VIRTUS Programme: In collaboration with the CCSJ, the “**Protecting God’s Children**” Awareness Sessions

4. Pathways in Marriage – Stage II in all vicariates.
5. CSP Train the Trainer Workshops
6. CSP Graduation for Trainers
7. “A Listening Heart Services” re: peer counselling in the five vicariates.

The new Vicar’s vision for the AFLC in 2005 is reflected in the Vision Statement and Mission Statement since these were formulated at the beginning of his tenure.

His stated intention upon taking over the Commission was to put as many plans into action as were necessary in the shortest time possible. The emphasis here was ‘action’ since much time had been spent over the years discussing and planning. This approach was very much encouraged by Archbishop Edward Gilbert, personally and officially, who wanted to move the Archdiocese forward in an orderly and systematic way.

Archbishop Gilbert has had an ‘open door’ policy with his priests and vicars, which allowed for his input and guidance whenever the AFLC encountered a significant obstacle and gave the freedom to be creative. The Archbishop’s influence on the work of the AFLC was evident in his own conviction of the importance of family life in the Archdiocese and the nation. This conviction was followed up by tangible financial support from the Chancery over the years.

The AFLC thanks His Grace for his generous support and encouragement over the years that in no small way contributed to its success and development.

We pray for an abundance of blessings on him in his future undertakings.

Msgr. Robert Llanos
Episcopal Vicar/chair
Archdiocesan Family Life Commission



EVANGELISATION COMMISSION

In the Light of Faith



Establishment of the Evangelisation Commission was a direct strategic decision based on the consensus of the 2003 gathering of the Synod in the Archdiocese. By Easter of that year His Grace Archbishop Gilbert confirmed the appointment of Fr Urban Hudlin OP as Episcopal Vicar for Evangelisation.

The scope of work was very broad and the terms of reference were to be developed through a series of consultative meetings with a team to be selected by the new Vicar. His understanding at the time was that with this team, the task of formulating a way forward for the Evangelisation Commission would be conceptualised.

Members of the team were: Delia Joseph, Peter Forde and Dianne Benjamin. The team agreed that while it was important to raise funds, employ staff and set up an administrative structure, it was also important to carefully examine the Church context in which they were to mount the ministry of evangelisation. This led the team to engage in designing a survey, which would act as a platform and point of departure for the Commission. We were convinced that any other starting point would have been based on assumptions and fantasies.

There were three broad areas under investigation:

- i) Preaching and Worship;
- ii) Pastoral Care; and
- iii) Community Life.

In order to find effective ways of evangelising, a survey of members of the Archdiocese was conducted. Some 59 parishes in five vicariates, including Tobago, were surveyed and the findings served to give direction and realism to the ministry activities that the Commission eventually embarked upon.

Key issues outlined in the survey questionnaire were:

Mission of the Church -

- Opportunities for deepening one's relationship with the Lord, which includes opportunities for Bible study and training/development for the Laity;
- Communication;
- Support for those in need, which includes prayer and tangible support; and
- Youth involvement in the Church.

Personal Satisfaction with selected Church activities -

- Whether one's spiritual needs are being met by the Church, in particular sermons offering spiritual 'upliftment';
- Visibility and accessibility of priests and church leaders; and
- Parishioners' concern for one another.

OUTDOOR PREACHING

First major activity was an outdoor weeklong preaching mission/retreat in Couva, in October 2003. Merlene Mohammed was the driving force behind this project. She worked closely with the team and this project became the template for all future outdoor preaching activities conducted by the Commission which from that time until 2011 has done 13, some in collaboration with parishes.

The Vicar and team saw the need to expand the membership/volunteer base. This was done in collaboration with GRACE Music Ministries through various parish mission preaching activities during Lent of 2004. The idea of building the Evangelisation ministry from the 'bottom up' prepared the ground for the ALPHA expansion which followed later. The growth process from the organisational standpoint was under the watchful care of both Peter Forde and Trevor Marshall who both assisted in designing the structure of the Evangelisation Commission.

COMMITTEES ESTABLISHED

The Evangelisation Commission's offices opened on August 1, 2004 in what was then the Family Life Centre in Chaguanas, now the Catholic Centre, with Barbara Lake and Sheree Ann Bharat as administrative staff. Several committees made up of volunteers were established.

They were:

- Adult Faith and Education (Bernadette Price);
- Communications (Maria Neilson);
- Intercessory (Nicole Pichery);
- Special Events (Kimoy Mansing);
- Fund Raising (Dianne Benjamin and Lynne Moe-Yearwood);
- Youth (Tricia Hudlin); and
- Finance (Lesly Mayers).

At that time, Touch of Christ was linked to the Commission. In 2006, Margaret Stewart-Williams joined the Commission as Administrative Assistant to Mrs Lake and, upon Mrs Bharat's departure in 2009, she took on the responsibility of National Alpha Advisor in the Archdiocese and for outreach programmes.

Synod 2005 met the Evangelisation Commission very well positioned. We wanted resolutions to be passed which would give the ministry the mandate to further develop its programmes. At this point the framework for the activities of the Commission was clearly articulated in its mission and vision statements, as well as its priorities.

Fr Hudlin described 2005-2007/8 as the ALPHA phase, which in fact was a response to what the survey had discovered - that our people wanted to learn more about Christianity in an environment of friendship and welcome. During this period, a radical restructuring took place to meet the needs of our people, namely Catholicism 201, the brainchild of Canadian Fr James Mallon as a follow up to the Alpha Course. It was introduced also as a plan of outreach for the entire Archdiocese.

From October 2008 Arlene Bereaux spent 12 months researching and developing a programme to put evangelisation teams into parishes. Fr Hudlin's vision for the 2009-2011 phase was that evangelisation groups become operational in each parish providing support to the new areas of ministry which were being developed.

Fr Hudlin went abroad on study leave in August 2009 and Vicar General Msgr Christian Pereira, who was also Parish Priest of Santa Rosa, Arima, was appointed Vicar for Evangelisation.

SYNOD 2009

The Third Sitting of the Synod in 2009 saw the emergence of three pastoral priorities. *The New Evangelisation, Revitalising Catholic Culture and Identity and Regenerating the Moral and Spiritual Values of our Society*. To carry out the structuring for Mission and to ensure fidelity to the Mission of Christ (as per Synod 2009) the Evangelisation Commission while maintaining its independence, became part of the New Evangelisation Department, which included the Family Life Commission, Catholic Education and Youth Commission under the chairmanship of Msgr Robert Llanos. In 2009 the Commissions and Secretariats in the New Evangelisation Department came together with their pastoral plans to launch the Year of the Family 2010.

Activities of the Commission have been many and varied. Annual activities include a National Day of Prayer and Fasting, held each year in a different parish, the outdoor Prayer and Praise on The Greens in collaboration with St Peter's RC Church, Pointe-à-Pierre. Guest speakers at the latter event have included Archbishop Edward Gilbert, Msgrs Jason Gordon and Robert Llanos, Fr Robert Christo, Mary Baptiste and Carmel Raffique. This is broadcast live on 90.1 (WACK Radio) nationally and internationally on the World Wide Web.

Radio programmes have been very much part of the Commission's outreach vision and with today's technology of worldwide streaming, feedback told us that this proved to be a strong and popular form of communication to Catholics both home and abroad. Programmes included:

2005/2006

Power 102FM: 7-week Radio Series: "IN THE LIGHT OF FAITH" with Fr Hudlin, Fr Arnold Francis and guests discussing Catholic insight, understanding the faith, Purgatory, prayer in the Catholic tradition, prayers for the dead and other topics.

2007

90.1FM WACK Radio: three-month Sunday morning 10-minute inspirational spot with Fr Hudlin.

2008

90.1FM WACK Radio: every Thursday at noon, Holy Mass from St. Peter's, Pointe-à-Pierre went out live nationally and internationally on the Internet.

PREACHERS' WORKSHOPS

Between 2004 and October 2011 the Commission held eight Preachers' Workshops, "The Life Giving Word". Presenters included Frs Joseph Harris CSSp, John Theodore CSSp and Arnold Francis, the late Sr Diane Jagdeo OP, Fr Hudlin and Fay Rodrigues and for the last three years including 2011, Fr Maurice Nutt CSsR.

'Coming Home to Christ' Missions are very much part of the Commission's Outreach Programme.

In 2004 Alex Jones, a former Pentecostal pastor and now a Catholic deacon, came to Trinidad at the invitation of the Commission. He told guests at St Thomas Aquinas parish in Detroit after his conversion, that no price was too high to convert his Detroit parish to Catholicism. He gave talks in the parishes of St Finbar's, Diego Martin, St Phillip and St. James, Chaguanas, Our Lady of Perpetual Help, San Fernando, Our Lady of Fatima, Curepe, Tobago and concluded with a one-day rally at the Larry Gomes Stadium, Malabar.

Fr Maurice has been our guest on several occasions. In 2006 he conducted a three-night mission at St Benedict's, La Romaine; in 2008 a three-night mission at Christ the Lord and St Michael's, Marabella and in 2010 missions in St Charles, Tunapuna, St Dominic's, Tobago and St Mary's, Mucurapo. 2011 saw him back in Trinidad to conduct a two-night mission in St. Anthony's, Point Fortin.

Fr Hudlin developed an evangelisation presentation, 'Lord Send Me', which the Commission presented in each vicariate in the latter half of 2007. Each parish was given a DVD copy of the power point presentation together with an explanatory back-up document. It was expected that parishes would use this tool as a basis to start evangelisation teams in their parishes.

The Adult Faith Education Programme was developed by Bernadette Price and later put into a three-year module by Pam Lee-Sam and Marilyn Pierre. This was accepted and it was proposed that it would be put into effect through CREDI.

EVANGELISATION THROUGH THE ARTS

The Commission was approached to evangelise through the arts and so became involved in the production of an original musical drama 'I Am Risen' put on at the Strand cinema, Port of Spain, over a two-week period in May

2006. A large cast of actors, singers, dancers and musicians came together under the direction of the Commission and Jemma Redman, who wrote and produced the drama that told the story of Christ's Resurrection.

As part of the New Evangelisation Department, in December 2009 under the direction of Msgr Pereira, the Commission launched 'Catholic Family Become What You Are' on the Feast of the Holy Family at parish level. We designed, printed and distributed with the help of the *Catholic News*, 35,000 prayer pamphlets to coincide with the launch.

In January 2010 after many requests, we distributed a further 20,000 to parishes and schools. To coincide with the Feast of Saints Joachim and Ann in 2010, again under the direction of Msgr Pereira, we designed, printed and distributed 20,000 pamphlets which included A Husband's Prayer, A Wife's Prayer, Prayer of Spouses for each other, Parents Prayer for their Children, Prayer for the Family, Renewal of Vows and Prayer of Blessing of the Married Couple.

The Commission participated in August 2010 in the Archdiocesan Family Life Commission's Family Fun Day, arranging for the St John's Ambulance Brigade and running the First Aid Tent.

Although the Commission from inception had a permanent Intercessory Team as part of the New Evangelisation Department, it established two formal Intercessory Teams, whose sole purpose was to keep the New Evangelisation Department, individual commissions and all projects including Archdiocesan events, in prayer.

ALPHA COURSES

Since 2005, the Commission has run Alpha Courses, Training Seminars, Youth Alpha and Global Alpha Training (GAT) at the Catholic Centre, Chaguanas. A team from Alpha International conducted GAT, which also included sessions on Alpha in Prisons and Caring for ex-Offenders. To date 28 parishes, plus communities, have run and continue to run the Alpha Course. Representatives

from the Commission have conducted training sessions at Liturgy School, as well as in St. Vincent and Jamaica. Each vicariate now has one or more advisors who report to the Commission.

In 2005 an Alpha Canada team came to Trinidad to conduct Youth Alpha training. In 2007 Youth Alpha for Confirmation Candidates went into the parish of Diego Martin. In 2008, the Commission conducted a Youth Alpha introductory weekend at the Catholic Centre, Chaguanas, and this was followed by a 10-week Youth Alpha course in collaboration with the Youth Secretariat. Youth Alpha has now been established and has been run at St Anthony's, Petit Valley, St John's, Diego Martin and Point Fortin Secondary School. Alpha in the Work Place has been and continues to run in Point Fortin. Alpha is also in the prisons (Alpha for Prisons).

In 2008 the Commission hosted the Caribbean Alpha Conference at the Rudrunath Capildeo Learning Resource Centre in McBean Village, Couva. A team of administrators and presenters came from Alpha International UK with one presenter from Canada. Countries represented were Antigua, Anguilla, Bahamas, Barbados, British Virgin Islands, Dominican Republic, Grenada, Guyana, Haiti and Jamaica as well as participants from Trinidad and Tobago. All the overseas guests were hosted at local homes.

Apart from the main presentations, workshops covered Alpha for Prisons, Caring for Ex-Offenders, Alpha in the Workplace, Worship on Alpha, Prayer on Alpha, Getting Alpha Started in your Country, Linking Alpha with the Marriage Course, How to Organise a Weekend Away, Youth Alpha, How to Give a Good Live Alpha Talk and Alpha in the Catholic Context.

Following one of the earlier Alpha programmes, the Commission ran *Touching Jesus through the Church* and although the Commission has not run Catholicism 201, Alpha advisors, administrators and leaders have been trained and have been involved in running it in some parishes, post Alpha.

Alpha International has requested that a National Catholic Alpha office be set up in Trinidad to facilitate Trinidad and Tobago and the Caribbean. Archbishop Gilbert has given this project his blessing and it is hoped that 2012 will see the office opened in the Evangelisation Commission. After discussion, Alpha International's legal department has given permission for Alpha materials to be printed in Trinidad, which is a major breakthrough.

The Commission's fund raising projects include four *Priests and Religious in Concert*, three Seven-Day Caribbean cruises, with a further one planned for 2012, a Tea and Fashion Show and Prayer Breakfasts.

Days of Renewal and retreats have been held for Commission volunteers and workshops and retreats have been held for Commission staff and over the years, the Commission has celebrated several Masses with additional Healing Prayers in parishes throughout the island.

Recently, the Missionaries of the Divine Potter, under the guidance of Bernadette Burke received His Grace's blessing and was welcomed by Msgr Christian Pereira to come under the umbrella of the Evangelisation Commission. Over the years Bernadette has been involved with the Commission in many projects and at her invitation, Fr Hudlin went with her to preach in Tanzania.

NEW VICAR APPOINTED

In January 2011 His Grace appointed Fr Robert Christo as Vicar for Evangelisation.

Fr Christo's priority was to ensure that everyone knows that New Evangelisation does not mean 're-evangelising' but rather, a new evangelisation which involves the laity. To get this across, in September, the Commission hosted a day where guests, who have been involved with the Commission on some level since inception, came together for *'Evangelisation - A New Way Ahead'*. After bringing guests up to speed on what was happening in the Commission, Fr Robert shared the Commission's vision for the future and how people can become involved in both their parishes and the Commission.

One of the goals of the Commission is to ensure that there is an evangelisation team in every parish as was the plan for 2009 - 2011. The question *'who needs to be evangelised?'* produces answers that include: the young, the alienated, those without faith, the un-churched, the de-churched, those on the fringes and the core die-hards. To evangelise we must be able to share our faith, give personal witness, preach if necessary, nurture and extend invitations in order that people have a sense of belonging. In being part of an evangelisation team one has to ask oneself "Am I active?" "Am I a catechist?" "Am I an apologetic?" "Am I hospitable?" It is the duty of every Catholic to evangelise: *"For disciples of Christ the duty to evangelise is an obligation of love"* (Pope John Paul II). The parish community will be the centre of New Evangelisation which involves building a community of friendship.

In addition to evangelisation teams in parishes, the Commission has developed a RECALL programme, which will involve parents and godparents of newly baptised babies, parents of children making their First Holy Communion and parents of Confirmation candidates. Once parents are involved they will be introduced to the ALPHA programme, progressing to Catholicism 201 and Eucharist 301 by which time it is hoped they will be involved in ministry in their parishes. Training for the various programmes will be offered initially at vicariate level. This programme was piloted in St Peter's, Pointe-à-Pierre under Fr Hudlin and proved to be extremely successful. The second parish to host it will be St Anthony's, Point Fortin.

Part of Fr Christo's vision for the Commission is to set up a Catholic Enquiry Office, which will supply information about the Catholic faith with a guarantee of no follow-ups unless requested. Tracts will be available for those who wish to learn more and it is hoped that tracts chosen by the Commission will be available in all parishes.

'Catholics in the Workplace', the brainchild of amongst others, Bishop Jason Gordon and Dr Ruby Alleyne will now come under the Evangelisation Commission. Catholics in their working environment will be able to access various activities including Mass, praying of the Rosary, prayer sessions and discussions being streamed live.

Fr Christo is of the firm opinion that evangelisation transforms society, lives, relationships and inner culture and agrees with Archbishop Fisichella, Head of the Pontifical Council for New Evangelisation that in order to be effective we have to examine the context we are in. Although countries will do things differently, the content of New Evangelisation will always be the same in that Jesus Christ is the same yesterday, today and always and He, who died and rose from the dead gives hope and sense to life.

In establishing the Evangelisation Commission in 2003, Archbishop Gilbert gave the Archdiocese a wonderful platform from which to launch programmes and initiatives that could only be for the good of Catholics in Trinidad and Tobago. His Grace's vision and insight into the needs of our Church are beyond what we could have wished for.

He has always been most supportive of the Commission and it is our hope, that although we still have a long way to go, we have been able to provide some of what he had in mind when he decided that an Evangelisation Commission was needed in the Archdiocese.

We at the Evangelisation Commission would like to thank His Grace for his many contributions and wish him a long and happy retirement filled with only good things, many rounds of golf and a multitude of God's blessings as he enters the next stage of his life.

Fr Robert Christo
Vicar for Evangelisation



CATHOLIC YOUTH COMMISSION

Encounter, Formation and Mission



Under the episcopate of Archbishop Edward J. Gilbert, the youth and young adult ministry in the Archdiocese of Port of Spain has been placed on a strong, certain and forward looking path.

The Catholic Youth Commission believes if this path is followed with wisdom, insight and imagination, the dream of the Church for youth and young adult ministry would be realised. This dream is authentic integral human development.

The following summary outlines highlights of the achievements and strides made by the Commission under the stewardship of Archbishop Gilbert. It must be noted that countless programmes of pastoral, administrative and other persuasions were also successfully conducted.

2001 – 2003

Sr Rosemary Carvalho, a Cluny sister attached to the Emmaus Retreat Centre in the Santa Rosa parish, Arima, was the standing Youth Coordinator, for the Archdiocese during that period. The work done at that time was aimed at training leaders and building and linking the youth and young adult community of the Archdiocese. The work entailed:

- Leadership training for youth and young adult leaders;
- Weekend retreats for groups and parishes;
- Planning and coordinating vicariate and Archdiocesan rallies and seminars;
- Planning for and attending AEC Youth Assemblies and World Youth Day celebrations;
- Hosted the AEC Youth Assembly in Trinidad – 700 foreign delegates, 800 local delegates; 7,000 youth and young adults attended the closing liturgy.

2003 – 2008

Sr. Kathy Joseph OP was the Episcopal Delegate in this period, Sr Kathy was able to draw from the youth and young adult leaders who were trained through the leadership training sessions of the previous delegate Sr Rosemary Carvalho and further develop youth and young adults.

As a result of Synods 2003 and 2005, five resolutions relative to the youth and young adult ministry emerged. New Vision and Mission statements also came to the fore under Sr Kathy's watch.

VISION STATEMENT – Young faith-filled Catholics transformed in body, mind, heart and soul on fire for Christ

MISSION STATEMENT – To build young disciples, strong in faith, in love with Christ and his Gospel and generous in serving their brothers and sisters

Those five Synod resolutions set the agenda for the work of the Secretariat for the following years.

1) Resolution 33 – Be it resolved that the “vision of Youth ministry for Youth and Young Adults of the Antilles Episcopal Conference (AEC)” be the official guideline for establishing Comprehensive Youth Ministry in all parishes in the Archdiocese.

To achieve this resolution the following steps were taken:

- New youth ministry course offered;

- All Parishes, communities and youth organisations invited to participate;
 - Copies of the AEC document made available to all; and
 - New Vision and Mission statements for the Secretariat.
- 2) **Resolution 34** – Be it resolved that all movements/ organisations that cater to the needs of youth, and operate independently, fall under the umbrella of the Youth Secretariat, which includes representation from all Archdiocesan youth movements.
- Communication established with groups in the Archdiocese.
 - Groups assisted the Secretariat with projects e.g. Joyful Noise Concerts.
 - Group assisted the Secretariat with planning and execution of major Archdiocesan events e.g. Empower (2005), Youth Assembly (2007), Solidarity: A positive Youth Revolution (2008).
 - Monthly TV Programme.
- 3) **Resolution 35** – Be it resolved that there be full time paid youth coordinators for each parish to oversee youth ministry, and within each vicariate there be paid personnel to coordinate the youth activities of that vicariate.
- Even though this resolution was not implemented (for financial reasons) there continues to be youth coordinators in each vicariate and most parishes throughout the Archdiocese.
- 4) **Resolution 37** - Be it resolved that a standard policy be implemented that youth be appointed wherever feasible, to parish, vicariate and Archdiocesan councils or bodies and that their contributions be acknowledged.
- It is noteworthy that young adults are serving on pastoral councils and in other parish groups and committees.
 - At present two young adults, male and female, serve on the Archdiocesan Pastoral Council. Another represents the Secretariat on the board of the Family Life Commission. The Secretariat is grateful to these young adults for their commitment and service as they give of their

time and talent and often their financial resources in the service of the Church.

