

DECREE OF THE DIOCESAN BISHOP

100/2024

Decree – Provision

Appointment to Ecclesiastical Office of Assistant Priest in the Parishes of Raymond Terrace and Myall Coast, Diocese of Maitland-Newcastle

Dear Father Peter Thoai

I appoint you to the Parishes of Raymond Terrace and Myall Coast as Assistant Priest (CIC cc. 545-552) assisting Fr Joyce Sebastian Victor, who has recently been appointed Parish Priest from 01 January 2025. Your appointment is from **01 January 2025** until I advise you otherwise in writing.

The Assistant Priest cooperates with and is under the direction of the Parish Priest in helping to fulfil the duties of Parish Priest. I draw your attention to Chapter VI of the Latin Code of Canon law, especially canons 528-537, which deal with the responsibilities of a Parish Priest.

This appointment also grants you permission to exercise faculties obtained at ordination, faculties obtained by holding the ecclesiastical office of Pastor, and other diocesan faculties. These faculties are able to be exercised in the territory of the respective parish(es).

Please make yourself aware of the Diocesan Particular Law and follow the directions in such laws with particular care. A copy of the faculties and a full list of diocesan particular law instructions can be found at this link: [DoMN - Particular Law](#). This site continues to be updated so please check it regularly.

The Bishop's Office will inform the following of your appointment (if relevant to do so) and make any necessary changes:

1. Registrar of Births, Deaths, and Marriages
2. Legal and Governance (*ACNC Charity Register*)
3. The Official Directory of the Catholic Church of Australia
4. Catholic Community Fund (*CCF*)

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5. Maitland Clergy Central Fund (*MCCF*)
6. Australian Catholic Migrant & Refugee Office/or Department of Home Affairs
7. Clergy in Parish/es of Appointment
8. Principals of local Parish Primary Schools and local Catholic High Schools
9. Managers of CatholicCare local offices
10. St Nicholas Early Education, Nominated Supervisors of OOSH and Trainers of Pathways local centres
11. Pastoral Support Workers
12. Communications Team (*Intranet*)
13. Bishop's Office Administrative Assistant (*Website*)
14. People and Culture (*MN People*)
15. Information Management Team (*Padre*).

I wish to remind you of your obligation to celebrate the Latin Rite liturgies in accord with the Latin Rite liturgical texts for your parishioners. Extraneous customs or elements from other Rites or cultures serve only to create confusion in liturgy.

As you are aware, this appointment is not intended to create an employment relationship. The appointment and your acceptance of it is part of your religious and spiritual service to the Church, in this Diocese, in collaboration with myself.

You will need to take the **Oath of Office** and the **Profession of Faith** which you may do before any priest in good standing. The documents accompany this decree.

The diocese is committed to safeguarding children and vulnerable adults. It is a requirement that you comply with all civil and ecclesiastical laws and instructions in relation to safeguarding. To demonstrate this you are required to sign the **Diocesan Safeguarding Commitment Statement**. The document accompanies this decree.

I ask that you please send my office signed copies of:

- a Letter of Acceptance
- the Oath of Office and the Profession of Faith (CIC . 1283)
- the Diocesan Safeguarding Commitment Statement (NSW Child Safe Standards Std.1).

Our diocese has developed an Ongoing Professional Development Process (the Process) which includes professional supervision, ongoing formation, and 360 reviews aligned to the Parish Pastoral Plan. Your acceptance of this office includes your commitment to participate in The Process.

You will be given access to a list of professional supervisors and are to register your sessions in *mnpeople*.

You are expected to participate in the Parish Pastoral Plan. A personal review will occur at year three and a parish review at year five. The Chancellor will contact you in the first months of your appointment to offer any assistance needed.



To access Professional Development resources please see the following link on the Diocesan Website: [Professional Development Resources](#).

At the end of your term of office, your participation in The Process will be taken into account before another appointment is made.

The Maitland Clergy Central Fund (MCCF) oversees and is responsible for your sustentation and so I refer you to the Funds Statutes and Regulations (CIC c. 1274). Please make yourself aware of your rights and responsibilities by obtaining and reading a copy of these statutes and regulations. Please contact the MCCF Chairperson if you have any enquiries.

Fr Peter, I seek your **written acceptance** of the appointment to this ecclesiastical office **within 14 days** of receiving this letter.

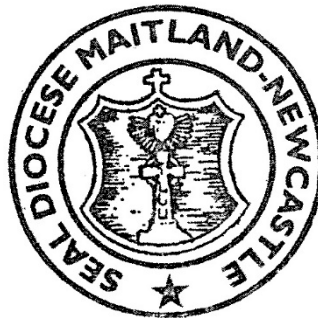
I wish you all the best in your ministry and assure you of my prayers.

Yours in Christ

Given at Hamilton, NSW on the 18th day of December, 2024.



Most Reverend Michael Kennedy
Bishop of Maitland-Newcastle



Very Reverend Matthew Muller
Chancellor

+MK/az

enc: Documents: Oath of Office; Profession of Faith; Safeguarding Commitment Statement
cc: Very Rev Joyce Sebastian Victor, Appointed Assistant Priest
Parish Leadership Team: Colin Clinch; Terry Griffis; Bernadette Newton; Marianne Schuman; Julie-Gai Smith
Pastoral Support Workers: Nichola McCarthy and Mary-Anne DeLuca

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