

Guidelines for the Parish Integral Human Development Ministry (PIHDM)

(The Guidelines serves as a working document to be adapted for use in the parishes for 3 years)

The Vision-Mission of the Archdiocesan Office for Human Development (AOHD)

VISION:

To be one with God in Solidarity with the whole Human Family and Creation

MISSION:

*To function as the Archdiocese's official organ (and under the Archbishop's authority)
In all matters pertaining to the*

Archdiocesan Pastoral Plan focus on Integral Human Development (IHD)

IHD is the holistic development of the whole human person and of all peoples, especially the vulnerable, disadvantaged and the marginalized

(from Salam, Inaugural Issue 2005, a Newsletter of AOHD)

A. NAME

The Ministry shall be known as the **Parish Integral Human Development Ministry (PIHDM)**.

The PIHDM works together with the Archdiocesan Office for Human Development (AOHD) to implement the vision-mission at the *respective parish level/structure and according to its particular needs/circumstances*.

B. OBJECTIVES

- To study and to promote*** issues of Charity, Integral Human Development, Justice-Peace, Social and Community for all peoples and creation in the light of Catholic Social Teachings/CST imbued with the spirit of the Gospel.
 - "To teach people how to fish" – to become self-reliant, self-sufficient & sustainable.
 - ***Focus on a holistic response to the human person, i.e.***, in the areas of justice and peace, the development of peoples, the promotion and defence of human dignity and human rights (Pope Francis, Statutes of the Dicastery for Promoting Integral Human Development, 17 August 2016).
 - ***Integral Development means*** – the development of each human being and the whole person – today and in the near future. It means integrating the different peoples of the earth. The duty of solidarity requires us to seek fair ways of sharing, so that there is no longer that dramatic inequality between those who have too much and those who have nothing, between those who discard and those who are discarded. Only the path of integration between peoples can permit to humanity a future of peace and hope. It means offering viable models of social integration. Everyone has a contribution to make to the whole of society, everyone has a special feature that can be useful to enable us to live together, and no-one is excluded from contributing something for the good of all. This is both a right and a duty. And the principle of subsidiarity guarantees the need for the contribution of everyone, both as individuals and as groups, if we want to create a human society open to all." -Pope Francis to the Dicastery for Promoting Integral Human Development on the fiftieth anniversary of "Populorum Progressio", 4 April 2017.
- To implement*** formation programmes in order ***to cultivate in all parishioners an understanding of the principles of CST***, i.e., growth in faith leading to greater awareness of and response to social realities as a constitutive part of ***evangelization, to witness to our faith and the teachings of Jesus Christ and His Gospel***.
- To study*** matters related to the Archdiocesan Pastoral Plan of IHD and ***to make proposals*** to the Parish Priest/Parish Pastoral Council (PPC)/Parish Coordinating Council (PCC) that will meet the needs of the weak, disadvantaged and the marginalized in the communities.
- To prioritise and initiate*** projects/responses at the parish level/BECs according to the needs/circumstances of the people to be served.
- To coordinate*** the activities of various ministries in the Parish (e.g., BECs, Legion of Mary, Youth, etc.) to share resources and capacity (finance, material, human, etc.), to avoid duplication of services in serving the needs of poor and marginalised in the parish, district and the greater community.

6. **To establish** the relevant structures/sub-committees and procedures within the PIHDM/PPC/PCC to review project applications, to disburse PIHD funds and to monitor implementation and evaluate progress periodically.
7. **To network with** government/non-government, civil society groups and faith-based groups, when appropriate/possible, in order to provide services to the poor and marginalised especially within the neighbouring vicinity of the parish.
8. **To facilitate** the implementation of formation programmes and activities (E.g., the Archdiocesan Lenten Campaign, etc.) at the parish level together with AOHD.
9. **To communicate and collaborate** with other parish ministries, neighbouring parishes in the district and the Commissions of the Archdiocese as and when the need arises.

C. STRUCTURE OF PIHDM

1. The PIHDM shall be formed with the approval of the Parish Priest (and/or with the Parish Pastoral Council/Parish Coordinating Council).
2. All ministries/sub-ministries in the Parish involved in the area of charity, integral human development and social justice shall be represented in the PIHDM. Other individual parishioners/ministries can be appointed by the Parish Priest to serve in the PIHDM. (Reference: Ministries under AOHD – Ministry of the Poor, Ministry for Migrants and Itinerants, Ministry for Special Needs, Women Ministry, Creation Justice Ministry, Prison Ministry, Ministry for Orang Asli, Society of St. Vincent de Paul)
3. The representatives of ministries that may be involved in the PIHDM are for example Ministry of the Poor, Migrant Ministry, Special Needs Ministry, Prison Ministry, Women Ministry, Society of St. Vincent de Paul, Orang Asli Ministry and Creation Justice/Laudato Si/Environment or according to the needs/circumstances of the parish. It is recommended to have a person in each BEC to be the IHD liaison to the PIHDM of each parish in order to reach the grassroots and to see to the needs of the people in each parish based on communities/areas/neighbourhoods.
4. The Coordinator/Chairperson and two other members shall be *appointed* by the Parish Priest. The *core-team* shall be made up of a Coordinator/Chairperson, Secretary, Treasurer and three other *elected* members among the PIHDM.
5. *Core-team members and heads of sub-ministry* (e.g., migrants, women's, etc.) shall serve in the PIHDM for a term (= two years) and may be extended for another term (i.e., a maximum of 4 years).
6. To ensure continuity of the PIHDM coordinator/sub-ministry coordinator, a proper *written handover* must be submitted to the PPC/PCC and/or to the PIHDM Coordinator/Chairperson giving details of the work done, issues to follow up, relevant contact persons for the services, etc and to update the relevant ministry head in AOHD.