- 5) **Resolution 38** - Be it resolved that the Archdiocesan Youth Secretariat be established to include the establishment of Catholic youth centres in each vicariate.

- Due to financial constraints, the Secretariat has not been able to embark on this project. The Youth Secretariat, situated in the Northern Vicariate, is inadequate to house youth events. Schools and community centres are often the venues for youth activity, especially at vicariate archdiocesan levels.
- The Secretariat maintains the Ocean Star Catholic Retreat House on the beach at Guayaguayare.

2009 – 2011

In February 2009, Winston Garcia was appointed Episcopal Delegate for Youth for the Archdiocese. He had the good fortune to find a fully functional modern Youth Secretariat, complete with furniture and office equipment. Sr Kathy set the perfect tone for continued delivery of valuable ministry to youth and young adults of the Archdiocese.

Upon conclusion of Synod 2009, the status of the Catholic Youth Secretariat was elevated to that of a Commission by His Grace at the request of the delegate.

Resolution 4 - All the attention of the Commission was now aimed at accomplishing Resolution 4 under the pastoral priority of the New Evangelisation. It read, “be it resolved that each Catholic parish implement Comprehensive Youth and Young Adult Ministry”.

LEADERS’ CONFERENCE

An Archdiocesan leaders’ conference was held at Presentation College, Chaguanas to:

- Explain how youth and young adult ministry would be affected by Synod pastoral priorities and resolutions;
- Meet with parish and vicariate youth coordinators;
- To formally introduce the new delegate;
- To share aspirations and celebrate our faith; and

- To discuss how Comprehensive Youth Ministry could be rooted in the parishes.

COMPREHENSIVE YOUTH MINISTRY CONFERENCE

The Commission hosted a Comprehensive Youth Ministry Conference at Our Lady of Fatima RC Church in Curepe on 16 January 2010, for all parishes and stakeholders. The Commission:

- Secured the services of Dr Carole Godwin DMin - Director of Youth Ministry for the Archdiocese of Louisville, Kentucky, to be the keynote presenter. Dr Godwin has extensive experience with adolescents and young adults in school, parish, diocesan, and university settings. She is a popular national speaker on adolescent issues at training workshops for catechists and young ministers. She is the author of *Quicksilvers: Ministering with Junior High Youth* (Twenty-Third Publications).
- Dr. Godwin has since been serving The Youth Commission as an advisor.
- Produced a 4-step plan for implementing CYM in parishes.
- A DVD was also produced to accompany the plan.

ARCHDIOCESAN YOUTH CONVERSATION

His Grace asked the Commission to conduct a Conversation with youth and young adults of the Archdiocese, the aims of which were:

- 1) To give youth and young adults an opportunity to voice their ideas and aspirations with regard to making parish life more youth friendly; and
- 2) To use the feedback to design an appropriate Pastoral response to their needs.

Approximately 2,000 persons attended the Conversation held in the context of a Youth Expo. Some 41 booths highlighted the work of religious congregations, departments of the Archdiocese, groups and movements within the Church.

STRUCTURE

The conversations took place at parish, vicariate and Archdiocesan levels. Three age groups were targeted, 13 – 17, 18 – 25 and 26 – 35. The Commission employed

the Appreciative Inquiry development methodology using the 4-D cycle Discover, Dream Design and Deliver.

DISCOVER – A summary of pressing issues was realised and a list of possible age appropriate programmes and activities were suggested.

DREAM – Aspiration statements from each age group were developed outlining the kind of Church youth and young adults would like to see.

DESIGN – The nine components of Comprehensive Youth Ministry were used to develop and shape a response, these are:-

- 1) Pastoral Care;
- 2) Leadership Development;
- 3) Community Life;
- 4) Advocacy;
- 5) Prayer and Worship;
- 6) Catechesis;
- 7) Justice and Service;
- 8) Evangelisation; and
- 9) Multi cultural awareness.

DELIVER

The Commission has chosen a brand for delivering and promoting Catholic youth and young adult ministry in the Archdiocese. It is called Youth EFM, which is Youth on Encounter Formation and Mission. The formation component is an Adolescent Formation Programme (spanning three years) for youth 13-17 and an Adolescent Development Programme catering for young adults in two age groups 18 – 25 and 26 – 35.

The Encounter component we hope would be achieved by Encounter retreats e.g. COR. To date at least six parishes have made requests and St Francis Parish in Sangre Grande will be the first in January 2012.

The Mission component of our programme was inspired by the Aparecida Document. A former primary school has been permanently secured by the Commission to be converted into a missions training centre, to raise young missionary disciples, to reach challenged parishes in the Archdiocese.

A group of Young Adults, who experienced World Youth Day in Madrid, Spain, in August 2011, are planning our first missionary outreach. We will be going to the Cedros Parish on Sunday 20 November to make the first step

towards rekindling a missionary spirit among youth and young adults.

KEY RESPONSIBILITY AREAS (KRA)

Five Areas form the operating system of our new pastoral approach Youth EFM. It is called **FLAME**:

- Formation.
- Leadership.
- Administration.
- Mission.
- Encounter with Christ.

Units to effectively carry out the work of the Commission will be established, in these areas: media, sports and recreation, research and development and music and arts.

PASTORAL PLAN

Parishes with the help of their Vicariate Youth Coordinator and the Youth Commission are expected to produce a Comprehensive Youth Ministry Pastoral Plan for one year, for their parishes. This will depend on the needs of the youth and young adults and the resources available to the parish. A weekly schedule outlining roles and responsibilities will be produced every week by the parish planning team. Each parish will be expected to keep a parish binder with the Plan's weekly schedule and other important documents.

The above initiatives have materialised as a direct result of the Youth Conversations requested by His Grace to

assess the needs of the youth and young adults and to respond to those needs. A handbook giving details of the entire process is in the final stages of preparation to be published.

Other achievements of the Catholic Youth Commission under the stewardship of Archbishop Gilbert include:

- A young adult seminar entitled "Young Adult Ministry Our Future Depends On It". January 2011.
- Attending AEC Youth Assembly, in Jamaica, with 100 pilgrims.
- Attending World Youth Day, in Spain, with 102 pilgrims.
- Collaborating with Archdiocesan departments to realise pastoral initiatives e.g. CCSJ, AFLC.
- Maintaining and managing Ocean Star Youth Retreat Centre, Guayaguayare.
- Representing the interest of Catholic youth at secular forums e.g. UNDP and Ministry of Sport and Youth Affairs.
- Attending Department Heads meetings.
- Assisting with retreats in the Archdiocese and in other islands of the Caribbean
- Representing the Archdiocese at the AEC Executive Youth Council.

Winston Garcia
Episcopal Delegate



PONTIFICAL MISSION SOCIETIES

Spreading the Good News



BOARD MEMBERS

| | | |
|-----------------------|---|------------------|
| Sr Deborah de Rosia | - | Chairperson |
| Mrs Eunice Alleyne | - | Member (Editor) |
| Mrs Sheila Charles | - | Member |
| Mrs Louisa Peters | - | Member |
| Ms Sara-Lee Manmohan | - | Member |
| Mr Nolan Graham | - | Member |
| Mrs Bernadette Alleng | - | Member/Secretary |
| Ms Patricia Williams | - | new Member |

Bi-Monthly meetings are held at the Eternal Light Community, the last being on July 16, 2011.

ACHIEVEMENTS

The Board of Directors was formulated in the late 90s. The above comprise the Board.

In 2002 – Our first *Mission Vineyard* was published. The *Mission Vineyard* normally gives a Message from the Archbishop, interviews, updates and coming events and the editor's remarks.

A Multi-Presentation was formulated in 2006 and members are encouraged to have this presented at all parishes and primary and secondary schools in the Archdiocese.

A Mission Symposium took place at the Holy Name Convent, Port of Spain in 2002 and another in 2003 at Fatima RC Church, Curepe.

Visits have been made to various schools in support of 'the call of Mission' namely:

St Joseph's Convent, St Joseph and San Fernando, Santa Cruz RC School, St Joseph's RC Schools (Boys and Girls).

Mission Outreach was made locally to Blanchisseuse RC Church, St Anthony's RC Church, Point Fortin, Cedros RC Church, Mayaro and Guayaguayare.

Mission Outreach Programme – Youth Camp held in Tobago and Guyana.

Mission Youth Club was initiated in some of the primary schools, whereby Mission Boxes were erected. A Mission Constitution is now being formulated for distribution to the various Youth Clubs.

Some of the Schools are San Juan RC Boys and Girls, Santa Cruz RC Boys and Girls, Mucurapo RC School Boys and Girls, Bon Adventure School in Gasparillo.

SOCIAL EVENT

Annual Christmas Dinner for all members normally takes place on the First Friday of December.

2012

The meeting of Directors of the Pontifical Mission Societies of the Antilles Episcopal Conference will take place in Trinidad from the 6–9 February 2012. Some 22 foreign visitors are due to arrive in Trinidad and are to be accommodated at Mount St. Benedict (Regional Seminary). Accommodation includes boarding.

At the time of writing, Board Members were working on securing transportation to and from Piarco Airport and making arrangements for sightseeing tours and social events.

The Opening Ceremony will include Mass, to be celebrated by the Archbishop/Nuncio.

PROPOSED OUTREACH PROGRAMME FOR 2012

Arrangements are being made to visit Grenada to hold a Youth Camp during July.

CHALLENGES

Due to the high cost of printing, it has been quite difficult to maintain the usual format of the *Mission Vineyard* as a brochure. This brochure was distributed under separate cover to various parishes, schools and

organisations throughout the Archdiocese of Port of Spain. We overcame this challenge by arranging a pullout in the weekend *Catholic News*.

We are hoping we would be able to obtain sufficient funds to have Mission Prayer Cards printed, so they can be distributed during Mission Month in October.

We are also trying to secure Mission Rosaries for distribution.

VISION

To continue the Mission Outreach throughout Trinidad and Tobago and also in the surrounding countries;

To continue the production of the Mission Vineyard and the distribution be made far and wide;

To target Parishes, Secondary and Primary Schools promoting Mission Youth Clubs;

To increase the members of the Pontifical Mission Societies by including youth membership.

Deborah De Rosia
Chairperson
Pontifical Mission Societies



SECTION II



- Archdiocesan Catechetical Office
- Catholic Education Board of Management
- Commission for Religious



‘Being a disciple is a gift that is intended to grow. Christian initiation provides the possibility of a gradual apprenticeship in knowledge, love, and following of Jesus Christ. It thus forges Christian identity with fundamental convictions and accompanies the search for the meaning of life. The catechetical dynamics of Christian initiation must be undertaken. A community that takes on Christian initiation renews community life and awakens its missionary character. This requires new pastoral attitudes on the part of bishops, priests, deacons, people with vows, and pastoral agents’ (Aparecida, Concluding Document, May 2007, n. 291).

ARCHDIOCESAN CATECHETICAL OFFICE

Empowering The Faithful

“Go out to the whole world and proclaim the good news to all creation!”



INTRODUCTION

Before 2001, the present day Archdiocesan Catechetical Office was called the Religious Education Workshop. With the advent of Synod 2003 a decision was made by the current Catechetical administration to change the name to reflect more accurately, the vision and work of the Office.

We take great pride therefore in presenting this ten-year report to His Grace, Archbishop Edward Gilbert as we briefly reflect on the past, the role of the Synod in the development of and the administration of catechetics in the Archdiocese, the key personnel involved, the major activities and collaborations entered into and of course, our hopes for the future.

As far back as 1977 efforts were made to have coordinated catechetical training in the Archdiocese of Port of Spain. In the more immediate past the following persons gave sterling contribution towards this effort - Carlos Roberts, Msgr Christian Pereira, June Johnston, Sr Christina Araujo and Linda Wyke - who was the last person to coordinate such activities. Ms Wyke left as Directress of Religious Education (1999/2001) when the current administration came into being.

The advent of the Synod in 2003 impacted greatly on the vision and planning for catechesis in Trinidad and Tobago. The vision of catechesis moved from “ongoing formation of the laity in all parishes” at the sitting of 2003, to the establishment of “ongoing total catechesis” in 2005 to the current Resolution also passed in the 2005 sitting: *Be it resolved that the Catholic faith be effectively taught in all Catholic schools (Primary and Secondary) under the auspices of the Catechetical Office.* (See Appendix 1).

With this broadened mandate, the delivery of catechesis in the Archdiocese not only had a complete makeover with respect to delivery, but also in methodology and training and in the very structure of its administration. A Directress of Catechetics was appointed in Sr Columba Byrne of the Holy Faith Sisters, with the mandate from His Grace Archbishop Gilbert to produce resource material, Teachers Guide and Workbooks for use in the Archdiocese. This was to cover sacramental preparation for primary and secondary schools.

Sr Columba a former Principal of Holy Faith Convent in Penal and long involved with catechetics, had been trained in Total Catechesis at Boston College in 1998-2001. She was thus able to coordinate, train and direct a group of persons who concentrated on producing material for catechetical development in the Archdiocese.

This report pays tribute to the sterling service of Sr Columba and her team. Team members Teresa Reyes, Mary M. Reyes-Mungo, Gail Barnard, Peggy Lee, Sr Teresa Cardinez OP, Sr Margaret Murtagh CHF and Antonett Prince-Trotman (typesetting and layout of all the resources) are to be honoured for the varied and solid catechetical work they performed in the Archdiocese at various levels. Under Sr Columba’s direction they developed and published a series of Religious Education Programmes for the faith formation of the young at our Primary and Secondary schools, as well as at parish level. These resources comprised of programmes, which target children from the preparatory stage of development to teenagers. This tremendous task is all the more significant since the Archbishop made it mandatory for all Catholic schools and parishes in the Archdiocese to use these books.

With the North office being manned by her assistant, Sr Juliet Rajah CHF who in fact had the responsibility of the overall day-to-day administration of the Catechetical Office, Sr Columba concentrated full time on fulfilling the mandate given to her. When she went on sabbatical leave in 2009, Sr Juliet acted as Directress. Sr Columba resigned not too long after her return from leave after serving for more than 20 years in Religious Education. Sr Juliet, who is also a Boston College alumna was appointed to the position of Directress of Catechetics in 2010.

One other stalwart of the Catechetical Office in the recent past was Jean Bernard, who passed away in February 2011. Jean's articles for the Catechetical Page in *Catholic News* always had a special readership throughout the Archdiocese. An ex-teacher, Jean was well poised to appraise the contexts of faith training needed in the schools and to suggest ways and means to build up faith formation. She also played a major role in the administration of the Correspondence Course for adults which began in 2005. A unique soul, Jean Bernard served for more than 15 years in catechetical work in the Archdiocese. Her trademark expression for God the Father, her "Daddy in heaven" no doubt will be remembered by many readers of the *Catholic News*.

VICARIATE LISTING/

CURRENT PERSONNEL AT ARCHDIOCESAN CATECHETICAL OFFICE

Directress of Catechetics - Juliet Rajah (Sr) CHF

SOUTH

Antonett Prince-Trotman - Secretary
Bernadette Ramkhalawan - Catholic Education Regional Officer / Vicariate Catechetical Coordinator
Julie Chan - Catholic Education Regional Officer/
Vicariate Catechetical Coordinator

CENTRAL

Bernadette Ramkhalawan - Catholic Education Regional Officer
Julie Chan - Vicariate Catechetical Coordinator

SUBURBAN

Rosana Gonzales - Catholic Education Regional Officer
Louise Zamora - Vicariate Catechetical Coordinator

NORTH

Sr Juliet Rajah - Office Manager
Marina Lee - Secretary

Sr Marie Young - Vicariate Catechetical Coordinator
Eastlyn Rawlinson - Catholic Education Regional Officer
Bernadette Phillip - Catechetical Coordinator (Tobago)

EASTERN

Ruby Nelson - Catholic Education Regional Officer
Sr Martin Joseph - Catholic Education Regional Officer
Denis Sue Hong - Vicariate Catechetical Coordinator
Anne Marie White - Resources

VISION STATEMENT

That LIFE GIVING CATECHESIS for every age and stage of the Christian journey be offered in every parish.

The General Directory for Catechesis makes it clear that catechesis is a lifelong process for all believers. It begins in the family and spans the various phases of life.

MISSION STATEMENT

To provide spiritual, catechetical, moral and ecclesial formation for every age and stage of the Christian journey. The goal of this ministry is to empower all to make their faith "living, conscious and active".

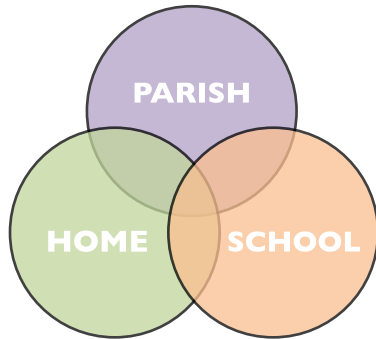
The Vision and Mission of the Archdiocesan Catechetical Office are to be understood within the context of Total Parish Catechesis, which has been explained to all stakeholders since 2003.

TOTAL PARISH CATECHESIS

Catechesis is a permanent school of faith and follows the major stages of life (*Catechesi Tradendae* #43).

Since 2003, the Catechetical Office has been committed to the primacy of adult catechesis with its focus on the development of a mature faith in adults and the promotion of lifelong faith formation. Total parish catechesis flows from the Sunday Liturgy and involves the whole parish as it continues into the home and schools. It ties together all formal instruction within the parish – homilies, children's formation programmes, sacramental preparation, bible study, spiritual growth opportunities, preparation for various pastoral care and liturgical ministries – with informal faith sharing. Since this permanent school of faith consists of conversion, rather than achievement, it does not lend itself to evaluation by the usual standards.

It requires a partnership of family, parish and school, worshipping, teaching and learning together. The Archdiocesan Catechetical Office, over a three-year period has communicated to all parish priests and administrators, reflection questions on the Sunday readings for different age groups.



The partnership of family, parish and school represents Total Parish Catechesis.

MAJOR ACTIVITIES

FAITH FORMATION FOR CATECHISTS

“The quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel...” Diocesan pastoral programmes must give absolute priority to the formation of lay catechists” (Article 234 GDC).

Recognising the importance of providing catechetical training and formation, the Archdiocesan Catechetical Office, through its Vicariate Coordinators, organised Basic Formation and Intermediate Formation courses for catechists throughout the Archdiocese.

These Courses address the Ministry of Catechesis, Theology and Methodology with a stress on the four essential elements of:

- **Content**
- **Formation**
- **Commitment**
- **Mission**

as given in the Pastoral letter of the Bishops of the Antilles Episcopal Conference of 2000.

The Shared Praxis Process incorporates the above elements.

Content of the Basic Formation Course was based on the video series for catechetical training *Echoes of Faith* and included:

- Ministry of Catechesis
- Faith and Moral Development
- Catholic Morality
- Prayer and Spirituality
- Methodology
- Liturgy and the Sacraments
- What the Church believes
- Church Development
- Overview of Scripture

Intermediate Course

Content for this Intermediate Formation is taken mainly from ‘The Art of Catechesis’ by Maureen Gallagher.

At each level, participants are given the opportunity to present lessons.

Topics covered are:

- Understanding the New Vision of Total Parish Catechesis;
- Knowing those whom you catechise;
- Exploring the Gospels;
- Focus on Jesus as Teacher/Catechist;
- The Church;
- Prayer and Ritual;
- Sacraments as Symbolic Actions; and
- Living the Christian Life.

Each programme requires 16 hours of instruction.

At the time of writing, roughly 854 persons have completed the Basic Formation course and about 895 the Intermediate course. The attendance figures for the involvement of each vicariate between the years 2003 and 2010 have been tabulated however, and these can be viewed in Appendix 2.

Because catechesis is the sharing of faith it is people-concentrated. It requires faith-filled knowledgeable and trained people who strive to grow in faith themselves and in turn share this faith with others. As we recognise our special group of trained volunteer catechists as our greatest resource and thank God for their contribution of witness and dedication, we are also aware of the great need for more catechists. While the numbers who have completed

training programmes are heartening, it can happen that, due to personal, family or/and social situations, some catechists are unable to continue commitment to this ministry.

