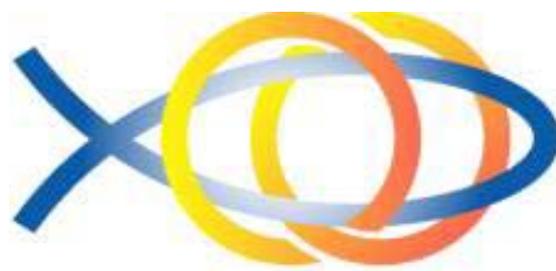


# TEAMS

*Movement of Married Spirituality*



VIC-EAST REGION

## **MANUAL FOR RESPONSIBLE COUPLES**



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*(This section is to be updated each year)*

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February 2016

Dear Responsible Couple,

Thank you for accepting the role of Responsible Couple for your Team for 2016. We trust you will enjoy the role as you guide, support and nurture your Team during this year.

This booklet has been produced in Vic-West (Bendigo Sector) and we thank them for developing this wonderful resource. We hope it provides you with information you can use and also share with your Team, and you are free to copy whatever you would like to pass on to the members of your Team.

The Structure of Teams (page 3) provides you with contact details for Sector, Regional and Oceania Couples. Your first point of contact should be through your Sector Team although where there is no Sector Team please contact the Regional Couple. Our primary goal is to support your Team so please feel free to contact us whenever you need.

This Booklet contains two parts –

- Part A which is to be updated each year and contains material relevant to this year, and
- Part B which is general information related to Teams and your role as RC.

We encourage you not to consign this booklet to the back of the cupboard, but to use it as a resource through the year. Importantly, please remember that it is to be handed to the RC who take over from you next year.

We hope that the year is enjoyable and fruitful for your Team and for each member in it. As you meet together in Christ's name we trust that you will continue to grow closer to each other and to the others in your Team, and to your God.

*From the Vic-East Regional Team*

### **Calendar of Events for 2016 – please inform your Team, and mark your diaries:**

<b>February 16</b>	Gathering day for Vic-East / RC Formation day.
<b>June 22</b>	Deadline for information for the Regional Newsletter – for end of June release
<b>June</b>	Hospitality Month: an opportunity for someone to experience a Team meeting.
<b>Post June</b>	Crossroads meetings to be held during the latter part of the year: see info in booklet.
<b>Nov 23</b>	Deadline for information for the Regional Newsletter – for end of November release



# STRUCTURE OF TEAMS

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## Victoria East Region

The Teams Movement provides a rich source of spiritual energy and support for married couples. The first Team in Melbourne began in 1960 and rapidly grew through the 60's, 70's and 80's throughout Melbourne, Geelong and parts of Gippsland.

## The Sectors of the Region

SOUTHERN incorporating GIPPSLAND

GARDINER

YARRA

MARIBYRNONG / PLENTY

## Victoria East Regional Couple

Ron & Angela Waanders                      51744756                      [ron@glenra.com.au](mailto:ron@glenra.com.au)

## Sector Contacts

### Mari/Plenty

Gerard & Marie Wood                      94394368                      [gerardandmarie@gmail.com](mailto:gerardandmarie@gmail.com)

### Yarra

Bernard & Karen Drane                      398905464                      [karen\\_bernard@optusnet.com.au](mailto:karen_bernard@optusnet.com.au)

### Gardiner

Garry & Maureen Mahon                      398360638                      [mahon\\_maureen@hotmail.com](mailto:mahon_maureen@hotmail.com)

### Southern

Position vacant

## Membership Changes/Additions Notification

Responsible Couples please advise your Sector Couple and Membership Registrar of changes as they occur in your Team. Please update your contact details using the proforma at the end of each year.

Database / Membership Couple                      Robert & Bernadette Pell [bbpell@gmail.com](mailto:bbpell@gmail.com)

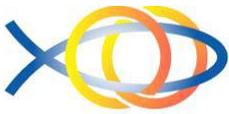
## Oceania Couple

Kevin & Faye Noonan                      [teams-noonan@grapevine.com.au](mailto:teams-noonan@grapevine.com.au)

## Oceania Regional Team Spiritual Counsellor

Mons. Frank Marriott                      [cathadm@iinet.net.au](mailto:cathadm@iinet.net.au)

**Teams website:** [www.teamsoceania.com.au](http://www.teamsoceania.com.au)



## **‘CROSSROADS’**

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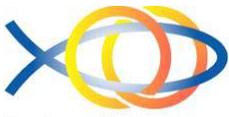
‘Crossroads’ provides an opportunity to join together and interact with another Team for a meeting. This may be a day get together or an evening instead of the normal meeting. It is usual to have a liturgy, meal / supper, light sharing, discussion topic etc.