D. DUTIES OF COORDINATOR, SECRETARY, TREASURER AND OTHER MEMBERS

Coordinator/Chairperson

1. The Coordinator/Chairperson ensures the overall functioning according to the guidelines and objectives of the PIHDM in the respective parish.
2. S/he presides at the regular meetings.
3. S/he must organise, with the Core-team, the Parish Priest, the PIHDM, BECs, etc., the various ministries and projects to meet the needs of the poor, to ensure proper use of financial/material resources to work together with parish groups and other groups in the area of Communication, Coordination, Collaboration.
4. To be a bridge with NGOs and other faiths in the area of collaboration on humanitarian grounds.
5. To be the liaison person with the district representative (chosen by the District Senators) and AOHD.
6. To communicate the works, programs, projects, events of the PIHDM and AOHD to the parish priest and to the parishioners of their respective parish.

Secretary

7. The Secretary is responsible to keep all records including minutes of meetings, correspondence and information on various projects, records/database of people served, reports, etc.

8. S/he is responsible for the preparation of the Annual Report of the PIHDM activities to the Parish Priest and AOHD.

Treasurer

9. The Treasurer is responsible for keeping proper records of all financial transactions including disbursement of funds to those in need and preparation of financial Annual Report to the Parish and the Archdiocese of Kuala Lumpur (E.g., Archdiocese Finance Committee, AOHD).
10. S/he will be responsible for administering proper procedures in disbursing funds, keep financial oversight of projects and assistance to people.
11. The accounting procedures must be according to financial rules established by the Parish Finance Committee and in accordance to the Finance procedures of the Archdiocese of Kuala Lumpur.

Other members

12. Other members involved in PIHDM including those in the sub-ministries (e.g., migrants, poor, women, orang asli, prison, SSVF, etc.), are to work closely with the Core-team in accordance with the guidelines and objectives of PIHDM.
13. The role/function of members must be clear, as appropriate in each parish and approved by the Parish Priest, in order to be effective and efficient in the service to people and the vulnerable in our community
14. Sub-ministries are to liaise/communicate with their Archdiocese/District counterparts on cases/programmes/events/projects that involves other parishes in the District/Archdiocese.

E. MEETINGS

1. The PIHDM shall meet Quarterly.
2. The meeting shall include updates of the ongoing services, addressing concerns/issues, dealing with complex cases of people served, review/evaluation of ongoing services, updates on new and emerging needs, ways of addressing the growing needs of our communities, etc.
3. The PIHDM shall hold an Annual General Meeting of people involved in its ministries together with others like the Parish Priest/Parish Pastoral Council/Parish Coordinating Council by the 31st July of each year.
4. The PIHDM together with the Parish Priest shall set some procedures for the approval and disbursement of funds and set levels of authority-responsibility in accordance with the Parish Finance Committee and the Archdiocese of Kuala Lumpur.

F. ANNUAL REPORT & ACCOUNTS

1. The Secretary of the PIHDM shall within 1 month of its Annual General Meeting, submit a copy of its Annual Report to the Parish Coordinating Council (PCC) and its Statement of Accounts to the Parish Finance Council (PFC).
2. The PIHDM must follow the accounting procedures and instructions laid down by the Parish Finance Committee in accordance with the financial procedures of the Archdiocese of Kuala Lumpur.
3. The Annual Report shall include critically monitoring and evaluating the ongoing services in order to ensure that the PIHDM is meeting its objectives in the respective parish.

G. IMPORTANT POINTS TO STRESS

1. **The PIHDM is an umbrella body of groups and church ministries in the parish which serve the needs of the poor/needy (*).** It is meant to **bring together the different groups/organisations in order to harmonise/synchronise the services to the poor and those most in need in our communities.**

2. **In this way, the PIHDM,**
 - a. Together with the other groups/organisations ***finds out*** who are the poor in their community.
 - b. Has some ***criteria of how to assess the poor (“who are the poor”?)***
 - c. Has knowledge of the ***existing services already*** given to the poor.
 - d. Finds out ***what is lacking*** in the already existing services.
 - e. ***Avoids duplication*** of services.
 - f. Has knowledge of its ***own capacity and resources*** to respond and are ready to share with other parishes in their Districts/Archdiocese when there is an urgent need.
 - g. ***Facilitates the use of financial/material resources*** in the parish to respond to the needs of the poor.
 - h. ***Implements responses/projects together with*** the parish groups/organisations.
 - i. ***Monitors and evaluates*** the projects if it is still serving the needs of people.
 - j. ***Documents relevant information for ongoing review and reporting.***
 - k. ***To keep their Parish Priest informed of all activities, progress and updates*** from their PIHDM as well as happenings in the District/Archdiocese.

3. The PIHDM **does not take over** these groups and ministries but works as one body, one church. It serves to enable to empower the groups/ministries in the parish to provide for the needs of people in an organized way. “Love thus needs to be organised if it is to be an ordered service to the community”. (Pope Benedict, *Deus Caritas Est* # 20).

NB: (*) Poor/needy = vulnerable/marginalized/disadvantaged *may include many other groups of individuals/people according to the context in each parish/BEC* (e.g., homeless, migrants, refugees, prisoners, aging, single women, people with physical disabilities, etc.)

“The truth of development consists in its completeness: if it does not involve the whole person and every person, it is not true development.”

Pope Benedict XVI, *Caritas in Veritate* (Charity in Truth), 2009, #18

**Approved by the Board of Management of AOHD
21st November 2023**