FAITH FORMATION FOR ADULTS

The Basic Correspondence Course

This initiative of the Archdiocesan Catechetical Office began in 2004 and is an effort to provide an alternative ongoing faith formation for adults. It is an excellent opportunity for persons who are unable to attend regular sessions as the lessons can be completed in their own time and in the comfort of their homes. The course comprises a package of 27 lessons together with an answer sheet for each lesson. Three lessons are sent out at a time with general instructions. It is expected that the lessons be completed in two to six weeks and returned to the Archdiocesan Catechetical Office for evaluation and comment.

To date, 1,166 persons have enrolled for this Course, which addresses three areas: Catechesis, Theology and Methodology.

| Correspondence Course Involvement | |
|-----------------------------------|-------|
| 2004 | 91 |
| 2005 | 163 |
| 2006 | 72 |
| 2007 | 193 |
| 2008 | 189 |
| 2009 | 195 |
| 2010 | 166 |
| 2011 | 97 |
| | 1,166 |

See Appendix 4 for topics covered.

Adult Education at Parish Level

“Catechesis for adults since it deals with persons who are capable of an adherence that is fully responsible must be considered the chief form of catechesis” (GDC #59).

Your Grace, the information which follows is rather detailed and is presented to give you an idea of the vibrancy of adult education in the parishes. We note the recurring item, Bible Study for nearly all the locations.

SOUTHERN VICARIATE

La Romaine

- Touching Jesus through the Church - Seven week Course on the Sacraments
- Parenting Seminar
- Alpha
- Catholics and The Bible (DVD)
- Talks given to parents of First Communion and Confirmation

Siparia

- Touching Jesus through the Church - Seven week Course on the Sacraments
- Alpha
- Faith Sessions and Parenting Programmes with First Communion & Confirmation Parents
- Catholics & the Bible (DVD) Ongoing Bible Study
- Four weeks course on the Eucharist

Pointe-à-Pierre

- Session with Confirmation parents
- Video based programme - Father's Plan
- Alpha on going

Point Fortin

- Alpha - two years (2006-2007)
- Bible Class
- Sessions with First Communion & Confirmation Parents
- Christian Education for all parishioners

New Grant

- Bible Study Class

Our Lady Of Perpetual Help (San Fernando)

- Coming Home to Christ (Parish Initiative)
- RCIA

South Oropouche

- RCIA
- Monthly Catechesis for adults
- Ongoing Bible Study

Rio Claro

- RCIA
- Alpha
- On-going Bible Study

Moruga

- Alpha
- Catholic and the Bible
- On-going Bible Study
- Four sessions on the Eucharist

La Brea

- RCIA
- Bible Study
- Know Your Faith Sessions

Cedros

- Adult Education conducted by the Parish Priest

Erin

- Sessions with First Communion & Confirmation Parents
- Bible Study
- RCIA

Princes Town

- Sessions with First Communion & Confirmation Parents
- The Catholic and the Bible
- Discussions on Faith issues

Mon Repos

- Sessions with First Communion & Confirmation Parents

Penal

- Alpha

NORTHERN VICARIATE

Belmont

- Priest chooses a monthly topic for discussion
- Sessions with First Communion & Confirmation Parents
- Post Confirmation has been implemented
- Reflection on Sunday Gospel
- Newsletter
- Five-minute teaching before Mass

St Ann's

- Sessions with First Communion & Confirmation Parents
- Post Confirmation has been implemented

Maraval/ Paramin

- Sessions with First Communion & Confirmation Parents
- Bible Study
- Catechesis for Church Feasts and Liturgical Seasons
- Reflection of Sunday Gospel

St John's, Diego Martin

- Alpha
- Touching Jesus through the Church
- General Faith Formation programmes offered in the parish
- Seven week Course on the Sacraments

St Theresa's, Woodbrook

- Catholics and the Bible

St. Patrick's, New Town

- Catholics and the Bible

St Anthony's

- Alpha
- Bible Sessions

Rosary/ Gonzales

- Alpha
- Sessions with First Communion & Confirmation Parents
- Youth Ministry - Catechetical component

Carenage

- Alpha
- Seven-week Course on the Sacraments

St Finbar's

- Bible Study

Laventille/ Morvant

- Bible Study
- Youth Group - facilitated by catechists

Assumption

- Bible Study

St Mary's, Mucurapo

- Youth Ministry actively involved in catechesis with a permanent rep in charge of dissemination of the faith.
- Post Confirmation Programme.

Cathedral Of The Immaculate Conception

- Bible Study

EASTERN VICARIATE

Adult Education in Parishes

Arima

- The Catholic & the Bible
- Sessions for parents whose children are preparing for the Sacraments
- Seven-week Course on the Sacraments

Arouca

- The Catholic & the Bible
- Alpha
- Know Your Faith Programme
- Course on the Sacraments

Coryal

- Sessions with First Communion & Confirmation Parents
- Bible Study

Mayaro

- Discussion on issues relevant to the faith

Maloney

- Use of DVDs and videos for adult faith formation
- Sessions with First Communion & Confirmation Parents
- Bible Sessions

Sangre Grande

- Sessions with First Communion & Confirmation Parents
- RCIA
- Videos, Lecturers, Bible Study and Training for Church Leaders

CENTRAL VICARIATE

Adult Education in Parishes

Couva

- Video Presentations or talk before Mass each weekend
- Inter Faith Advent Programme
- Eucharist - A Taste of God
- DVD / Video presentations relative to Liturgical Season
- I Believe - four Sessions on the Creed
- Seven week Course on the Sacraments

Couva & Chaguanas

- Touching Jesus through the Church
- Seven week Course on the Sacraments

Tortuga

- The Catholic and the Bible
- Sessions on the Eucharist

Gran Couva

- The Catholic and the Bible
- Sessions on the Eucharist

Carapichaima

- The Catholic and the Bible
- Sessions on the Eucharist

Adult Education in Parishes

- Alpha (Eight parishes)
- Catholics and the Bible (Eight parishes)
- Sessions with First Communion & Confirmation Parents
- A course on the Sacrament
- Bible Study

We are aware that much more goes on at parish level - initiated by the Parish Priest and by other Commissions.

WORKSHOPS

Workshops are offered:

- To assist in the spiritual development of all adults -teachers/catechists
- To help teachers/catechists gain more knowledge of the teachings and doctrines of the Catholic Church
- To help teachers/catechists enhance their skills and methods for effective presentation of the Religious Education programme in schools/parishes

Specialised workshops are offered in the areas of Sacramental Preparation, R.C.I.A. and Methodology etc.

Workshops at Archdiocesan Level

2005 - 2010

- Preparation for Infant Baptism - 100 participants
- R.C.I.A. - 85 participants
- Four Workshops for Parish Catechetical Coordinators - Theme: "On the Road to Total Parish Catechesis"
- Meetings with Committees working on Catholic Secondary School Religious Education Programme.
- Launch of Confirmation Book - *Growing in Discipleship in a Catholic Community*
- Parish Catechetical Coordinators In-service
- Principals meeting
- Mid-life Workshop
- Workshop for Parish Catechetical Coordinators
- Workshop for Infant Baptism Catechists
- Liturgy School
- Workshop for RCIA Catechists
- Workshop for Confirmation catechists - Topic: "Education on Sexuality: The Introduction of the Abstinence programme"
- Facilitated Archdiocesan lectures on the Bible – DVD presentations

- Study of the Pastoral Letter "Deepening the Spirit of Solidarity" in collaboration with Communications Commission
- Launch of Promises of God and Walking with Jesus
- Liturgy School: Workshops
- Coordinators Workshop: Team Building
- "Values and Virtues programme" in collaboration with Education, Family Life and Youth Commissions
- Launch of New Pre-First Communion Book – Growing in the Way of Jesus
- Two Workshops for First Communion Catechists
- Workshop for catechists teaching at 11-13 year level
- RCIA and Infant Baptism Workshops

VICARIATES

VCC coordinators facilitated various other workshops at vicariate level.

Parish Visitation

Vicariate coordinators arrange to visit the Parishes within their vicariate to:

- update parish Priest and team on the resources available for catechetical programmes
- advise on the catechetical vision and plans for Total Parish Catechesis
- encourage the sending of catechists to Formation Courses

Vicariate coordinators also arrange regular meetings with Parish Coordinators. During these sessions problems are addressed and positive ideas that are working are shared. Catechetical activities are planned e.g. Catechetical Month. Recruitment of Catechists and planning for their formation are discussed and on-going formation of parish catechists is promoted.

Neophyte Mass

The Archdiocesan Catechetical Office coordinates the annual Neophyte Mass at the Cathedral.

The attendance since inception is listed below:

| Neophyte Mass | No of persons attending (include sponsors) |
|---------------|--|
| 2004 | 610 |
| 2005 | 600 |
| 2006 | 482 |
| 2007 | 535 |
| 2008 | 447 |
| 2009 | 769 |
| 2010 | 747 |
| 2011 | 750 |

Other Formation Initiatives and On-going Events/ Happenings

Green Card Project (Pre Confirmation)

To implement catechesis for primary school leavers (11-12 year olds), the “Green Card Project”, which identifies all Catholic students who sat the SEA Examination, was initiated in each parish in 2007. This project alerts parish priests to the presence of these children in need of catechesis. Statistics show that in 2007, 901 students were identified; in 2008, 766 students. This “identification” can speak to the “83%” of non-involved Catholics and could prove useful for Total Parish Evangelisation.

Some parishes have already initiated a Pre-Confirmation Programme for this age group using the Promise of God Textbook/Workbook. Feedback is very positive.

Archdiocesan Catechetical Rally 2007

Theme: “Encountering the Living Christ”. There were 900 catechists in attendance.

Catechetical Page - Catholic News

Every week a submission is made to the *Catholic News* for insertion on the Catechetical Page.

CATECHETICS IN THE SCHOOLS

Catholic Primary Schools

Resolution #25 amended from Synod 2003 and passed at Synod 2005 reads as follows:

Be it resolved that the Catholic faith be effectively taught in all Catholic schools (Primary and Secondary) under the auspices of the Catechetical Office.

Since then, under the auspices of the Catechetical Office, teachers are trained, supported and encouraged to be effective in that “process of transmitting the Gospel as the Christian community has received it, understands it, celebrates it, lives it and communicates it in many ways” (GDC 105).

Teachers take into consideration all the human factors of the particular age levels, in their efforts to present the Gospel message.

Visitations

All primary schools are visited by Catholic Education Regional Officers at least twice per term. The visits facilitate discussions with Principals, teachers and classrooms re: Religious Education Programme in the Schools and other Religious Activities involving teachers.

Principals are challenged:

- to ensure that Catholic religious education takes place in the school on a daily basis during a period set on the timetable
- to encourage teachers to participate in related activities of the Catechetical Office e.g. Formation Courses; Days of Renewal etc.

Textbooks

For the Primary school three texts were produced during the period of this report

- Journey to Christmas
- Journey to Easter
- Journey to Pentecost

With the accompanying workbooks for each stage they continue to be used for the teaching of religious education at primary school.

Assessment of this programme is done through visitation of the schools. There, observation, workbook samples and dialogue serve as evidence. Projects and performance/activities that include drama, dance, poems, passion plays, choral speaking and art and craft, also form part of the evaluation.

Certificates and awards/ trophies are given to schools.

Workshops

Each term, three one-day workshops are offered for teachers at varying levels of the primary school system.

A total of 2,866 teachers attended the three-day workshops over the last seven years.

In 2010, the Ministry of Education stressed the importance of teaching time in schools. We have since encouraged teachers to access faith formation courses in their respective parishes.

Renewal Days

Hundreds of Catholic teachers throughout the vicariates continue to attend Days of Renewal organised by the Catechetical Office. Over the last 10 years Renewal Days were held in South, Central/Suburban, North, East and Tobago.

Government primary, secondary and Catholic secondary schools are also invited to these Days of Renewal. See Appendix 3

Renewal Days in Tobago had an average attendance of 40 teachers.

Trainee Teachers

This programme for Trainee teachers began in September 2003, but due to changes inaugurated by the Ministry of Education, it was phased out in 2007.

The programme was conducted in three areas, Port of Spain, Emmaus Centre in Arima, and La Romaine.

The goal of the programme was meant to help young teachers in their own spiritual journey of faith development and to equip them with the knowledge and methodology to

teach the faith effectively in our Catholic primary schools. A total of 240 young people completed this programme.

Catholic Secondary Schools

In response to a mandate from His Grace to develop programmes for the systematic teaching of the faith in Catholic secondary schools, the Catechetical Office embarked on a project to identify a scope and sequence curriculum, design and organise lessons and units of study, and to write and publish teacher and student texts for each year at secondary level.

Throughout the process many consultative meetings took place with teachers from boys and girls Secondary Schools, where valuable material and insights were shared. To familiarise teachers with this programme for systematic teaching, several orientation workshops were also conducted.

The books were planned as a series in a five-year cycle. The first *Growing in Faith Series* for Forms One came off the press in 2007.

Publications

The following resources were published during the ten-year period:

Updated (Primary School Level)

- Journey to Christmas
- Journey to Easter
- Journey to Pentecost.

Secondary School Level

- Promises of God, Growing in Faith Series, Lifelong Learning: Form I, with Teacher's Guide and Workbook, 2007
- Walking with Jesus, Growing in Faith Series, Lifelong Learning: Form 2, with Teacher's Guide and Workbook, 2008
- Witnessing to Faith, Growing in Faith Series, Lifelong Learning: Form 3, with Teacher's Guide and Workbook, 2007
- Young Disciples in Mission, Growing in Faith Series, Lifelong Learning: Forms 4, 5 and Beyond, with Teacher's Guide and Workbook, 2008

Other

- Growing in Wisdom in a Catholic Community - Catechist Guide and Workbook: First Communion, 2004
- Growing in Discipleship in a Catholic Community - Lifelong Learning: Confirmation Stage and

Beyond with Catechist Guide and Workbook, 2005

Growing in the Way of Jesus - Lifelong Learning: Pre-First Communion Stage, with Parent/Catechist Manual and Workbook, 2008.

Your Grace would be pleased to note the extensive use of the primary school textbooks with their workbooks in other areas of the Caribbean. The first level secondary school textbook Promises of God is also used by some of the other Caribbean states.

Books are shipped to:

Antigua, Barbados, Dominica, Jamaica, Grenada, St Lucia, St Maarten NA and St Vincent. More recently, a request was received from Brooklyn, New York for Confirmation resources.

Workshops have also been facilitated in Barbados and Grenada respectively and quite recently in St Vincent.

RESOURCES FOR CATECHISTS

Catechist Magazine

The accounting and distribution of the Catechist magazine -published seven times a year - was undertaken. This magazine presents current news and views of catechetical trends, methods of operation, techniques, training, Catholic doctrine, etc. Prompt delivery of this excellent tool for catechists is appreciated by many catechists and parishes who have subscribed.

General Resources

1. The Catechism of the Catholic Church
2. The General Directory for Catechesis
3. Guidelines for Catechesis the Antilles Episcopal Conference
4. *Catholic News*
5. Other Resources: Seven Principles of Catechesis (video), Liturgical Catechesis, Teaching Kids the Basis of Liturgy, Publications from the Catechetical Office etc.

Website

In 2010, the Catechetical Office officially launched its website. At present, plans are in train to have the Adult Faith Formation Correspondence Course online.

Address: rcpos.catechetics.org

The Office now has an official logo.



COLLABORATION WITH OTHER COMMISSIONS

The Catechetical Office is pleased to work collaboratively with other departments of the Archdiocese in the following areas.

- Catholic Education Board of Management,
- Deepening Solidarity - Facilitating Conversation – Camsel,
- Dialogue on Crime and Violence – Social Justice Commission,
- Respect for Life - Social Justice Commission,
- Lenten Prayer Publication - Social Justice Commission,
- Virtues & Values Formation Programme for Post SEA students in the primary schools
- CEBM and the Social Justice, Family Life, and Youth Commissions, and
- Alpha - Evangelisation programme.

AREAS FOR GROWTH

Aware that the area of social communication calls for “immediate vigorous action” - and that the means of social communication, information and entertainment technologies are gifts of God to be used for the good of all , we propose that Catechesis at every level include instruction about the media (media literacy education and critical thinking as a life skill.)

(Inter Mirifica: Decree of the Means of Social Communication .Vat. II, Dec. 4, 63)

The Catechetical Office is cognisant of the fact that the Church had always had a relationship with meditated communication and culture, for example the Archbishop’s

T.V. Catechetical Apostolate. Our plans for the future include using more of mixed media in addressing a wider range of practical objectives and strategies that can enhance, and strengthen the Church in the Archdiocese of Port of Spain through Total Parish Catechesis.

In 2003 at the first sitting of Synod, the Catechetical Office presented their contribution in calypso.

Your Grace, it is because of your unstinting support that the Catechetical Office has been able to make real the sentiments expressed in the calypso, which we reproduce beneath. The fact that you were the representative for catechetics on the Antilles Episcopal Conference enabled you to grasp most clearly, the needs, not only of Trinidad and Tobago, but of the other states in the Conference.

The use being made of our catechetical resources by the other islands is testimony to your vision and faith in our abilities. We thank God for your presence among us these past 10 years and we wish you every blessing in your retirement.

We ask God's help to continue striving for good teaching and production of resources in catechetics in the Archdiocese.

God bless you, Your Grace.

Sr Juliet Rajah CHF

Directress of Catechetics

CAPTURING THE VISION IN CALYPSO

Mammy learning, Daddy learning
Granny, Grampa, Tantie, Uncle, tout monde learning
Baby learning, children learning
From de day we born to de day we dead
We just keep on learning
Learning about Jesus
Learning about love
Learning how to keep in touch
With the Father above
Keeping our lives in tune with the Master's plan
Lifelong catechesis spreading through we land.

1. Meh granny come from church a little confused
She read 'bout Synod in Catholic News
And when they mention education
She read plenty big words in their vision
Ah say granny, "Don't you get bazodee"
Total catechesis very easy
Church community go reach a new phase
Learning 'bout God every age and stage.
2. Adults who are active, faithful and true
Those with problems ain't know what to do
Who have one foot inside, next out the door
Those who don't know what they living for,
Will learn scriptures, catholic history
Devotions, doctrines, church identity
If all them big people learn 'bout the faith
generations to come go be very great.
3. An important thing challenging all ah we
Is how to live we faith in the family
Go to Mass Sunday, when is home you reach
Make scriptures alive, practice what they preach.
Give parents "alpha", bible every day
Lectio, prayer group and rosary to say
And when we get the knowledge we need
Like on fertile ground that they plant this seed.
4. Life long catechesis makes youths understand
That confirmation ain't graduation
It will stop them from committing this fatal flaw
As they don't want to come to church anymore
Give them ammunition to deal with dey life
Fight injustice and face all the strife
The RCIA go be the basis
for post-confirmation catechesis.