Some Sectors have chosen to get together as a Sector to celebrate Crossroads as a daytime event and this has proven to be extremely successful.

If your Sector doesn’t have a Sector Crossroads gathering, perhaps you could initiate getting together with 2 or 3 Teams from your Sector. We can help put you in touch with other Responsible Couples in your Sector through our Database / Membership Couple.

Most Crossroads gatherings are held in the latter part of the year.

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# **PART B**

*This section is a resource for you and your Team which usually  
will not be updated each year.*





## MISSION

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The Teams movement recognises that all Christians are called as individuals to live a selfless life and be constantly open to love. By regularly administering to one another through the gift of non-judgemental listening and openness, we become more tolerant and understanding of others, and more aware of the spiritual dimension in every person.

By sharing our struggles, joys and discoveries, we promote understanding and trust. This adds depth to the relationship of couples, and between couples and the wider community. A real community emerges when faith, love and trust are gradually built up between people.

Married Couples of all ages  
A Chance to Discover  
A Time to Share  
A Moment to Listen.

## BEING IN TEAMS

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Belonging to 'Teams' opens up a whole new world for communication between husband and wife, and with other like-minded couples.

A Team consists of 5 to 7 couples and a Spiritual Advisor who meet once a month in each other's homes. There they share a simple meal, pray together, and discuss matters of life and faith.

Being in a Team provides opportunities for personal growth and for growth as a couple.

A Team is like a small Christian community in which couples of all ages and backgrounds support each other in living out their Christian values.



## ROLE OF RESPONSIBLE COUPLES

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The following is a summary of the responses to the discussion questions that have been used over the years by couples attending formation days for Responsible Couples. It is the shared wisdom of these couples that is recorded below and is still considered relevant and useful in reflecting on this role. Please consider using some of the suggestions that have been made in the light of your own Team and your unique circumstances.

### **Expectations of being a Responsible Couple are:**

- To care for, nurture, and lead the Team in a pastoral context as well as in a practical way. Support their involvement in the Team and also the wider movement especially at a local level. Encourage them to feel that they are part of a larger group as well as their own Team.
- Be a link for the Team both organizationally and socially, and enjoy being the 'hub' of the wheel. Also consider your role to involve being a link to the Sector Team and the wider movement. Provide information to the Sector Team for the Newsletter or send that information direct to the newsletter couple.
- Take responsibility to initiate correspondence, coordinate activities, and assign responsibilities. Make sure to be diligent to communicate and notify/inform members of forthcoming events and to respond to crises when necessary.
- Ensure that a retreat is organised for some time during the year but not necessarily by the RC couple.
- It is the role of the Responsible Couple to organize the timetable for the year's meetings, the dates and venues, meals and activities assigned to members. This will assist the Team to stay on track for the year.
- To take the lead in researching and finding interesting study material with guidance from the Team as to what their interests may be at the time.
- While nurturing and leading the Team be aware of people's differing needs and their family circumstances at the time, and take these into account.
- Provide opportunities for each person to contribute to the life of our Team.
- As a Responsible Couple use your individual skills and as a couple discuss and reflect on our own leadership styles.
- You may need to find ways to gently remind those leading the meetings of the importance of keeping to a schedule and containing the discussion so the meeting stays within an appropriate time frame with structure and routine. This way people feel safe in sharing and participating.
- Include the Spiritual Advisor and be sensitive to the needs of single people - making sure they are very much part of the Team and appreciate their skills and contributions.

### **Experiences/observations of being a Responsible Couple have been:**

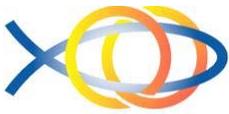
- It is a rewarding experience, and provides more contact with the Team members for that year and also contact with other Responsible Couples from whom you can then learn.