APPENDIX I

Synod Mandate

The Archdiocesan Synod 2003 proposed the resolution related to catechesis as follows:

- *Be it resolved that the Archdiocese establish on-going catechetical formation programmes for the laity which are to be implemented in all parishes.*

The Resolutions retained from Synod 2003 and passed at Synod 2005:

- *Be it resolved that the Archdiocese establish on-going total catechetical formation in all parishes.*

Resolution #25 amended from Synod 2003 and passed at Synod 2005:

- *Be it resolved that the Catholic faith be effectively taught in all Catholic schools (Primary and Secondary) under the auspices of the Catechetical Office.*

APPENDIX II

Formation Course Involvement 2003 - 2010

| Basic Catechist Course | North | South | Central | Suburban | East |
|-------------------------------|------------|------------|------------|------------|------------|
| 2003 | 25 | 20 | 13 | 45 | 20 |
| 2004 | 40 | 25 | 20 | 20 | 20 |
| 2005 | 18 | 25 | 15 | 31 | 49 |
| 2006 | 12 | 30 | 22 | 20 | 20 |
| 2007 | 38 | 20 | 7 | 17 | 32 |
| 2008 | 25 | 20 | 12 | 23 | 12 |
| 2009 | 23 | 21 | 12 | 19 | 0 |
| 2010 | 22 | 20 | 10 | 21 | 10 |
| | 203 | 181 | 111 | 196 | 163 |
| Intermediate Catechist Course | North | South | Central | Suburban | East |
| 2003 | 45 | 20 | 20 | 20 | 0 |
| 2004 | 50 | 25 | 31 | 36 | 20 |
| 2005 | 25 | 40 | 25 | 25 | 33 |
| 2006 | 34 | 25 | 20 | 35 | 34 |
| 2007 | 13 | 25 | 15 | 20 | 16 |
| 2008 | 23 | 20 | 12 | 22 | 13 |
| 2009 | 15 | 16 | 9 | 26 | 20 |
| 2010 | 17 | 15 | 12 | 23 | 0 |
| | 222 | 186 | 144 | 207 | 136 |

APPENDIX III

| Renewal Days North | Schools attended | No. of Teachers attended |
|--------------------|------------------|--------------------------|
| 2004 | 32 | 388 |
| 2005 | 32 | 311 |
| 2006 | 31 | 416 |
| 2007 | 30 | 359 |
| 2008 | 30 | 293 |
| 2009 | 30 | 286 |
| 2010 | 29 | 256 |
| 2011 | 29 | 245 |

| Renewal Days South | Schools attended | No. of Teachers attended |
|--------------------|------------------|--------------------------|
| 2004 | 31 | 339 |
| 2005 | 39 | 366 |
| 2006 | 40 | 349 |
| 2007 | 31 | 352 |
| 2008 | 32 | 403 |
| 2009 | 32 | 398 |
| 2010 | 32 | 395 |
| 2011 | 32 | 329 |

| Renewal Days East | Schools attended | No. of Teachers attended |
|-------------------|------------------|--------------------------|
| 2004 | 31 | 242 |
| 2005 | 32 | 238 |
| 2006 | 31 | 259 |
| 2007 | 32 | 243 |
| 2008 | 8 | 79 |
| 2009 | 32 | 233 |
| 2010 | 31 | 229 |
| 2011 | 31 | 234 |

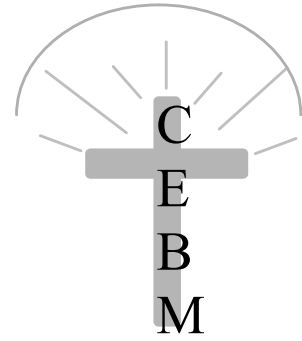
| Renewal Days Central Suburban | Schools attended | No. of Teachers attended |
|-------------------------------|------------------|--------------------------|
| 2004 | 28 | 286 |
| 2005 | 28 | 231 |
| 2006 | 28 | 240 |
| 2007 | 28 | 314 |
| 2008 | 28 | 330 |
| 2009 | 28 | 312 |
| 2010 | 28 | 309 |
| 2011 | 28 | 310 |

APPENDIX IV

| Catechesis | Theology | Methodology |
|--|---|---------------------------------------|
| The Role of the Catechist/ Teacher | What is Faith? | Getting ready to teach |
| The Ministry of Catechesis | The Heart of Spirituality: God's call and our response | Know how to motivate your students |
| Teaching can enrich our spiritual life | Who is your God? | Class Management |
| The Emmaus Journey: Model for Catechesis | Jesus, the Son of God | Telling a Story |
| Twelve Gifts Catechists/ Teachers need | The Holy Spirit | Asking Questions |
| Jesus - The Master Catechist / Teacher | Understanding and using the Bible | Promoting creativity |
| Prayer, the key to Catechesis/ Teaching | Christian Morality | Using visual aids |
| Teaching about God | The History of the Church | Involving your students in activities |
| Understanding the students you teach | The need for Social Justice and the preservation of the environment | Encourage creative dramatics |

CATHOLIC EDUCATION BOARD OF MANAGEMENT

To Ensure Excellence



INTRODUCTION

The Catholic Education system in the Archdiocese of Port of Spain was praised by Blessed John Paul II in his homily at the Eucharistic Celebration during his visit to Trinidad and Tobago in 1985. The Church has been involved in some form of education, essentially catechetics, through the Capuchin missionary activities of the Spanish colonial era (1498-1797). The Church has been a pioneer in primary education since the last days of slavery. Its involvement in secondary education can be traced to the opening of St. Joseph's Convent in Port of Spain in 1836. This convent is the first girls' secondary school in the Antilles Episcopal Conference.

The widespread expansion of primary schools in the Archdiocese in the late 19th and early 20th centuries required the establishment of an organisation to administer the schools. In 1934, Archbishop John Pius Dowling OP founded the Catholic Education Board of Management (CEBM).

A constitution and rules for CEBM, which governed the organisation for many years until the 1960s, was approved by Archbishop Dowling on 12 September 1939. CEBM was incorporated on 26 March 1992. This non-profit body corporate is limited by guarantee, legally empowered to administer and/or manage educational establishments that are owned, operated or in any way affiliated to the Roman Catholic Church in the Archdiocese of Port of Spain.

The Catholic education system is run by the CEBM and a number of religious orders and congregations. Primary and secondary schools are either government assisted and/or

privately run. They are either single-sex or co-educational schools. The secondary schools are largely single-sex institutions. Relations with the State are governed by the provisions of the Concordat (1960) and the Education Act (1966).

CEBM is the legal and official body, representing the Archbishop and/or Archdiocese in the management of the Diocesan schools, both primary and secondary, which are Government assisted. CEBM's relations with the constitutionally appointed Teaching Service Commission, involves the recommendation of teachers for appointment, transfer and promotion in the Teaching Service. CEBM has been considered and is accepted as a key stakeholder of the Ministry of Education. Relations are always on going between the CEBM and the many divisions and departments of the Ministry in the running of our many schools.

These key departments are the Department of Human Resources, the Division of Schools' Supervision, the Office of the Chief Education Officer, the Permanent and Deputy Secretaries, the Students' Support Services and the Division of Curriculum Development.

CEBM is the Diocesan body that liaises with the Education Facilities Company Limited (EFCL) with respect to the repairs, maintenance and upgrade of school property.

CEBM directly manages, its single secondary private school, St. Joseph's College, through the AEBM and the School's SMAC. (The work of these bodies will be described subsequently).

TABLE OF SCHOOL DATA
CATHOLIC SCHOOLS IN THE ARCHDIOCESE – 2011

| BOARD OF MANAGEMENT | PRIMARY | | SECONDARY | | VOCATIONAL |
|--------------------------------|----------------|----------|----------------|----------|------------|
| | GOV'T ASSISTED | PRIVATE | GOV'T ASSISTED | PRIVATE | PRIVATE |
| CEBM (DIOCESAN) | 119 | | 5 | 1 | |
| HOLY GHOST FATHERS (SPIRITANS) | | | 3 | | |
| HOLY FAITH SISTERS | | 2 | 2 | | |
| CORPUS CHRISTI CARMELITES | | 1 | | 3 | |
| DOMINICAN SISTERS | | 1 | 2 | | 1 |
| DOMINICAN FATHERS | | | 1 | | |
| CLUNY SISTERS (SJC) | | 2 | 4 | | |
| ETERNAL LIGHT COMMUNITY | | | | | 1 |
| TOTAL | 119 | 6 | 17 | 4 | 2 |

**ARCHBISHOP'S CALL FOR
REVITALISATION OF CATHOLIC
EDUCATION**

From the very beginning of his tenure, Archbishop Gilbert made the revitalisation of Catholic education a primary area of focus. It has been his mission to foster closer collaboration among the various Church agencies that have been involved in education for decades, at the different school levels. Above all, it was his stated objective to bring Diocesan schools, both primary and secondary under the ambit of the CEBM, whose operations had been at the primary level. The schools continue to be key in the Church's thrust in evangelisation, as they have been since the 19th century.

REORGANISATION OF CEBM: 2001- 2011

(a) THE BOARD OF DIRECTORS - CEBM

A major achievement has been the reorganisation of CEBM.

By 2005, a new Board of Directors was appointed that reflected CEBM's broader areas of responsibility, both primary and secondary. The CEBM's increased involvement at secondary level was made moreso through the departure of the Presentation Brothers after decades of sacrifice and service at their two colleges.

In 2003, Mrs Hazel Reis, retired Principal of St Joseph's Convent, St Joseph, was appointed the Episcopal Delegate for Education and Chairman of CEBM. Mrs Reis is the first lay-person and woman to hold these posts. Moreover, her duties dictated that she assumed her posts fulltime at CEBM.

In 2005, CEBM bade farewell to two key stalwarts, Sr Catherine-Therese McComie OP, Secretary of CEBM and Ms Joyce Smith, after many years of service.

In 2011, the Board of Directors reflects the growth of CEBM over the past decade. Directors come from both the primary and secondary sectors, the vicariate managers of the primary schools, the legal profession and the Presidents of two key Catholic education organisations - the Catholic Teachers' Association and the Association of Principals of Catholic Schools.

CEBM has recently had its bye-laws approved. The Board relocated to new offices at 34B Belmont Circular Road in April 2011, moving from Catholic Centre, Independence Square, Port of Spain.

A major activity of CEBM has been the formulation of policies to govern its operations. The following is a list of such policies:

Following is a list of **Directors of CEBM** for 2011:

| | YEAR | TITLE |
|--|------|---|
| Archbishop Edward J. Gilbert CSSR Ex Officio | 2004 | Whither Catholic Education? - A discussion paper |
| Mrs Hazel Reis Episcopal Delegate and Chair | 2004 | AEBM Constitution |
| Sr Juliet Rajah CHF Directress of Catechetics | 2004 | SMAC Constitution |
| Mr Errol Jaikaransingh President, Association of Principals of Catholic Schools | 2004 | Crime and Violence – Guidelines for Catholic Schools |
| Mr Chris Metivier President, Catholic Teachers' Association | 2005 | Policies and Procedures Relating to Sexual Misconduct |
| Mrs Mennen Walker-Briggs Director, Primary Division and Decentralisation | 2006 | Role of Parish Priest as Manager of RC Primary School |
| Mrs Merle John Vicariate Manager | 2009 | Process for the Disestablishment of a Catholic School |
| Mrs Jennifer Mahabir Vicariate Manager | 2009 | Policy on the Use of Properties owned and managed by CEBM |
| Mr Kirk Nanoo Attorney at Law | 2009 | Policy on the Use of Properties owned and managed by CEBM |
| Ms Lisa Fulchan Attorney at Law | 2011 | Guidelines for the holding of fetes and other fund-raising activities |
| Dr Bernard Tappin Corporate Secretary. | | |

(b) CEBM OFFICES

With decentralisation, CEBM operates through the following offices:

CEBM HEAD OFFICE: 34B Belmont Circular Road, Belmont
Tel. No. 623 2302
Fax No. 624 8940
E-mail cebmltd@yahoo.com

Mrs Hazel Reis Episcopal Delegate for Education and Chair CEBM
Tel. No. 623 4602 290 1691

Mrs Mennen Walker-Briggs Director, Primary Division
Tel. No. 290 1690

Mrs Marlene Bhawanie Assistant to the Delegate

Mr Colin Chambers Administrative Assistant

Mr Anton Lewis Accounts Clerk

NORTHERN VICARIATE

VICARIATE OFFICE: CEBM Head Office
Tel. No. 290 1687
Mrs Merle John Vicariate Manager
Mrs Juditha Fitzwilliam School Monitor

EASTERN VICARIATE

VICARIATE OFFICE: Malabar RC Church,
Subero Street, Malabar, Arima.
Tel. No. 290 1688
Mrs Jennifer Mahabir Vicariate Manager
Mr Saheed Khan School Monitor

CENTRAL/SUBURBAN VICARIATE

VICARIATE OFFICE: Catholic Centre
1 Rene Street, Chaguanas.
Tel. No. 290 1686
Mrs Aurea Honore Vicariate Manager
Mrs Barbara Ann Barrington School Monitor

SOUTHERN VICARIATE

VICARIATE OFFICE: Pastoral Centre
14 Alice Street, La Romaine.
Tel. No. 290 1689
Mrs Annette Hunte-Lessey Vicariate Manager
Mrs Ermine Moffett School Monitor

CEBM - PRIMARY

One of the significant successes of CEBM during the Episcopacy of Archbishop Gilbert has been the decentralisation of the primary school sector using the Vicariate structure of 2005.

Pre-dating the arrival of Archbishop Gilbert, CEBM had been paying ever-closer attention to its very large number of primary schools. The Catholic Church is responsible for the largest number of denominational primary schools in the country (119). These schools are the fruits of the hard work of more than 175 years by Parish Priests/Managers, both secular and religious (especially the Dominican Fathers); by religious sisters (the Cluny Sisters) and by a majority of laypersons who have all served as teachers and school leaders.

Catholic primary schools are to be found in nearly all parishes and they span the length and breadth of the twin-islands from Delaford to Cedros. The Archdiocese can take pride in the nation-wide geographic presence of its schools.

CEBM has been very centralised in its operations since its founding, with offices in Port of Spain. This is a pattern similar to the Ministry of Education, which was established in 1951, to replace the Department of Education. There have been repeated calls over the years to decentralise the country's education system, which is yet to be realised. The task of administering and monitoring the performance of the 119 schools has been an increasingly onerous one, given the scarcity of personnel to do the job effectively. For years there were only four persons working full time to administer our schools - a fact so easily lost in the eyes of the Church community.

The justifiable demands for change and improvements to the Catholic primary school system have been consistent and increasingly vocal among internal Church stakeholders. Catholic education was a key issue in the planning of the Synod 2000 process, which was realised on August 2003 and subsequent sessions.

The CEBM has been reorganised having implemented the process of decentralisation with the establishment of Vicariate Boards of Management operating out of offices at vicariate locations. Vicariate managers were appointed by the Archbishop in October 2007.

To assist the vicariate managers, monitors for each vicariate were appointed in 2009 to assist in the all-important visits to schools. Mrs Merle John has the responsibility of the two CEBM primary schools in Tobago. The Southern Vicariate was without a monitor until September 2011.

Vicariate managers have been active in keeping closer contact with their respective vicars and parish priest/managers and to work in solidarity with them to bring about desired changes in the system. Vicariate managers are encouraged to make at least two school visits a term, interfacing with school principals and staff, and reporting back to CEBM head office once a month to share experiences and solutions to the range of issues needed to be addressed. Interviews for promotional posts also now take place at the vicariate level rather than at Head Office, with each vicariate having a panel with expertise in education and other related fields.

In 2007, with the assistance of a change management team provided by the Vicar for Administration, the CEBM through its decentralised system has enhanced the process of monitoring and coaching of staff, sharing best practices, providing counsel, conducting staff retreats, promoting staff development, upgrading teacher skills, and in general, charting the performance of our primary schools. Since 2005, the CEBM's presence through school visitations has been on going and critical. The goal is always the enhanced performance of our schools.

A key development in the decentralisation process is the closer collaboration between CEBM and the Catechetical Office. CEROs work closely with Vicariate managers in assisting our schools in the challenging times of enhancing the faith communities of our schools.

A major success for CEBM since January 2010, after two years of negotiations, is having the Ministry of Education pay the electricity bills of the primary schools. The Chair, Mrs Reis, working closely with the Association of Denominational Boards (ADBE) was largely instrumental for this critical ministerial support. The rising cost of electricity was posing a serious financial burden on the Chancery and the parishes.

It must be clearly noted that CEBM has been operating a full-time office for decades. It is virtually the Church's own "Ministry of Education". Through this office, the often unappreciated mundane operational activities take place. These activities include the disbursement of grants to principals as well as salaries for the cleaners at our schools. CEBM could not operate without the key support of its full-time staff, Mr Colin Chambers and Mr Anton Lewis. These two gentlemen have given faithful service in ensuring the smooth running of our primary schools. Mrs Marlene Bhawanie, Assistant to the Delegate, has proven to be an asset to CEBM in its daily operations.

The task of CEBM is a large one. The Strategic Plan 2011 – 2015, facilitated by Justice Anestine Sealey, Chairperson of the post Synod 2009 Committee re Resolution 7 on Catholic Education is yet another key initiative in the long, but determined efforts to enhance the performance and status of our schools. "The harvest indeed is great, but the labourers are few". The vision is always to ensure the excellence of our education system.

THE ARCHDIOCESAN EDUCATION BOARD OF MANAGEMENT – AEBM

The Archdiocese has emerged within the last 10 years as a key player among the Catholic secondary school sector, with the largest number of schools. The Diocese's involvement began at Belmont Boys' Secondary School as an Intermediate School run by the de la Salle Christian Brothers in 1924. St Benedict's College was specially opened as a Diocesan school in 1956 by Dom Basil Matthews OSB.

In 2002, with the departure of the Presentation Brothers, the Diocese took responsibility for their two colleges at Chaguanas and San Fernando. St Joseph's College (Private) has been a Diocesan venture since its founding by Fr Kevin Devenish CSSp in 1960. Matelot Community College blossomed from the vision of Sr Rosario Hackshaw CHF in 1983 to cater for the needs of her primary school graduates.

Each Diocesan college was run generally by individual Boards of Management; the Presentation Brothers had one Board for their two schools. In 2003, in the wake of the Synod session that year, the Episcopal Delegate was charged with the responsibility of bringing all Diocesan Secondary schools under one umbrella. As a result, AEBM was born at its first meeting on 19 November 2003.

The directors of AEBM were formally appointed by the Archbishop on 23 June 2004. Subsequently, a Constitution for AEBM was duly written and approved to govern its operations and its schools. A major feature of the AEBM constitution is the set agendas and dates for meetings. Meetings are held at least once per term on the first Thursday of the following months:

- October:** for the presentation of projects and assessment of external examination results;
- February:** for the presentation of audited accounts of public and private funds; and
- May:** for the presentation of programmes for the development of staff and the curriculum.

To facilitate the Principal of each school, a School Management and Administrative Committee (SMAC) was established (based partly on the Ministry's Local School Board Model). Success has been varied among the various SMACs over the past six years. A new Constitution has been completed in 2011. The new committee is essentially a body of qualified persons from the respective school communities to give support, advice and assistance to the principal in the performance of his/her many tasks. The SMACs all remain under the purview of the AEBM.

Over the past few years, the AEBM has had cause to celebrate the achievements of its schools. Our Catholic colleges play a leading role in the country's education system, thanks in part to the bringing together of our six secondary schools under one Board.

CEBM - SECONDARY

The Catholic Church lays claim to being the pioneer in the expansion of secondary education in the country, beginning in the 1940s. Taking the lead was Archbishop Finbar Ryan OP. Many a secondary school was the brainchild of a parish priest, concerned deeply over the needs of his people. Generally, religious communities administered the schools. It was in the context of expanding Catholic secondary education that the Holy Faith Sisters and the Presentation Brothers came from Ireland.

Passing of the Education Act of 1996 required the appointment of Boards of Management for all the Government assisted schools, which were designated also as public schools. The establishment of the Teaching Service Commission and the provisions of the Concordat of 1960 further pressured the religious institutes to have functioning Boards of Management for their respective schools.

In 2011, there are six Boards of Management administering (17) assisted Secondary schools run by the Cluny Sisters, the Holy Ghost Fathers, the Holy Faith Sisters, the Dominican Sisters, the Dominican Fathers as well as the Archdiocese of Port of Spain.

There has been need for the Catholic secondary school sector to collaborate more closely among themselves.

The Code of Canon Law §806 places responsibility on a Bishop for the schools in his Diocese. It also guides the relationship between the Diocese and institutes of pontifical rights working in the said Diocese.

The need to foster closer relations between the Boards running the schools was enhanced in 2000 when the religious superiors were appointed as Directors of CREDI, which was created by an Act of Parliament. Relations were further nurtured by the hosting of a conference in January 2003 by the Holy Ghost Fathers at St. Mary's College on "*The Challenges and Issues in Catholic Education, the Trinidad and Tobago Context*".

With the appointment of Archbishop Gilbert, a new and deliberate effort was made to bring the Catholic secondary school sector together, with one voice. The Catholic Education Board of Management (Secondary) held its first meeting on 20 May 2003. At a subsequent meeting between representatives of the Boards of Management and the Archbishop on 14 October 2003, the terms of reference of CEBM (Secondary) were clarified.

The CEBM (Secondary) was formed in response to strong concerns expressed both during and before Synod 2003 regarding education. As a result, Archbishop Gilbert mandated the creation of the new Board. The Archbishop further saw the need for the Church to come together on the matter of education, given its considerable investment and expertise. His concern was to re-Catholicise the school system. He made it clear that he had no intention to lay claim over the rights and duties of the other Boards of Management.

The CEBM (Secondary) has been meeting consistently since its formation. Meetings are held once per term and common issues affecting the schools are openly discussed. Best practices are also shared by the various Boards. The call for each Board to have their own Constitution has not been yet realised.

Indeed, the establishment and functioning of the CEBM (Secondary) has been a major achievement. Thanks to the persistence of the Delegate for Education, who chairs the body, as well as cooperation by the religious institutes.

THE ASSOCIATION OF PRINCIPALS OF CATHOLIC SCHOOLS - APCS

Formation of the Association of Principals of Catholic Schools is one of the major achievements of Archbishop Gilbert - an integral part of his vision to unify and to strengthen Catholic education. APCS aims at providing a forum to support, promote and improve the status of principals of all Catholic schools, as well as to enhance the cause of Catholic education generally.

The origin of APCS can be traced to the first meeting of the newly installed Archbishop and his principals at Curepe on 16 October 2001. After lengthy and fruitful discussion,

a committee was formed to draw up a Constitution for an emerging association.

The committee was led by Fr Ronald Mendes CSSp and included:

- Sr Phyllis Wharfe SJC, (Secretary), Principal, St. Joseph's Convent, San Fernando
- Sr Jean Devenish-Huggins, Principal, St. Joseph's Convent, Scarborough
- Ms Thora Best, Principal, Rose Hill RC Primary
- Mr Gabriel Cumbermack, Principal, Arima Boys' RC
- Mr Gerard Franklyn, Scarborough RC Primary.

The Constitution of the Association was adopted and ratified in the presence of the Archbishop on 20 November 2002 at a Curepe meeting and an executive elected. To provide the philosophical underpinnings of the Association, Sr Phyllis Wharfe produced in 2002, a paper entitled, *The Ethos of the Catholic School*.

The energy generated in the formation of the Association soon waned and it was on the insistence of Mrs Reis, and Dr Bernard Tappin that APCS was given the necessary impetus to function more effectively. A meeting of the Association was held, again at Curepe, on 15 January 2004, during which a new executive was elected, led by Mr Simon Rostant, Principal of Presentation College, Chaguanas. At this meeting, principals responded to the Archbishop's call for participation in the **Diocesan Conversation on Crime and Violence**. The many suggestions and proposals were collated and received by Mrs Reis and Dr Tappin and subsequently published by APCS as Guidelines for Catholic Schools (2004).

Simon Rostant and his team nursed APCS from 2004-2006, seeking to establish networking among principals - building a sense of purpose and belonging at the same time. Attendance at meetings was excellent.

In 2006, Errol Jaikaransingh, Principal of Presentation College, San Fernando, and his executive team assumed the leadership of APCS. The association had firmly established a pattern of term meetings. Attendance of principals of primary schools is generally better. The

Association has been an appropriate forum for dealing with a myriad of education issues as well as efforts and plans to enhance the Catholic education system.

The task of furthering Catholic education is an on-going one. APCS in its short history has become a key organisation in the Catholic education landscape. This is a tribute to the foresight of the Archbishop and the hard work and endeavour of the APCS executive members, principals and the Chair and members of CEBM (especially the Vicariate Managers).

THE CATHOLIC TEACHERS' ASSOCIATION

The "grand old dame" of the Catholic education system is the **Catholic Teachers' Association (CTA)**, which is currently in the process of becoming more vibrant. Established in 1934 by Archbishop Dowling OP, its heyday was during the tenure of Archbishop Finbar Ryan OP. He saw the CTA as an important part of his strategy in building up Catholic education. Archbishop Ryan virtually wrote the Constitution of 1940, which placed him as the head of the organisation.

For many decades, the CTA played a significant role in both the social and professional lives of its members. It had an effective island-wide structure, which organised a number of varied professional developmental activities for its members such as lectures, seminars and competitions in public speaking and sport. These activities made a big contribution towards raising the professional pride and self-confidence of Catholic teachers. The membership of the CTA remained almost exclusively among primary school teachers.

The CTA has stood the test of time and continues to play its part in Catholic education, especially through its Annual Teachers' Convention. The organisation is yet to bring teachers from the secondary school sector fully on board. The CEBM, through the vicariate managers gives on-going support. The recent appointment of Fr Arnold Francis as Spiritual Director for Catholic Teachers has been a significant development. A new executive led by Chris Metivier, Principal of Malabar R.C. Primary School, seeks to promote a range of activities aimed at enhancing

the status of the teachers in all Catholic schools. The CTA still has a key role to play in the ever-changing education system.

The CTA has been an important member of the Caribbean Association of Catholic Teachers (CACT).

It hosted the biennial conference of CACT at Emmaus Centre, Arima, in 2006. CTA members attended the CACT conferences in Grenada in 2008 and in Dominica in 2010. In 2012 CTA members look forward to attending the next CACT conference in Jamaica. Two CTA executive members currently sit on the executive of CACT.

CEBM AND THE ASSOCIATION OF DENOMINATIONAL BOARDS OF EDUCATION (ADBE)

The Concordat of 1960 determines Church/State relations in education. The ADBE was formed to safeguard the provisions of this agreement as well as to have a common platform when Boards interface with the Teaching Service Commission and the Ministry of Education, concerning primary and secondary schools and ECCE Centres.

CEBM has always played a pivotal role in the organisation. Religious institutes that manage schools are also members of the ADBE. Some seven Catholic Boards of Management belong to the association. Moreover, representatives have served as key officers. Clive Borely from the Cluny Board and the Archdiocesan Board of Management served for years as President, with Sr Catherine Thérèse Mc Comie as Secretary. Fr Ronald Mendes CSSp for the Holy Ghost Fathers (Spiritan) is President, with Hazel Reis, Chairman of CEBM, as Treasurer.

The ADBE meets monthly to deal with the myriad of issues that Boards face, such as staffing, school repairs and funding. The ADBE was able to have the Ministry of Education pay the electricity bills for the primary schools. The memoranda of understanding between individual Boards and the Ministry with respect to school repairs/building and ECCE Centres were collectively negotiated

through the ADBE. On-going discussions with the State concerning a new Concordat are under the aegis of the ADBE. It is to be noted, however, that each Board of Management continues to interface with State agencies as separate legal entities as each sees fit.

The work of the ADBE complements the activities of the Association of Principals of Assisted Secondary Schools (APASS) which has been successfully championing the cause of denominational secondary schools for decades. Principals of Catholic secondary schools have, by convention, led APASS; these included Bro Michael Samuel, Mrs Elizabeth Crouch and Fr Ronald Mendes over the past decade.

As the long established organisation managing Catholic education, CEBM continues to ensure the Church is a major partner in education in Trinidad and Tobago. CEBM has sought to work harmoniously, to exchange ideas and to present a united front with other denominational boards, without compromising the beliefs and practices of our Catholic tradition.

COLLABORATION BETWEEN CEBM AND ARCHDIOCESAN DEPARTMENTS

CEBM has worked closely over the past decade with many Archdiocesan departments. CEBM primarily facilitates them by seeking the necessary permission from the Ministry of Education for Catholic organisations to conduct their programmes in our schools, during school time. CEBM also informs principals and schools of these proposed approved programmes. Officers of CEBM are often present and participate in many of these activities.

CEBM has worked closest with the Catechetical Department. The personal office of the Delegate was housed with those of the Catechetical Commission from 2003 to April 2011. The Directress of Catechetics is a director of CEBM. Both Sr Columba Byrne, CHF and Sr Juliet Rajah, CHF have readily informed the CEBM of their programmes, giving perceptive insights into our schools' operations. CEROs from the Catechetical

Office visit our schools where they directly interface with teachers and conduct training programmes. CEROs often jointly visit schools with vicariate managers and monitors. Permission for the Annual Days of Renewal is sought by the Delegate from the Ministry of Education.

The Catechetical department provides the necessary programmes for the enhancement of faith for both our teachers and our students. CEBM salutes the Catechetical Office for the necessary and critical publication of texts on religious education for use in our primary and secondary schools. Indeed, the proposal of the Youth sub-committee of Assembly '77 to have suitable textbooks once more in our Catholic schools, has at last, been tangibly realised.

Implementation of the Values and Virtues Post SEA programme in Catholic primary schools in 2009 closely involved the CEBM and its sister departments. CEBM worked with the Catechetical Office, the Family Life Commission, the Catholic Commission for Social Justice, the Youth Ministry and the Commission for Evangelisation. This coming together of various groups in the Archdiocese signalled a new collaborative ministry espoused by the Archbishop and which is expected to grow in the post-Synod period.

The Post-SEA “Values and Virtues” programme has its origin in the call of Archbishop Gilbert in January 2007, through the *Catholic News*, for a return to virtuous living by the faithful. This appeal was made against a background of moral and spiritual decadence in a society riddled by crime and violence.

With Standard Five students in the Post-SEA classes often having more time and often having no fully structured plan of instruction, it was decided to tailor a programme for them. The “Values and Virtues” programme takes place in the third term of the academic year (April to July). It has been carefully organised, with instructional materials for both teachers and students; with sessions for teachers

duly approved by the Ministry through CEBM, with its implementation monitored and reviewed. The “Values and Virtues” programme has been well established over the past three years.

This programme has grown beyond Post-SEA and it is necessarily being fully integrated into the religious education texts, now being reviewed by the Catechetical Office.

CEBM has always developed close links with the *Catholic News*. Our weekly diocesan newspaper often publicises advertisements, news reports and articles concerning CEBM’s work through which the wider Church is informed.

CEBM also has links with CREDI. Our relations are governed by a Memorandum of Clarification of 2 March 2010 from the Archbishop of Port of Spain. CEBM continues to facilitate CREDI’s requests for the conduct of the school practicum by CREDI students who teach at CEBM schools.

CEBM has also been involved in Archdiocesan activities. Its leadership has been present and has made the necessary interventions at the three sessions of Synod. Requested data and reports have always been forthcoming from CEBM. Regrettably, CEBM has had no direct personal representation on the Synod Implementation Team (SIT), although Catholic education is a key area of focus in the post-Synod era.

CEBM enthusiastically facilitated the programmes of the Diocesan Eucharistic Congress in 2005. At short notice, Catholic principals and their teams organised vicariate sessions at a number of locations. Schools across the Archdiocese attended these sessions in their numbers. CEBM again displayed its versatility to serve in the interest of the propagation of the faith.

CONCLUSION

The past decade has been an interesting and challenging one for CEBM - a period of change and growth. CEBM looks with pride on our major achievements:

- Decentralisation of the primary school sector with the appointment of a Director, four Vicariate Managers, four School Monitors and the establishments of three Vicariate Offices – 2007.
- Formation of the Association of Principals of Catholic Schools (APCS) – 2002.
- Establishment of the Archdiocesan Education Board of Management (AEBM) and School Management and Administrative Committees for the six diocesan secondary schools – 2004.
- Establishment of the Catholic Education Boards of Management (Secondary) - a forum for CEBM and religious institutes that operate schools – 2003.

- Appointment of a full-time Episcopal Delegate for Education and the first female to hold the post – 2003.
- Removal of CEBM to new offices – 2011.
- Education at sessions of Synod 2002 - 2009 and continuing.

CEBM has always enjoyed the fullest support and ready advice of Archbishop Edward Gilbert during his entire time in office - all based on his desire to revitalise Catholic education.

Through CEBM's policies, processes and structures, it has positioned itself to continue the Church's essential mission - "to go forth, teach and baptise".

Dr Bernard Tappin
Corporate Secretary CEBM
Port of Spain



COMMISSION FOR RELIGIOUS

United in Prayer to Serve Others



The history of the Church in Trinidad and Tobago has been blessed by leadership with vision, sensitivity and magisterium which served as a stable platform in changing times.

Your Grace, the Most Rev Archbishop Edward J. Gilbert, you have been that model, champion and visionary who has led us - the Religious in the Archdiocese of Port of Spain - confidently, sincerely and generously journeyed with your flock as you encouraged us “to remain visible together as Church, as far as this was possible, to help build the future of the Catholic Church in Trinidad and Tobago.”

The position of Episcopal Delegate for Religious began on 1 August 2001 as your creation and with my appointment to the post which continued for two consecutive terms: 1 August 2001 and 27 October 2006.

We thank you for your confidence and we thank you for the initiative. We thank you for your love and concern for others.

THE FIRST MEETING

At our first meeting, approximately 200 religious were present. The Archbishop opened with a prayer, following which he gave a brief address and entertained ideas. There was much sharing and listening. All present experienced excitement in anticipation that this and continued meetings would be the pivot of change and an opportunity for the infusion of the Spirit.

At the end of the meeting our vision was to follow Christ and witness to his values: our mission was to seek to be present as Church among the poor and marginalised; to offer prayer support to those in leadership as well as to collaborate to achieve the Gospel values.

THE MOVE FORWARD

From its inception - the ethos and modus was left to the religious, whose contributions saw to the successful expansion and incorporation of a Commission for Religious, various committees, greater bonding, deepening of our prayer life, celebrations and assemblies, youth focus, workshops and many other undertakings that made us proud of our achievements.

As the Episcopal Delegate, I represented the Religious on the Archdiocesan Pastoral Council.

With the stated goals to be of service in areas of need and to witness as One Body, we were able to grow, strengthen and support one another and work together to build the Catholic Church in Trinidad and Tobago.

To strengthen our bond we met four times annually. Your Grace, you have been present always at those functions and events, which include *Vita Consecrata*; World Day of Prayer for Vocations; Events for Spiritual upliftment and in December for dialogue; various forms of entertainment as well as the usual Christmas Luncheon sponsored by yourself – your unique way of expressing thanks.

COMMISSION

On the advice of the Archbishop, a Commission was established to share the responsibilities as follows:

- Sr Juliet Rajah CHF
- Sr Sandra Xavier OP
- Sr Jean Devenish SJC
- Sr Adriana, Noel O.Carm

The Commission was directly responsible for the planning of all activities.

VISIBILITY

Your Grace this key word underpinning your very challenging, informative and varied message seemed to have been aimed at promoting visibility and future growth among religious.

With your advice we, the religious of the Archdiocese, published the Directory for Religious to inform the public on the spirituality, charism and social outreach of each order/ congregation (2004-2005). Sincere thanks for the data provided by the priests, sisters and brothers.

While the distinct character of each is to be noted, the commonality of love and service to Holy Mother Church is evident in them all.

Prayer and meditation is the life-blood of every religious order/congregation and, therefore, every sister, every monk.

At the Dominican Rosary Monastery the sisters are fully occupied in the contemplative way of life. They give silent witness. They also wish to express their joy in the service of God and his work in the Archdiocese.

This Directory is truly a collaborative effort of the religious of the Archdiocese.

VITA CONSECRATA

Each year we celebrate *Vita Consecrata*. The venue changed annually to ensure that each congregation/order was represented, as well as to facilitate the enclosed religious. The programme varied each year giving each congregation/order an opportunity to use their creativity and talent.

Our beloved Archbishop embraced every opportunity to remind us that the key to living a full life is to grow and continually develop a relationship with God, to be aggressive in selling our image through zealotry of our ministry to be visible.

WORLD DAY OF PRAYER FOR VOCATIONS

On the suggestion of the body of religious sisters we agreed to include all vocations. We targeted single life, married life, lay community, the Diocesan priesthood and religious. On that day, seven priests concelebrated with Msgr Christian Pereira as Chief Celebrant and homilist. There were six presentations. The day was brought to a close with Holy Hour before the Blessed Sacrament led by Sr Claire Joseph SJC.

All age groups were present and the Day was prayer-filled and informative. One Catholic youth remarked, "Today, Sister, I know what makes each vocation different."

Your Grace without your initiative and support our journey together might not have begun. May God be praised. May God continue to bless you.

YOUTH FOCUS

For us religious to remain visible, each congregation/order agreed that we focus on our young people between the ages of 12 and 17.

Theme: Rediscovering the Vocation to be Catholic.

The zealous Commission for Religious and outstanding members of the parishes were very involved in a Parish Quiz and School Debate Competition.

- **Parish Quiz**

All Parishes were invited to participate. The country was divided into two zones: North-East and South-Central. The team from St. John the Evangelist, Diego Martin emerged as North-East finalist and Siparia's La Divina Pastora team the finalist from South-Central.

Overall winner of the Parish Quiz Competition was La Divina Pastora. Congratulations to all who participated!

The young participants showed great enthusiasm and demonstrated good knowledge of the faith. This demonstrated good promise for the youth as well as the future Church.

- **Debate Competition**

The Commission for Religious introduced the programme for the development of our youth in Catholic Schools. We have done this in the belief that debate is one of the great underpinnings of a democracy. Participating in, and observing the Catholic Secondary Schools Debate, also teaches our young adults important skills, which will prove invaluable for our young leaders throughout their lives.

The motions for the Catholic Youth Debate were -

Motion 1: "Be it resolved that Children who have been exposed to violent patterns of behaviour will grow up displaying violence when faced with difficult situations".

Motion 2: “Be it resolved that materialism is destroying family values”.

Some 21 Catholic secondary schools participated.

The three winners:

- St. Joseph’s Convent, Port of Spain
- St. Charles High School, Tunapuna
- St. Joseph’s Convent, San Fernando

VOCATIONS

The Archdiocese Vocation Promotion Committee, through the leadership of the Archbishop, had formation of the young as an Archdiocesan concern.

During a meeting with religious superiors in the Archdiocese on 31 January 2006, vocation recruitment was discussed. Abbot John Pereira OSB, served as Chair.

Present at that meeting were:

1. Abbot John Pereira OSB
2. Sr Adriana Noel O.Carm
3. Sr Thérèse Antoine OP
4. Sr Philip Geofroy SJC
5. Sr Dorothy Cavanah O.Carm
6. Sr Lucinda and Sr Maria Goretti - Missionaries of Charity
7. Fr Derek Anton (Archdiocesan Vocation Committee Chairman)
8. Sr Marie Young CHF

A Vocation Committee was established:

1. Sr Jean Tranel OP
2. Sr Marie Young CHF
3. Sr Phillip Geoffrey SJC
4. Fr Gerard Tang Choon O.Carm

This Core Team visited with the Archbishop for communicating their progress.

WORKSHOPS

A. 30 November 2001 and 1 December 2001

- Loving and Serving
- Celebrating Chapter and the Spirituality of relationship

B. 20 January 2007 - Workshop on Vocation and Formation was given by Fr Joseph Harris CSSp now Coadjutor Archbishop of Port of Spain

C. Workshop entitled “Creating a Culture of Vocation” was given by Sr Julie Peters OSF

D. 23 September 2006 - Workshop for Religious Sisters and Brothers - “Globalisation and its Impact on Religious Life and the Priesthood”

E. 20 October 2007 - Workshop “Social Justice” was presented by Sr Roberta CHF

F. Workshop on “Crime and Violence” - presented by Archbishop Gilbert

SIGNIFICANT DATES/ ACHIEVEMENTS

20 December 2003

Discussion on two questions:

- (a) What is our Vision for Religious in the Archdiocese of Port of Spain?
- (b) What is our Mission for Religious in the Archdiocese of Port of Spain?

Achieved Vision and Mission status.

16 November 2004

First meeting of Commission: Membership Five. Purpose: Shared responsibility

September 2005

The collaborative effort of Religious, Priests, Sisters and Brothers was responsible for the production of the “Digest for Religious Orders/Congregations” in observance of the Year of the Eucharist. This Booklet aims to inform the public on the Spiritual, Charism and social outreach of each order/congregation. A revised edition is in progress.

2 February 2006

Venue for the celebration of *Vita Consecrata* changed permanently.

Location: Rosary Monastery, primarily to facilitate the contemplative Dominicans

The venue for Commission meetings changed from Carmelite Convent (temporary venue) to a permanent location - Catholic Chaplaincy, UWI, St. Augustine.

23 March 2006

First *ad hoc* committee meeting, Archdiocesan Committee for the Promotion of Religious Vocation.

Venue: Mt St Benedict.

15 May 2006

Initial steps to design logo.

13 June – 8 August 2006

Rosary Nuns conducted radio broadcast for nine weeks – nine presentations.

14 September 2006

Established Committee with a membership of five.

13 June 2007

Sr Adriana Noel O.Carm was appointed to represent the Archdiocese on the Christian Council of Trinidad and Tobago.

17 June 2007

Decisions:

- (1) The ody of religious be given relevant information shared at the Archdiocese Pastoral Council.
- (2) Communities/Individuals e-mail information re projects so the Archdiocesan Pastoral Council could become more aware on the involvement in Church and community.

10 October 2007

The First Debate Competition for Catholic Secondary Schools - Biennial promotion by the Religious of the Archdiocese. Media Launch on 20/09/07.

20 October 2007

Mini Synod in preparation for Synod 2008.

May 2008

Official Secretary was appointed on the Commission - Sr Jean Devenish SJC.

2008

The Religious Commission received two large challenge trophies for future Debate Competitions, costing \$600.00. Donated by former Minister of Information Neil Parsanlal and Mrs Gaynelle Holdip.

Your Grace,

You are indeed a Good Shepherd. Journeying with you throughout the years has been spiritually uplifting.

On behalf of the Commission for Religious, the various religious congregations, as well as religious brothers and priests in the Archdiocese of Port of Spain, I say heartfelt thanks.

United with one another, we now encompass a wider view of interest, groups and associations which complement, engender and promote our Catholic Faith and witness to the humanity, peace, justice and tradition which is Roman Catholic.

If each were to express this, it would take volumes. Thank you for the confidence you placed in us, the religious.

I also wish to thank the Benedictines, Carmelite Friars, Corpus Christi Carmelites, Dominicans, Contemplative Rosary Convent, Dominican Sisters of St. Catherine of Sienna, Dominican Sisters of Sinsinawa, Holy Faith Sisters, Guadalupan Servants of Christ the Priest, Fransalian Fathers, Spiritan Fathers, Jesuit Fathers, Missionaries of Charity Sisters, Sisters of St. Joseph of Cluny, Sisters of the Sorrowful Mother and Sons of Mary Immaculate.

“Together we aspire, together we achieve.”

Most Reverend Archbishop Gilbert, you are indeed a great leader and teacher.

May God bless you always.

Sr Adriana Noel O.Carm

Episcopal Delegate For Religious



SECTION III



- Catholic Commission for Social Justice
- Catholic Media Services (Camsel)
- Chancellor's Department
- Human Resources Department
- Archdiocesan Pastoral Council



‘The only way to build the future of the Archdiocese of Port of Spain is for the Archdiocese to choose freely to live a spirituality of solidarity that is rooted in conversion, flows from Communion and is sustained by Eucharist. While there are business dimensions to the life of the Church, the Church is not a business. It is the continuation of Christ through history. Each generation of believers has the responsibility to confront the challenges of its times and in so doing to communicate the teaching of the Lord and to make the Church visible to the Nation’ (Archbishop Edward Gilbert, *DEEPENING the Spirit of Solidarity in the Archdiocese of Port of Spain, June 2007, 5*).

CATHOLIC COMMISSION FOR SOCIAL JUSTICE

Promoting the Common Good



It is with great love and respect for His Grace that the members of the Catholic Commission for Social Justice (CCSJ) submit this report of our stewardship since 2003, under the extraordinary leadership of our Shepherd, Archbishop Edward J. Gilbert CSsR who was appointed Archbishop of the Archdiocese of Port of Spain in 2001. When he demits office in December, CCSJ will joyfully support Coadjutor Archbishop Joseph Everard Harris CSSp working with him to achieve the mission of the Church.

It is worth noting that this report is being written in the year in which the Catholic Church marks the 40th Anniversary of the Synod of Bishops 1971 document, *Justice in the World*. Arthur McCormack, a scholar of development and population issues, said the 1971 Synod “put the theme of justice and especially social justice and concern for this world, into the very centre of the Church’s life.” One of the most notable quotations from this important document confirms McCormack’s opinion:

“Action on behalf of justice and participation in the transformation of the world fully appear to us as a constitutive dimension of the preaching of the gospel.” (*Justice in the World*, 1971, a.6).

THE EARLY YEARS

It is little wonder, therefore, that during the first sitting of Synod in Trinidad and Tobago in 2003, there was a cry from those gathered for Archbishop Gilbert to be the clarion voice for justice for those who feel the brunt of injustice in our society and further afield. This was one of the Resolutions that emanated from that first sitting of Synod.

Archbishop Gilbert acted immediately on it. To assist him in the Archdiocese’s attempts to build a just society/world and to pursue with vigour the social mission of the Church, he appointed Leela Ramdeen, Attorney-at-Law and Education Consultant, as Episcopal Delegate for Social Justice and mandated her to establish a Commission to assist her.

Individuals from various walks of life accepted Ms. Ramdeen’s invitation to join the Commission and on March 29, 2003, Archbishop Gilbert commissioned the 20 members of the Commission with Ms. Ramdeen as its Chair.

One of the first tasks was to start building a team that would work towards a common vision. Many hours were spent refining the following vision and mission:

CCSJ’s Vision

We envision a transformed national/world community where Justice, Peace and Love prevail, as divinely ordained by God and which: ensures human rights, duties and human dignity; celebrates diversity and promotes equality, promotes the common good, respect for human life and ecology justice.

Mission

To be a fearless united voice challenging injustice, awakening social consciousness and fostering integral development. We strive to do this through: Social justice education and advocacy, promoting people-centred development and working for the transformation of inequitable structures and systems.

LEADERSHIP AND ADMINISTRATION

On 2 September 2004, CCSJ was incorporated as a non-profit making company. Our By-Laws are available on our website.

In memory of **Fr Michael Moses**, it is fitting at this point in our report to acknowledge his outstanding contribution to CCSJ's work. At the end of her three-year term (2003-2006), Leela Ramdeen tendered her resignation. Fr Michael Moses was appointed Episcopal Vicar/Chair of CCSJ on 2 March 2006.

During his tenure, Fr Moses, with the assistance of Selwyn Bhajan, reviewed the operations of CCSJ and restructured its priorities and activities. CCSJ members were involved in a strategic retreat, facilitated by Bhajan, to plan the way forward. Five major areas of focus were identified: Sustainable Development and the Environment, National issues - Education and Advocacy, Parish Link programme, Values and Virtues programme, Trinidad and Tobago Re-integration Foundation.

In 2007, Fr. Moses resigned due to ill health. He passed away on March 12, 2008.

Clive Belgrave, CCSJ's Vice-Chair, acted as Chair from the date of Fr. Moses' resignation until the appointment of Leela Ramdeen as Chair once again - in December, 2008. At the time of writing in 2011, there are eight members of CCSJ, including the Chair, a Parish Link Coordinator and five volunteers (*see Appendix 1*).

CCSJ thanks our Vice-Chair, Clive Belgrave, for his sterling support from the inception of the Commission. Communication is a key aspect of our work and Clive continues to use his extensive knowledge and expertise in this area to guide the Commission and to ensure that our publications are of a high standard.

ESTABLISHMENT OF STANDING COMMITTEES IN 2003 - 2004

Once the Commission was established, the Chair sought to harness the expertise and strengths of each member of the Commission. Each member was asked to Chair/be a member of a Standing Committee (SC). Each SC focused on a particular aspect of Social Justice e.g. Poverty and Social Exclusion, Prayer, Youth, including Youth-at-Risk, Family Life and Community, Restorative Justice and Post-Prison Support, Pro-Life issues, Health Care in Trinidad and Tobago, Education on the Social Teachings of the Church, Communications, Tobago SC, Research SC etc. Three further SCs were created in 2004: Human

Development, Consumer Rights and Protection and The Environment/Ecological Justice SC.

APPOINTMENT OF PARISH LINK COORDINATOR

Early in the life of the Commission, CCSJ appointed a Parish Link Coordinator whose main task was to promote the Commission's objectives at parish level e.g. by

- establishing Social Justice Teams in parishes and guiding them as they address social justice issues; and
- educating the faithful about the social teachings of the Church.

CCSJ'S FIRST MAJOR PROJECT

CCSJ's first major project was the Community Intervention Transforming Youth (CITY) programme which began in Gonzales, Port of Spain, in 2003 and which sought to empower youths so that, as Fr Jason Gordon said: *"They will develop into better integrated adolescents and acquire emotional stability and skills required to access better education and jobs. This should ultimately alleviate poverty and the temptation to turn to crime."*

Gonzales is an area adversely affected by crime, poverty and social exclusion. Between January and June 2003, there were seven murders and numerous shootouts. The Central Statistical Office's 2000 Census showed that 60% of heads of households in Gonzales had no income and that a growing number of heads of households were in the 15-19 years age range.

CCSJ partnered with Fr Jason (now Bishop for the Dioceses of Bridgetown, Barbados and Kingstown, St Vincent and the Grenadines) who was at that time Parish Priest of St. Martin de Porres and Holy Rosary and Director of the CITY. Activities included: Adolescent Formation; CITY Internet Café; CITY Homework Clinic; a Pre-School; Photography Club; the Necessary Arts Programme; CITY Vacation Camps in 2004 and 2005 e.g. a pre-teen camp, a music camp and a football camp; Gang and Crisis intervention; Crime Prevention; Infrastructure Projects and Village Revitalisation.

In 2004, the City Corporation and the Canadian Institute of Planning joined forces with Fr Jason in an urbanisation project for the Gonzales community entitled, *Pride in Gonzales*. This was an excellent example of participatory governance in which citizens in the area participated in

village meetings and had a say in the development of their community. Other participants in the project included government ministries and the business community.

Further details about this model for human development/capacity building are available in CCSJ's AGM reports for 2004, 2005 and 2006 on the Commission's website: <http://rcsocialjusticett.org>

CCSJ'S WORK WITHIN THE WIDER CONTEXT OF THE ARCHDIOCESE

CCSJ is one of several Commissions/Departments in the Archdiocese working towards the goal of proclaiming the Gospel and transforming our communities/country/world to reflect Gospel values.

Our Shepherd, Archbishop Gilbert has presided over sittings of Synod 2003, 2005 and 2009. At the 3rd sitting of the Synod in January 2009, the Archdiocese adopted a Mission Statement and various Resolutions.

Three Pastoral Priorities were also adopted at that sitting: *The New Evangelisation; Revitalising Catholic Culture and Identity and Regenerating the Moral and Spiritual Values of our Society.*

CCSJ has responsibility for taking a lead in implementing the third Pastoral Priority, which comes into focus across the Archdiocese in 2012/2013. As Archbishop Gilbert said: *"We must begin trying to reclaim the nation. The first step in the reclaiming process is to concentrate on values and recommit to virtuous living...The good people have to work hard together to build a society on values/virtuous living. They must give to the young an experience of living with values and virtues."*

CCSJ's Chair is a member of the Synod Implementation Team - appointed by Archbishop Gilbert after the 3rd sitting of Synod. She also reports to His Grace on CCSJ's work on a monthly basis. CCSJ holds annual general meetings, and retreats are organised for members to support their spiritual development.

The following is a summary of other key activities in which CCSJ has been involved since its inception:

1. Parish Link Programme: CCSJ has had a number of Parish Link Coordinators (PLCs) over the years and has recently appointed Sr Christine Walcott OP to this post. She will seek to work closely with parishes and Vicariate coordinators. Her work at parish level is critical if CCSJ is to educate the faithful and motivate them to 'see, judge, and act' from a Catholic perspective. Through this programme we will

continue to establish outreach projects in parishes, plan education programmes, share good practice, empower and mobilise parishioners to walk with the two feet of justice - works of mercy and social action.

CCSJ's Newsletters (see our website), contains examples of the work of PLCs e.g. in 2005 the PLC set up Social Justice booths at parish harvests and family days, to raise awareness of the social teachings of the Church and to gather data/opinion from participants on local and national needs and issues.

2. Framework towards an Archdiocesan Environmental Policy: On February 23, 2010, Archbishop Gilbert launched this Framework which was developed by CCSJ to fulfil **Synod Resolution #6** (under the 3rd Pastoral Priority - Regenerating the Moral and Spiritual Values of our Society).

"Be it resolved that in keeping with the Catholic position on creation, our families, schools and parishes recognise our responsibility as stewards of creation and express this in relevant tangible ways."

It was widely circulated for consultation within the Archdiocese. Three final documents are available on CCSJ's website as a guide for Catholics as we seek to promote ecology justice.

3. Values and Virtues Formation Programme in RC Primary Schools (V&VFP): This programme was first introduced in 2007 for Post-SEA students. In 2010, a second edition of a more localised Students' Workbook and a Teachers' Guide (available on CCSJ's website) were produced by a Focus Group of teachers, a principal and CCSJ's Chair. An Archdiocesan Cross-Departmental Committee oversees the work of the V&VFP.

Aspects of the current Students' Workbook have been incorporated in the Religious Education syllabus for infants. From 2012, the Catechetical team, under the leadership of Sr Juliet Rajah, will have responsibility for this programme. CCSJ's Chair will continue to Chair the Archdiocesan Committee to facilitate the development, monitoring and evaluation of the Programme. Responsibility for this area of work will remain with CCSJ.

RC Schools will be encouraged to work with parents to instil in students Catholic values and virtues. It is recognised that to promote integral human

development, Catholic Education must incorporate in the teaching and learning process, character and conscience formation based on Gospel values.

4. **Respect for Life Week (RFLW):** In seeking to implement *Synod Resolution 3a* (under ‘Regenerating the Moral and Spiritual Values of our Society’ Pastoral Priority), CCSJ agreed to dedicate a week every year to the theme: ‘*Respect For Life*’. CCSJ has responsibility for organising activities for the week, which usually involve commissions, departments, parishes, schools, Catholic organisations and religious congregations.

Activities to mark the first such week took place from 24 September – 3 October 2010. Plans are in train to observe the 2nd such week from 12 – 19 November 2011. The following is a list of some of the activities held during the week and material produced for the week:

- a seminar at which the late Sir Ellis Clarke TC.GCMG was the feature speaker on the theme: *Our People, Our Land: Journey to becoming a Republic*. The proceedings were taped and copies are available at CCSJ’s Office;
- an interfaith service;
- a four-page pull-out and articles in *Catholic News*;
- media release, calendar of events, and poster relating to the week;
- a prayer session for the grace to allow us to build a culture of life;
- TV appearances/programmes to raise awareness of RFLW;
- an interfaith panel discussion on the theme: “Threats to Life and Opportunities to promote ‘integral human development’” (Pope Benedict XVI);
- a vigil;
- youth leading Holy Hour in certain parishes;
- activities in schools based on the theme; and
- an interfaith procession and prayers around part of the Queen’s Park Savannah.

5. **CCSJ’s Wellness Programme:** The promotion of integral human development and the *common good* requires that we create conditions that will allow each person to realise his/her potential. As part of this process and linked to CCSJ’s Respect for Life thrust, the Commission is working with Dr Kenwyn

Nicholls to establish a Wellness Programme in the Archdiocese - entitled: *Diabetes Self-Management and Prevention*. The programme was launched in Assumption Parish Hall on Saturday 4 December 2010. The aim of the project is to: raise awareness among the faithful of issues relating to diabetes; empower people to manage their diabetes (Type 2), and promote prevention strategies for those who may be likely to get diabetes.

Dr Nicholls produced a paper for CCSJ, entitled “The Diabetes Epidemic in TT: Attacking a Burdensome Disease with Conventional Weapons” (*see CCSJ’s website*) contains some frightening statistics about the number of people with Type 2 diabetes in Trinidad and Tobago (143,000+) and those who are pre-diabetic (102,000+). Participation in society is a key social justice principle. Many people can’t participate in society because they are ill and spend a lot of time dealing with their illness. Integral human development includes a concern to promote “wellness”.

6. **Rededication of Mary Care Centre:**

On 29 June, His Grace rededicated Mary Care Centre in Woodbrook. CCSJ has overall responsibility for the work of the Centre, which is being run on behalf of the Archdiocese by a Management Committee of the Eternal Light Community (ELC).

Mary Care Centre is a sanctuary for unmarried, pregnant, young women. It was founded in 1980 by the late Archbishop of Port of Spain Anthony Pantin, in his concern for and commitment to the preservation of life. The centre is a non-profit organisation funded by donations from the private and public sector. Objectives of Mary Care Centre are twofold: (1) To provide a safe and secure environment for the pregnant mother to give birth to her child, and (2) to enable the young mother to be employable at the end of her stay at the Centre.

Pro-life work remains a key aspect of CCSJ’s work. CCSJ maintains links with e.g. The Society for the Protection of Unborn Children, UK; Elliott Institute, USA; Human Life International; Emmanuel Community and Lawyers for Jesus in T&T. During 2010, CCSJ’s Chair participated in discussions on radio and TV about pro-life issues e.g. abortion, the death penalty etc. In 2007, CCSJ’s Chair and Fr Leonard Alfonso from Barbados were guests on a one-hour programme on EWTN, Atlanta. The programme focused on pro-life issues in the Caribbean. Human Life International sponsored the trip.

CCSJ was represented at the 2008 Conference organised by the Family Life Commission, entitled: *Created and Redeemed*, which focused on Theology of the Body. Christopher West was the feature speaker.

7. Morals and Values Standing Committee: This Committee is Chaired by Prof Surendra Arjoon, UWI, Senior Lecturer in Ethics and Decision Sciences, Faculty of Social Sciences. Maria Diaz-James coordinates the Committee's work on a voluntary basis.

Through the work of this Committee, CCSJ hopes to implement Synod Resolution #1a: (Pastoral Priority - Regenerating the Moral and Spiritual Values of our Society)

Be it resolved that the Archdiocese develop a comprehensive strategy to educate the People of God in values and virtuous living, based on the rich tradition of magisterial teaching and theological heritage of the Catholic moral tradition.

Strategies to implement this Resolution:

1. Identify performance indicators to inform a system of monitoring and evaluation of all the proposed strategies under this Pastoral Priority;
2. Conduct an analysis of factors which have contributed to the decline of values in society;
 - a. Produce a baseline study; and
 - b. Determine what programmes have worked in society. Determine what more can be done in terms of programmes to address social problems.

Information has been gathered from local, regional and international sources to assist with the baseline study as to which factors have contributed to the decline of values in T&T's society. Prof Arjoon arranged for some of his undergraduate students at UWI and students in the Masters programme at UWI to focus on this issue as part of their research. Their research papers have been analysed and summarised and have informed the production of a report which will be presented to the Committee shortly by Prof Arjoon.

The content of the report will assist CCSJ as it seeks to implement *Pastoral Priority 3*, in 2012/2013.

8. Trinidad and Tobago Re-integration Foundation/ Anthony Pantin Re-integration Centre (TTRF/APRC): (Matthew 25:37 - *I was in prison and you visited me*).

Our scriptures urge us to show concern for prisoners. From its inception, CCSJ established a Standing Committee "Restorative Justice and Post-Prison Support" to raise public awareness of the value of a Restorative Justice approach to enhance the criminal justice system.

In November 2003, CCSJ hosted a Seminar at the Hilton Hotel entitled, "A National Conversation on Restorative Justice". Attendees included members of the Judiciary, Prisons administration and certain Government ministries.

In October 2003, CCSJ launched a 40-week developmental programme for inmates at Golden Grove prison - *The Walk Tall Programme*. It is a two-phase programme, which envisions returning to society productive, law-abiding citizens who are willing to serve family, community and country. **Phase 1** runs for 40 weeks prior to an inmate's release. **Phase 2** offers to support those inmates who leave prison and have nowhere to go. Through its fundraising efforts, CCSJ purchased about eight acres of land in San Raphael and a facility – the APRC – opened its doors to three former inmates in mid-2011. A formal launch of the facility is being planned.

Strategies used on the Walk Tall programme and at the APRC are: mentoring, counselling, mediation, apprenticeship, skills training, and job placements. Each individual is provided with opportunities for spiritual, social and intellectual transformation. The Programme, which enjoys the full support of the Prisons authorities, aims to help reduce recidivism, which stands at about 60% in T&T. TTRF/APRC was incorporated in 2005.

At the time of writing, plans were in train to pass responsibility for the facility to the Society of St Vincent de Paul, as the SVP is better placed through its Chapter in the San Raphael area, to support this initiative.

CCSJ will continue to support TTRF/APRC, particularly as CCSJ's Vice-Chair is the Hon Secretary of the SVP.

9. CCSJ's Participation in Regional and International Events: CCSJ's participation in such events allows the Commission to keep abreast of developments thus

enhancing the knowledge base of the Commission, share expertise by making valuable contributions to the topics under discussion, network with others and gather material/data that will inform CCSJ's work.

- a. CCSJ's Chair participated in four **Conferences at the Vatican** - organised by the Pontifical Council for Justice and Peace (PCJC):
 - i. 27 – 30 October 2004: First World Congress of Ecclesial Organisations Working for Justice and Peace. The congress coincided with the publication of a Compendium of the Social Doctrine of the Church.
 - ii. 28 – 29 October 2005: Women, Development and Peace.
 - iii. 20 – 21 March 2009: 1st International Conference on the theme: 'Life, Family, Development: the role of women in the promotion of human rights. (Organised by PCJC, with the World Women's Alliance for Life and Family and the World Union of Catholic Women's Organisations.
 - iv. 16–18 May 2011: **Justice and Globalisation: From Mater et Magistra to Caritas in Veritate** - to mark the 50th Anniversary of *Mater et Magistra*.
- b. CCSJ's Chair represented the Holy See at the 16th Meeting of the UNAIDS Coordinating Board in Montego Bay, Jamaica, 14 – 15 December 2004.
- c. **AEC Youth Leaders Training Workshop on the Social Teachings of the Church:** At Archbishop Robert Rivas' request, CCSJ's Chair attended the above workshop as a facilitator, focusing on key social justice principles. The workshop was held in St Lucia from 20 – 25 July 2010 on the theme: "Empowering Youth Leaders to build a culture of Solidarity and Justice". The participants from across the region also had an opportunity to develop their awareness of the See, Judge, Act process (Cardinal Joseph Cardijn's method).
- d. **Training Programme in Guyana on VIRTUS: Protecting God's Children:** From 4 – 6 October 2010 CCSJ's Chair attended this training programme and is now a facilitator on the Training Programme that has been established in the Archdiocese.
- e. CCSJ's Chair attended an AEC **Bishops Conference Trafficking in Persons, A Missionary Challenge, from 15 – 16 November 2010, in Paramaribo, Suriname.** (See CCSJ's website for a report of the proceedings.)

- f. **HIV/AIDS:** Following CCSJ Chair's participation as a panellist during the Regional consultation in T&T in March 2011 on "Universal Access to HIV Prevention, Treatment, Care and Support"(see CCSJ's website), she accepted an invitation to attend a two-day Regional consultation in the Dominican Republic in June on the theme: "Putting Positive Health, Dignity and Prevention into action in the Caribbean region."

Combating HIV/AIDS in T&T remains a priority. On 6 June 2011, Minister in the Office of the Prime Minister Rodger Samuel stated that from statistics available as at March 2011 – based on cases tested only by public institutions, there are at least four new cases of HIV infections daily and at present, over 25,000 persons are living with AIDS.

Regionally, he said over, 260,000 persons are living with HIV/AIDS. Minister Samuel also said that only 6,000 persons with AIDS access anti-retroviral drugs although this form of treatment is readily available.

10. Further Communication Strategies Employed by CCSJ:

- Radio and TV appearances;
- Lobbying/liaising with government; participating in seminars regarding issues such as abortion, the death penalty, human rights, "Compact Partnership" planning for national budget;
- Monthly Ask Why TV Programme on Trinity Communications Network (TCN) focusing on social justice issues. Videotapes of these programmes are used as an educational tool. TCN continues to draw on CCSJ's expertise by inviting members to participate in events such as its Annual Fundraising Telethon and on special programmes focusing on topical issues such as Flood Relief and Refugees;
- Media Releases: CCSJ seeks to speak out fearlessly on social justice issues. Archbishop Gilbert approves all media releases before they are circulated. CCSJ's media releases often lead to requests to appear on TV, radio and/or to interviews by journalists for articles in the print media. It is worth reading a joint media statement made in 2003 by Archbishop Gilbert and CCSJ entitled: *Mobilising the entire community to reduce crime*. In light of the recent State of Emergency, this statement is still relevant today.

- CCSJ's Website allows the Commission to raise awareness of the Church's social doctrine. We record our thanks to Raymond Syms, our Webmaster, who continues to give yeoman service by maintaining the website. CCSJ also uses this medium to encourage readers to give generously to worthy causes in times of war, conflict or natural disasters.

- *Catholic News*: CCSJ has a weekly column in the *Catholic News*. Generally, our articles focus on social justice issues and seek to incorporate aspects of the readings of the day as a form of reflection. This medium also allows CCSJ to address topical issues.

CCSJ also serialised the Compendium of Social Doctrine of the Church - to help Catholics relate the teachings of the Church to real life situations. All articles are available on CCSJ's website.

- **Resource Production/Distribution:**

- **Parish Link Newsletter:** CCSJ produces three newsletters per year. These are widely circulated in the Archdiocese. This is a useful communication tool that not only raises the faithful's awareness of social justice issues, but also facilitates networking and sharing good practice across the Archdiocese.

- **Take-a-Bite Series:** Five DVDs focusing on social justice themes have been sent to all parishes. They focus on: Overview of Social Justice – Msgr Jason Gordon, Human Life and Dignity – Sr Diane Jagdeo, Stewards of God's Creation – Dr John Agard, Rights and Responsibilities – Leela Ramdeen, Global Solidarity – Fr Malcolm Rodrigues.

- Other material produced over the years include: bumper stickers, book marks, leaflets on social justice themes, calendars with Justice themes, supplements for *Catholic News* with prayers and reflections for National Day of Prayer in February 2008

- Distribution of material to educate others e.g. Pope Benedict XVI's Encyclical, *Charity in Truth* and his New Year *Peace Messages* were sent to all parishes and to His Excellency, President George Maxwell Richards; the Hon. Prime Minister and Leader of the Opposition. Also, CCSJ circulated a Position Paper entitled "A Reflection by CCSJ on the General Elections, 2007". A further reflection, based on this Paper, was issued in the lead up to the 2010 elections.

- **Personal contact:**

Personal contact is developed/ maintained with individuals/ groups where necessary - by telephone,

electronic media or in person. It is important that CCSJ members be available to meet with/ speak to people to give advice and/ or support, to act as advocates, or to empower individuals/ groups to take action. Our availability is essential if we are to be servant-leaders.

- **Collaborating with other partners within and outside Church circles:**

CCSJ sees communication/collaboration with others as being of critical importance e.g. to optimise opportunities to promote the social teachings of the Church and to transform unjust structures, policies and practices.

- In June and July 2004 CCSJ organised three Breakfast meetings with key stakeholders in T&T from the business community, the IRO, leaders of the financial community, the Judiciary, the Administration of Police, Prisons, Defence Force, Coast Guard, Probation Service, Welfare Service, the Universities etc. with His Grace to foster a culture of collaboration to address the social ills of our society - including crime - and sharing strategies for action. (See our annual reports on our website for further information.)

- CCSJ also participated in the Civil Society Forum at both the 5th Summit of the Americas (17 – 19 April 2009) and the Commonwealth Heads of Government Meeting (27 – 29 November 2009).

- **Training programmes:**

Training has been an important part of the work of the Commission. Since 2003, CCSJ has organised various training sessions at parish and Archdiocesan levels for the faithful at large as well as for specific groups such as teachers and deacons. Training sessions include:

- A series of seminars in May and October 2010 on why the world needs Christian morals, values and virtues. TCN taped the seminars for use as part of CCSJ's training programmes in parishes;
- A restorative justice Seminar in 2008;
- Workshops on Pope Benedict XVI's three Encyclicals; and
- Training sessions in two Vicariates (2011) on Social Justice Principles.

- **Social Justice online course:**

CCSJ has partnered with CREDI and the University of Dayton, USA, to run this course, which offers adult Religious Education and Faith Formation via the Internet. Some 11 persons completed the first course from 12 July 2009 to December 2010. Currently five persons in T&T are pursuing the second course.

CCSJ plans to draw on the expertise of these individuals to promote social justice in their parishes and to prepare material for use in parishes - focusing on the various social justice themes such as: the sanctity of human life and human dignity; the common good, family and community; option for the poor - poverty and social exclusion; rights and responsibilities; the role of government and subsidiarity; economic justice; stewardship of God's creation; promotion of peace and disarmament; participation; global solidarity and integral human development.

CONCLUSION

CCSJ and the Archdiocese continue to face many challenges as we seek to read the signs of the times and to respond in a timely manner in a way that reflects Gospel values. Of all CCSJ's achievements one stands out, the fact that very often some members of the secular media contact CCSJ for comments in the print media on various social justice issues or invite members of CCSJ to present a Catholic perspective on certain issues on TV or radio. This is one way of responding to His Grace's encouragement that the Church should be alive and present in our nation and in the world.

Appendix 1 lists those who have contributed to CCSJ's work over the years. We thank them most sincerely for their dedication and commitment to build a more just society. We will continue to seek to transform society and the world and to build the civilisation of love by being the salt and light in the world. While there is much that remains to be done, it is important to celebrate small steps. There is enormous goodwill and talent in our Archdiocese and in T&T. We need to tap into this so that we can move forward in unison.

We keep at the forefront of our minds always our mandate in Luke 4: 17-21: *"The spirit of the Lord has been given to me, for he has anointed me. He has sent me to bring the good news to the poor, to proclaim liberty to captives and to the blind new sight, to set the downtrodden free, to proclaim the Lord's year of favour."*

May the Holy Spirit inspire us with grace and wisdom so that we will stay focused to do the will of God.

APPENDIX I

List of CCSJ members since 2003:

Current members: Clive Belgrave*, Nadine Bushell, Ken Cipriani, Annette des Iles, Mike James, Sr Roberta

O'Flaherty*, Leela Ramdeen* and Eldon Warner*

(*members since 2003)

Current volunteers: Anna Ackbarali, Maria Diaz-James, Josephine-Ann Lodge, Joanne Miller.

Webmaster: Raymond Syms

Previous members of CCSJ: Anthony Hess Alexander, Taresa Best, Dennis Bryan, Verna Charles, Deborah de Rosia, Andre des Vignes, Fr. Matthew D'Hereaux, Anthony Gafoor, Her Worship Mrs. Joan Gill, Msgr Jason Gordon, Paula-Marie Granado, Sr Arlene Greenidge, Indal Harracksingh, Adanna James, Michael Jattan, Fr Michael Moses, James Potter, Fr Malcolm Rodrigues SJ, Kimberly Smith, Mikkell Trestrail, Mario Young.

Previous Parish Link Coordinators: Maureen Arneaud, Bernadette Gopaul-Ramkhalawan Robert Persaud, Anna Ackbarali, Richard Smith.

Current Parish Link Coordinator: Sr Christine Walcott OP

Previous employees: Research Officer: Taresa Best; Project Manager: Josephine Anne Lodge; Administrative Assistants: Wilma Coryat, Kimberly Smith, Rita Potts, Marjorie Newallo.

Current Administrative Assistants: Lorna Chee-Wah and Theresa Dukhie.

Over the years there have also been about 40 Standing Committee members and 20 Resource Persons supporting CCSJ's work.

Leela Ramdeen

Chair, CCSJ

<http://rsocialjusticett.org>



CATHOLIC MEDIA SERVICES (Camsel)

A New Beginning in Communications



INTRODUCTION

Catholic Media Services Ltd (Camsel) began operations in 2008, a fruit of the Archdiocesan Synod 2003 – 2009. Over the past three years, Camsel has managed to promote the work of the Archdiocese more effectively and to enhance the scope and quality of Catholic communications, despite limitations of staff and funding.

Archbishop Edward Gilbert had seen the importance of communications for the development of the Archdiocese even before the establishment of this new organisation. In 2003, he instituted the Archdiocesan Communications Commission (ACC), appointed Fr Cuthbert Alexander as Head and raised him to the standing of a monsignor to give Catholic communications particular prominence in the Archdiocese.

Catholic communications, therefore, was no longer to be seen merely as one of the worthwhile initiatives of the Archdiocese for people who had a flair for media work. Communications was to be adopted as a vital tool in the shaping of the Archdiocese. At the end of 2003, the Archbishop agreed to Msgr Alexander furthering his studies in communications at Fordham University, New York.

In May 2008, at the celebration of World Communications Day, which coincided with the 116th anniversary of *Catholic News*, Camsel officially came into existence. Camsel was to become the umbrella body bringing together all media in a cohesive manner to give greater effect to the messages the Church wants its members and the wider society to hear.

For several years Catholic Communications Studio (CCS) had offered a space for video and audio taping, and an electronic library for the use of parishes, the Catholic faithful and the public in general. CCS required, however, a generous outlay of funding from the Archdiocese to sustain it. At the time *Catholic News* (Printing Services Ltd.) was the only arm of communication that was economically successful, which is still the case today.

In 2009 as part of the restructuring process, the Archdiocese took the bold decision to close CCS, “outsource” electronic work to Trinity Communications Network (TCN) and lease serviceable equipment to TCN. *Catholic News* became the main pillar of the new company. New departments were created and additional staff hired. (See flow chart in Appendix.)

VISION AND MISSION

Camsel’s *raison d’etre* is to communicate the *mission* of the Church to the Archdiocese, which it seeks to do through the *Catholic News*, digital technology, audio and visual programmes, the development of parish media teams, the strengthening of relationships with the secular media and marketing and promoting Camsel among internal and external stakeholders.

Camsel has kept close to the spirit of the Mission Statement of the Archdiocese and the Synod mandates, as reflected in its Vision, Mission and in the Key Areas of Responsibility that it has identified.

Vision Statement

To be a leader in Caribbean Catholic Communications, streaming life and Faith to revitalise the People of God and regenerate the moral and spiritual values of the society.

Mission Statement

Camsel, the communications arm of the Archdiocese of Port of Spain, is committed to promoting a ‘civilisation of love’ in Trinidad and Tobago, in support of the Mission and Pastoral Priorities of the local Church, and to encouraging this work of evangelisation in the Caribbean, in collaboration with brothers and sisters in the region.

KEY AREAS OF RESPONSIBILITY

(I)

TOOLS OF COMMUNICATION

Establish and maintain an influential Catholic presence in Trinidad and Tobago through the use of traditional media – print, radio and television – and the new digital technology to promote the mission of the Archdiocese through:

- *The New Evangelisation;*
- *Revitalisation of Catholic Culture and Identity; and*
- *Regeneration of the Moral and Spiritual Values of our Society.*

(II)

TRAINING AND EDUCATION

Train and equip persons within and outside of the parish environment in the theories and skills of communication to contribute to the task of building a ‘civilisation of love’, which entails reconciliation with God, neighbour, creation and self.

(III)

MEDIA RELATIONS AND MARKETING

Inspire and encourage media practitioners and all stakeholders to contribute to the regeneration of the moral and spiritual values of our society to renew the life of the nation.

(IV)

FUND-RAISING

Stimulate and maintain interest in the work of Camsel and create opportunities for the Church’s stakeholders and the public in general to contribute financially to the company’s work, so it can be better placed to achieve its stated goals.

CATHOLIC NEWS

On 6 May 2012, *Catholic News* will celebrate its 120th anniversary. In its long history, there are only two occasions when the weekly did not appear – because of circumstances way beyond its control. The first was when the paper’s printers trashed, by accident, the sheets prepared for printing; the other was in 1990, at the height of this country’s attempted coup.

In the main, churchgoers are the ones who buy the paper. Paper sales are tied to weekend Mass attendance. Many people buy the *Catholic News* to follow the Mass readings – not the first objective of Camsel, but it is not a role that can be denied. In addition to Archdiocesan, parish, Caribbean and Catholic world news, the paper publishes a variety of supplements targeted to particular groups within the Church, including women (*Ruth*), youth (*Vision*), men (*Speak*), the deaf (*Ephphatha*).

Above all, the paper is a major teaching tool of the Archdiocese and the Archbishop, in particular. Throughout his tenure, *Catholic News* has published Archbishop Gilbert’s weekly column, which he uses to reflect on spiritual and liturgical matters and, importantly to give direction and help sustain the work of the Synod.

Catholic News today prints, on average 18,000 copies weekly. Over the years it has taken various steps to remain current and keep its image fresh. Its most recent makeover was in 2009. It now sells at various supermarkets and pharmacies. On the shelves of these businesses, it remains in the public view as an ever-present instrument of evangelisation. The paper’s online edition receives over 1,000 hits per week.

NEW MEDIA

The New Media team recognises that the Internet, and in particular, social networking, is a phenomenon which has taken the world by storm and if the Church is to remain relevant, its communication arm needs to create and sustain an online presence which would be appealing to users from all walks of life.

In his 2009 World Communications Day message, Pope Benedict XVI spoke of the “responsibility” of the young Church to evangelise cyberspace, the “digital continent”. “Be sure,” he says, “to announce the Gospel to your contemporaries with enthusiasm”. The ever-developing tools of the new media – email and the Internet – and “new, new media”, the world of new media where consumers of content can become producers, have become indispensable in the Church’s mission.

It is for this reason that, in 2009, Camsel employed a new media assistant, although on a part-time basis, to broaden the work of what had been, until then, a one-man department. In 2010, the organisation hired a social media coordinator to further strengthen the New Media Department and also to coordinate the work of vicariate links, established to support the work of Synod implementation.

As such, the New Media team is moving forward to augment the already existing set of online tools, including the Archdiocese’s website and supporting websites for commissions with a new set of tools, aimed at taking full advantage of the onset of Social networking.

These tools come in the form of the Archdiocese’s Facebook page, YouTube channel and a brand new social networking platform called *Ning*. It is envisioned that these various tools would form an intrinsic network for the people of God to be able to interact with Church in a whole new way.

This initiative seeks to enhance communication across the Archdiocese by providing not only an avenue for information to be transmitted from the offices of the Curia to the parishes and communities (top down), but it also gives these very communities an opportunity to share stories, news, best practices, thoughts, opinions and so on, from the ground up.

A five-phase plan has been developed for the social networking initiative, comprising: Setting up of Infrastructure, Testing (to discover any possible shortcomings of the infrastructure), Marketing, Training & Development and Ongoing Maintenance & Monitoring.

PARISH MEDIA TEAMS

In 2007, the ACC as forerunner of Camsel, conducted three training sessions at three venues in the Archdiocese, North, South and East, to establish parish media teams. At the end of the programme, “Communicating for Success”, over 60 persons received Certificates of Participation. These teams are meant to facilitate an active link between Camsel and parish communications, serving as a conduit of information to and from the parishes. Camsel recognises that the work of these teams has to be nurtured and sustained. So in 2011, the organisation hosted another media programme *Communicate.Church*, attended by close to 70 persons over two days, at the Chaguanas Parish Hall.

CAMSEL'S PROJECTS 2008 - 2011

- Publication of Archbishop's Pastoral Letters
 - "Deepening the Spirit of Solidarity in the Archdiocese of Port of Spain";
 - ⊙ Organised and hosted conference on topic of "solidarity" for parish groups, with input from Catechetical Office.
 - "Lifelines: Together Against Crime"
 - ⊙ Produced prayer cards.
- Synod booklet and DVD, "Synod Journey: The Commissions' Report 2003 –2008" – An update on the work of various Archdiocesan offices/departments established since 2003.
- Post-Synod
 - "Called to Be Catholic" campaign:
 - ⊙ banners, posters, T-shirts;
 - ⊙ special *Catholic News* edition;
 - ⊙ publication of brochures, based on three columns by Archbishop Gilbert, printed in *Catholic News*, between 15 and 29 March 2009
- "Shepherd's Corner", produced at TCN – A call in/live TV programme, 8 p.m. weekly, where Archbishop Gilbert enlightens audience on various catechetical and pastoral issues.
- "Faith Alive/Faith Insight", produced at TCN – A 15-minute reflection on the Sunday gospel, presented by Archdiocesan groups and individuals every Sunday, featuring events and activities of Catholic interest based on cultural, social and liturgical themes.
- "At the Water's Edge" – A 30-minute TV programme showcasing Catholic practice in parishes and trends, while seeking to influence the wider community.
- Lumen Media Awards – Camsel's annual awards designed to recognise and reward media professionals, who demonstrate ability to use tools of communications effectively, while maintaining high ethical standards.
- Archbishop's Appeal Fund:
 - Publicity campaign in conjunction with advertising agency.
 - ⊙ Posters, banners, tokens.
 - ⊙ Promotional literature, e.g. brochures.
 - ⊙ Newspaper and radio ads.
- Year for Priests (June 2009 to June 2010):
 - Programme for mass (beginning and end of year).
 - Commemorative bookmarks.
- *Sunday Guardian* Column – Weekly feature in the *Sunday Guardian* on selected topics based on liturgical year and written by various Archdiocesan offices/ organisations
- Communications Conference–*Communicate.Church*: For parishes and church departments, 9 and 16 July 2011 at Chaguanas Parish Hall. Topics included new media, print, radio/TV, videography, photography and building effective parish media teams.
- Biennial Archdiocesan Directory. First published in 2010, this comprehensive overview of the Archdiocese provides easy access to information about administration and departments, clergy, pastoral ministries, parishes, schools, etc.
- Caribbean School for Catholic Communications: Members of staff have been included in the faculty each August, assisting in such areas as Web design, print and photography.
- Communications Plan & New Media Plan: Strategically developed to guide the operations of the organisation over the next three years and facilitate its competitiveness.
- Parish Connect – A quarterly magazine, geared to facilitate fuller communication among parishes and greater awareness of what other parishes are doing.
- Children's Colouring Competition: Promoted via *Catholic News* to encourage involvement of children in Archbishop's Appeal Fund.
- Fund Raisers:
 - ⊙ Christmas Cards (depicting lovely photos of Cathedral).
 - ⊙ Parang in the City.
- Other functions:
 - Production of media releases/ articles.
 - Media liaison e.g. media protocol for Archbishop Harris' ordination.
- World Communications Day celebrations:
 - May/ June: Promotion of Pope's annual message.

CONCLUSION

It is, perhaps, a bit of a cliché to say that an organisation's greatest resource is its people. It remains, nevertheless, true in the case of Camsel with a staff of 13, mandated to promote the work of the Archbishop and the Archdiocese of Port of Spain.

Over these years, 2008 to the present, the Archdiocese has benefitted greatly from this dedicated team of men and women. Each one has a burning desire to see the advancement of the Archdiocese and to put their talent and skill at the service of the local Church. Present staffing has not always allowed Camsel the time, space and freedom to do the creative things the management believes it must be engaged in, but it has, to the best of its ability, attempted to satisfy the demands of the Archdiocese.

In all dioceses, the work of communications is financed substantially by the dioceses and by direct funding from the faithful. In the Archdiocese of Port of Spain, the Church, by the establishment of Camsel has sought to get communications to pay for itself. This has posed a real challenge since the company's only real income earner is *Catholic News*.

The scope and quality of work, which is expected of the organisation requires a substantial outlay of funds annually. To maintain the Church's presence on television and radio requires \$323,000 from Camsel's coffers annually: outsourcing has come with its costs. The profits of *Catholic News* have been proving insufficient to meet all expenses. The challenge for economic sustainability becomes even greater when, because of the many other demands on the people in the pews, Camsel is unable to seek direct donations from the faithful for its work.

Camsel continues to seek innovative ways to raise funds and increase income, however. It knows it must. Without

financial resources it simply cannot accomplish what it was created to do: The organisation will have no reason for being.

Camsel has received much encouragement from commissions and Church departments for whom it has been a major vehicle for the dissemination of information to the faithful and the public. It believes, though, that more can be done in this regard and looks forward to deepening this engagement in the coming years.

As it looks to the future, Camsel believes that the Archdiocese must seize every possibility to get the Good News of the kingdom out to the society. It continues to do well by way of the print medium. The Church's absence in FM radio is a serious impediment, when one considers the diversity of messages on the radio spectrum that have become the regular diet of the great majority of members of the public – many of messages not in keeping with Gospel values.

Undoubtedly, the further advancement of the Church's mission and the work of Camsel, whether in the area of new media or the more traditional medium of radio, will require substantial human and financial resources. Management and staff look to the future with hope, mindful of what has been accomplished thus far, and remain grateful for the support Archbishop Gilbert provided over the years.

Camsel came into existence as part of a restructuring plan that the Archbishop set his heart on when he took up office in 2001. We thank God for his vision. He leaves the Archdiocese having set it on an essential course.

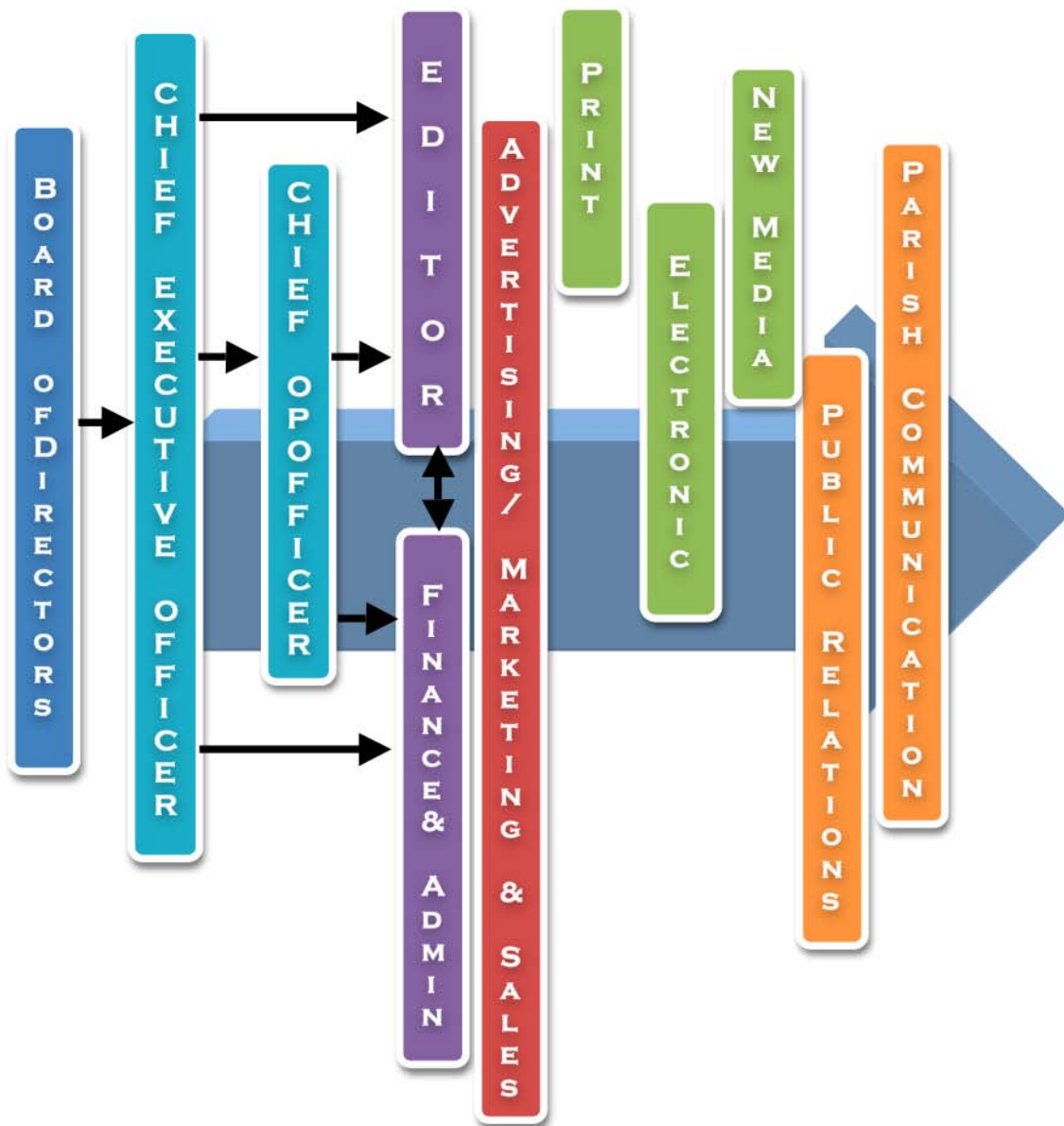
Msgr Cuthbert Alexander

Vicar for Communications



APPENDIX

Camsel Organisation Chart--2011



“Then he showed me the river of the water of life, bright as crystal, flowing from the throne of God and of the Lamb through the middle of the street of the city” (Revelation 22: 1, 2).

CHANCELLOR'S DEPARTMENT

Taking Charge



The Chancellor's Department was created on 5 January 2002 with the appointment of the first Archdiocesan Chancellor. A number of functions formerly performed by the Archdiocesan Financial Administrator were then assigned to the Chancellor.

ARCHDIOCESAN ARCHIVES

The care of the archives of the Archdiocese is a major duty of the Chancellor. When a Vice-Chancellor was appointed in 2008, this responsibility of the Chancellor was assigned to her.

The current archives have been maintained by the Chancellor, who is Recording Secretary of the Council of Vicars and Personnel Board, the Finance Council and the Board of Camsel.

With the help of the Department, persons both local and overseas, who require baptism certificates have been facilitated in their search for these documents.

RELATIONS WITH GOVERNMENT OFFICES

Ministry of National Security

The Chancellor's office has applied for Overseas Missionaries' Permits for non-national Priests, Religious Sisters and lay members of Communities to do pastoral ministry in Trinidad and Tobago over the period under review, January 2002 to December 2011. When necessary,

we have supported requests for extensions of visitors' visas for these persons. When non-nationals have applied for student permits to do their religious formation in Trinidad, we have supported their applications by a document confirming their coverage under the Archbishop's security bond.

Office of the Attorney General and Legal Affairs

The Chancellor's Office has applied for Marriage Officers' Licences for Priests, Deacons and four Religious Sisters. The Office has facilitated registration of an average 400 marriages annually at the Registrar General's Office on behalf of parish priests who have so desired. This included correction of errors on marriage documents by priests or their predecessors.

The Chancellor is delegated by the Archbishop to grant dispensations from marriage impediments. She has granted an average of 150 dispensations annually. As delegate of the Archbishop, she has granted the *nihil obstat* to couples from overseas who wished to marry in Trinidad and Tobago. There has been an average of 10-15 applications annually.

ARCHDIOCESAN STATISTICS

The Chancellor's Office has requested statistics re sacraments and Catholic institutions from the parishes and Catholic institutions in the Archdiocese and submitted these annually to the Vatican Secretary of State.

COLLABORATION WITH ARCHDIOCESAN COMMISSIONS

Liturgical Commission

The celebration of the Chrism Mass has been planned annually in conjunction with the Chancellor's Office, which has facilitated the selection of parish representatives for the Chrism Mass and circularised such arrangements to Parish Priests.

In collaboration with the Liturgical Commission, the Chancellor's Office has checked and verified information annually for publication of the Ordo.

Camsel

Similarly, the Office has collaborated with Camsel the Archdiocesan's communications department in checking and verifying information for the Catholic Directory and for the annual publication of the Trinidad and Tobago Telephone Directory.

OTHER

Orientation Sessions

The Chancellor has organised orientation sessions for new priests or deacons entering the Archdiocese. Presenters at these sessions were the Vicar General, the Vicar for Administration, the Judicial Vicar, a representative of the Liturgical Commission, the Vice-Chancellor, the Archdiocesan Finance Administrator and representatives of the Human Resources Department.

AEC Approval Forms

The Chancellor has issued and received AEC Approval Forms for non-national priests, deacons, religious and lay persons who wished to do pastoral ministry in the Archdiocese.

The **Vice-Chancellor's Office** was established on 7 January 2008 with the appointment of Cherryl Mohammed. Initially, it was responsible for giving legal and canonical advice to the office of the Archbishop and to other departments and parishes. The Vice-Chancellor also acts as part of a College of the Canonists in certain matters.

In 2009, the property portfolio was transferred to this office. Property Maintenance was a part of the Finance Department and was separated into two offices by Archbishop Edward Gilbert in 2006 - legal and buildings. Fr Kenneth Assing was assigned to the legal section and Fr Martin Sirju to the latter. Msgr Esau Joseph took over buildings in 2007.

On Fr Assing's resignation in 2009, the legal property portfolio was informally assigned to the Vice-Chancellor and a structure was put in place to regularise Church properties and cemeteries. In addition, a Property Manual was compiled and came into force in January 2010.

The portfolio of the buildings and maintenance was removed from Finance in the second half of 2010 and Deacon Patrick Laurence appointed as its Head.

These departments, along with the Archdiocesan Building Committee review the building and maintenance projects, land issues, plans etc. and offer advice to parishes and departments as required. The departments collaborate with the Finance department as regards funding for projects.

Sr Anne Marie Rodriguez

Chancellor

HUMAN RESOURCES DEPARTMENT

Support for the People of God



EXISTING SITUATION PRIOR TO THE FORMATION OF THE HUMAN RESOURCES DEPARTMENT

The Human Resources department was formed in February 2009.

Following is an outline of the situation that existed at that time:

Traditionally, the person who handled the Human Resources function for the Archdiocese also handled the Chancellor's role, Financial Administration, Property and Legal matters and general administration of the Archdiocese.

By 2009 a Vicar for Administration had been appointed and there was a new Chancellor and a Property and Legal department but Financial Administration and Human Resources were handled under one department.

By that time, the Synod was in the early stages of implementation and the Archdiocese had grown in terms of number of total employees, as well as the number of governance departments and other departments and units. Focus was being placed on determining Synod priorities and meeting the very challenging objectives, which required mobilising all those involved in the process. This included the employees of the Archdiocese and necessitated stronger and more cohesive and collaborative governance support including the area of human resources.

As at February 2009, all areas of human resources management required attention:

- There were no personnel files or employee records.
- There were very few employment contracts within the Archdiocese, with no consistent format.
- There were very few Job Descriptions within the Archdiocese, with no consistent format and there was no Job Evaluation system.
- There was no salary structure.
- There were no defined roles, responsibilities or documented Limits of Authority within the governance area.
- There were very few formal documented department structures and no record of the individuals employed by the Archdiocese.
- There were no defined or documented human resources policies.
- There was no enunciated employee Code of Conduct or established orientation practice or procedure for orientation of new employees.
- There was no Performance Management system.
- There was a Group Health Plan, but no clear documentation of the rules of the plan.
- There was no Retirement Plan for employees.
- There was no documentation of "leaves" or other employee benefits entitlements.

The foregoing resulted in:

- Inconsistency in the application of benefits

programmes and salaries paid to employees doing similar jobs;

- Lack of clarity of individual roles, job expectations, authorities and in some cases, reporting lines;
- Reliance on individual interpretation of rules or memory of practice or precedence in certain matters e.g. Group Health Plan and treatment of retirees - *Ad hoc* and inconsistent handling or mishandling of Industrial Relations issues or other staff matters, with resulting litigation or risk of litigation;
- Lack of clarity and disagreements with employees relative to their entitlements or other terms of employment;
- Uncertainty regarding decisions, which required unavailable personal information or records;
- Difficulty in addressing instances of sub-standard performance or indiscipline;
- Risk of non-compliance with relevant norms and regulations; and
- Difficulty in maintaining effective governance and in efficiently achieving the goals and objectives of the Archdiocese.

The situation was more critical, since there were an increasing number of salaried employees as opposed to volunteers, in an environment of changing work ethics and greater awareness of employee rights.

On establishment of the Human Resources Department in February 2009, Archbishop Gilbert made it clear he wanted the human resources management of the Archdiocese to be upgraded, as the present situation was untenable and exposed the Archdiocese to varied risks. This view was shared by most of the stakeholders.

Following is an excerpt from Archbishop Gilbert's foreword to the Human Resources Policy Manual issued in July 2011:

" ... For many different reasons, the acceptance of informality in administration, especially as it affects personnel is no longer tenable. The growing number of regulations by civil government, the Catholic tradition on the principles of justice, the decisions of the courts, the intrinsic rights of employees, all call for clear policies to guide the relationship of Archdiocesan administration with employees..."

ACCOMPLISHMENTS OF THE HUMAN RESOURCES DEPARTMENT FROM FEBRUARY 2009 TO AUGUST 2011

The Human Resources Department began by determining its mandate and its operating guidelines, recognising the culture of the Church and that the approach employed in pursuing the desired outcomes would be critical to success.

The following details the progressive steps taken by the Human Resources Department and the achievements to date:

1. Determined the role, mission and objectives of the Human Resources Department and its main responsibilities and priorities;
2. Obtained sign-off from the Vicar for Administration and shared the above with the other departments of the governance area of the Chancery and also with the Department Heads. Sought input at a Heads of Department meeting relative to their needs and priorities and developed an appropriate work-plan to satisfy the needs expressed;
3. Determined the approach and appropriate procedures in attempting to upgrade general human resources management and existing practices within the Archdiocese.

This included defining the procedures for human resources policy:

- Policy formulation
- Inviting input from Department Heads and vicars
- Obtaining sign-off
- Issue of policies
- Communication and education
- Providing assistance and support to stakeholders in implementation
- Evaluation and review

This also included a procedure for keeping the Archdiocese apprised of the progress of the Human Resources Department:

4. Reviewed the Organisation Structure of the Archdiocese and made recommendations;
5. Determined (in consultation with the relevant Department Heads) and documented the roles, responsibilities, Limits of Authority and points of operational intersection of all governance departments of the Chancery;
6. Documented a revised Organisational Chart for the governance area of the Chancery and assisted with subsequent changes to individual department's organisational structure;
7. Developed and issued the Handbook for Priests;
8. Completed arrangements with MEDCORP for annual medicals for Diocesan Priests;
9. Developed a generic job description form and shared this with the other departments of the Chancery and assisted them in the completion of job descriptions for positions within their respective departments;
10. Continues to provide assistance in completing job descriptions for other positions within the Archdiocese;
11. Developed a Performance Management system and presented it to the Vicar for Administration, the other departments of the Chancery and CREDI and tested the system on certain positions within the Chancery;
12. Developed generic employment contracts for various types of employment;
13. Continues to obtain and review all existing employment contracts and drafted contracts for employees without contracts;
14. Documented and communicated definitions of the various categories of workers within the Archdiocese to ensure that contract terms and benefits entitlements would be accurately applied;
15. With the assistance of parishes and departments, obtained available personal and employment information of employees and established a database of all staff of the Archdiocese;
16. Develops personnel files for employees of the Archdiocese;
17. Revised and finalised the existing draft Employee Handbook and obtained sign-off. This handbook includes a detailed summary of expected behaviours of employees. The Handbook will be issued shortly;
18. Established a data base of prospective volunteers;
19. At the beginning of 2011 communicated with parishes and departments of the Archdiocese to ensure that salaries were paid at least at the level of the revised minimum wage set by the Government;
20. Conducted external market research and recommended a salary structure and salary ranges for the Archdiocese. This was approved by the Finance Committee;
21. Identified individual salaries that were below the minimum of the approved salary ranges for clerical and non-clerical positions and communicated with the relevant parishes/departments to rectify;
22. Revised the Group Health Plan and obtained a Group Health Handbook for distribution to employees;
23. Analysed the record of Group Health Plan membership and identified anomalies - ineligible covered individuals and eligible employees who are not covered. (These are currently being addressed);
24. Began discussions relative to establishing a Retirement Plan for the Archdiocese and arranged presentations by various prospective providers. A decision will be made shortly on the implementation of the most appropriate plan;
25. Completed arrangements for the implementation of an Employee Assistance Programme for the Archdiocese. The programme has been approved by the Finance Council. (The contract with the provider should be executed shortly);
26. Documented the Organisational Structure of all departments of the Archdiocese and invited input in order to establish a baseline of the positions needed/ approved within the Archdiocese;
27. Developed a "Skills Bank" form to facilitate the establishment of a skills bank for the benefit of parishes and departments.
28. Developed a brochure on "Tips for Interviewing" to assist individuals within the Archdiocese who are involved in the recruitment process.
29. At the request of the Archbishop, documented actual or suggested Limits of Authority for his consideration in the areas listed below, for parishes and all departments of the Archdiocese, in order to streamline the overall governance of the Archdiocese:
 - Human Resources Authorities;
 - Financial Authorities;

- Legal, Property and Canonical Authorities; and
- Information Technology Authorities.

30. Issued the Human Resources Policy Manual with the following initial policies:

- Human Resources Philosophy and Principles;
- Employment Policy;
- Salary Policy;
- Leave Policy (Initially issued in December 2010);
- Addressing Employee Complaints;
- Performance Management;
- Addressing sub-standard Performance;
- Group Health Insurance Plan;
- Employee Assistance Programme; and
- Progressive Discipline - Employee Conduct.

31. Completed drafts of the following policies:

- Employee Orientation
- Redundancy
- Training Policy
- Relief Pay
- Employee Exit

It has been made clear, that in instituting and documenting policies, **it is not the intention to reduce benefits already being enjoyed by existing employees.** Any such situation will be addressed individually and rationalised over a period of time.

Communication/education sessions throughout the Archdiocese on the policies already issued will begin shortly.

During the short period of its existence, the Human Resources Department has had to provide guidance and support on several employee issues within the Archdiocese, ranging from industrial relations where litigation or other legal intervention was involved, to disputes or misunderstandings relative to employee benefits entitlement or other matters. While most matters were amicably resolved, a few issues are ongoing. With the work being done by the Department, it is expected that the number of human resources issues will soon be substantially reduced.

The Human Resources Department will continue with policy development and implementation and other human resources plans and interventions to meet the needs of the Archdiocese and fulfill the Department's objectives i.e.

“To provide the necessary service and support in the Management of the Human Resources of the Archdiocese, ensuring that all aspects of the Human Resources function:

- **Are in compliance with established norms and regulatory and canonical requirements;**
- **Promote a highly competent and motivated workforce;**
- **Are consistent with the moral and spiritual values of the Church; and**
- **Support the aims and objectives of the Archdiocese.”**

Nestor Lambert

Chairman of Human Resources



ARCHDIOCESAN PASTORAL COUNCIL

Voice of the Laity



PREAMBLE

Although the idea of an Archdiocesan Pastoral Council (APC) has been around for a while, it was not until Archbishop Edward Gilbert took office that the resuscitation and sustenance of the APC took place, due to the stewardship of His Grace. This testimony was gleaned from the inputs of Maldon Pantin and Vera Allen, original Chairman and Secretary respectively of the APC and the personal testimony of current Chairman Clarence Mitchell.

SUMMARY

On Saturday 4 October 2003, Archbishop Edward Gilbert chaired the inaugural meeting of the APC as we know it today. There were two representatives from each vicariate, representatives of youth and one each representing clergy and religious. By this time, His Grace had already reorganised the Archdiocese to facilitate greater participation of the laity in Archdiocesan administration. Instead of the deanery system, the Archdiocese was now divided into five vicariates with Tobago having its own representation, although functioning as part of the Northern Vicariate.

The Council instituted that day was to be a crucial link in the communication system that would keep him fully informed of happenings in the Archdiocese from the grassroots up. In this way His Grace established and

maintained communication with his people. Vicariate representatives took to the APC matters that parishes reported at the vicariate level. Solutions and answers returned via the same route.

The APC is actually a consultative/advisory body to the Archbishop, through which he is able to implement new ideas and policies. Having its own Constitution in accordance with Canon Law, the term of the Council is three years and a member can serve for a maximum of three consecutive terms. This maximum three-year term of office per person extends all the way down to the parish representatives on the Vicariate Council.

For administrative purposes, His Grace also established the same system of reporting and responsibility for various Secretariats and Commissions - Social Justice, Communications, Youth, Family Life, Catechesis, etc.

Using this method of communication/administration, Archbishop Gilbert was able to conduct various conversations at an Archdiocesan level. e.g. Solidarity, Crime and Violence, Theology of the Body and the now famous Youth Conversation. He was able to plan and execute huge celebrations such as the Eucharistic Congress, Year of the Priest and the Pauline Year. SYNOD is another example of the success of this system.

Issues on which the entire Archdiocese was able to participate through the APC include:

- Clustering of parishes re Masses and priestly services;
- Pastoral care for the challenged - ramps, sign language, proper PA systems etc.;
- Insurance coverage and proper remuneration for those working in the Church;
- CREDI - training and accreditation process;
- Appointment of Deacons;
- Annual day of Prayer and Fasting involving schools and other institutions;
- Tenure of priests;
- Updated instructions relative to liturgical practices and grounding, and Commissioning of liturgical officers;
- Adult Catechesis (ALPHA, Catholicism 201) and improvements in the catechetical system;

- The Catholic Children on Fire for Christ programme, which takes Catholic Religious Education to Catholics attending Government schools;
- The Archbishop's Appeal Fund - Restoration of the Cathedral;
- Numerous youth-oriented issues; and
- Numerous Church property issues.

Members of the APC have come to appreciate and respect the wisdom exercised by Archbishop Gilbert, but even more his capacity for hard work, respect for all and fairness in every situation.

May God continue his tremendous blessings upon this worthy son as he continues his journey of service.

Clarence Mitchell
Chairman APC