- Being a Responsible Couple can also be challenging. Challenging because issues and difficulties that arise in the individual lives of Team members can impact significantly on the Team and this may need to be treated carefully so as to maintain a balance within the Team. The RC needs to be prepared to support individuals during challenging times, if invited.
- Sometimes people have had negative reactions to the role as it can sometimes be viewed as an onerous task or an extra responsibility that a couple may not want for that particular year. People can feel very unsure of the role the first time but often at the end are rewarded with thanks and compliments! Which can surprise them!
- Sometimes Teams who are welcoming new couples will choose to start again as a Team and review the Teams principles & the points of endeavour.
- If you have established patterns that work well then keep going with those.
- It seems to be important to build some fun and leisure activities into the year's timetable and therefore provide 'down time' for socializing.
- Keeping in touch with Team member's needs, issues and aspirations may involve keeping in touch outside of meeting times
- Be prepared to report briefly on any 'businesses' at each meeting to keep members informed of Teams activities that are relevant to the Team or the Sector.
- Ringing or emailing members each month to organize meetings, a retreat etc, is very important.
- Be prepared to be more 'accessible' to your Team for the year.
- Use the booklet and information you are given and stay in touch with the Sector Team for support when needed.

**Listed below are new ideas that various couples have introduced to their teams – you may get some fresh ideas from these:**

- Keep light sharing shorter so everyone has a say. Having people report on a highlight, a lowlight and a challenge is a good way of keeping it more contained.
- Recognize and celebrate birthdays and special occasions but don't let them take over the meeting – maybe keep these for the social times
- Perhaps meet and go to Mass as a Team sometimes and then have a Teams breakfast.
- Have a weekend away each year without the pressure of a retreat – it is a great opportunity to socialize and spend time together. One Team has been doing this for many years and it works well. They usually have a camping weekend and kids can come too if they want.
- Revisit and revitalize the Points of Endeavour by focusing on one a month and sharing on how well it works for you.
- Having a new couple or couples join your Team can bring new life, focus and purpose.
- A change to meeting times can add variety e.g. a Sunday lunchtime meeting every so often.
- If it is hard to organize or fit in a retreat perhaps explore joining with another Team.
- Perhaps initiate a separate night as a social evening – make sure you have some fun!!



## HOSTING THE TEAM MEETING

It is around the Teams meal that couples come together and share their stories. However, the meal itself should not become the focus. For this reason, it is important that the meal is simple rather than elaborate, and preparation time should be minimised rather than becoming an unwanted burden.

The table, seating and other arrangements should not be a burden either. It is your home – so do it your way!

### TEAM DECISIONS

Each Team can decide whether it is better for one couple to prepare everything when they are hosting (and not have to bother about anything for the in-between occasions) or whether all couples contribute. The first option takes less organising (although more preparation is required for the hosts) but means there is nothing for them to do until their next turn. The other option has some symbolic sharing and reduces hassle on the night. The choice may depend on personal preferences and other factors.

### TYPES OF FOOD

In line with a simple family meal, preparation and cooking should occur before the meeting (or only require minimal attention during it) so the hosts are mostly at the table. The style of food will depend on personal preferences.

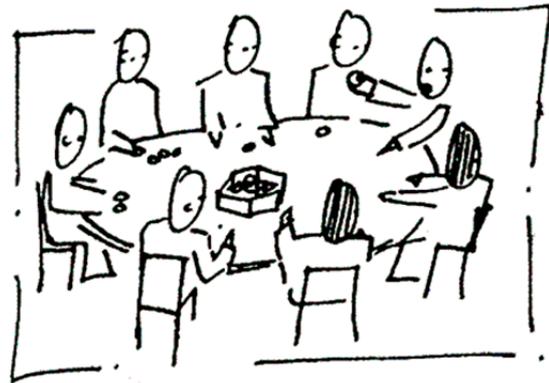
Some people have allergies or particularly strong dislikes of certain foods. It is useful for the Team to compile a list of these from members so that these factors can be taken into account by each hosting couple when planning a meal.

### DRINK

Emphasis should again be on 'simple'. Team rules may decide whether the host provides all or whether each couple brings a bottle of wine or other drink.

### TABLE

Very few homes can easily accommodate the number of people at a typical Teams meeting. Ultimately, it all depends on what you have available. However, as a general rule to achieve better interaction and eye contact, it is preferable to have people seated around a square or circle rather than a long rectangle.



### WELCOME

When couples are gathered, the hosting couple welcomes the others to their home. Serving of the meal should be done with as little interruption to the meeting as possible.



## LEADING THE TEAM MEETING

A leading couple is responsible for the content and flow of the Team meeting. Leading can be sometimes a juggling act as meetings do not always go to plan. The leading couple may need to make adjustments as the meeting progresses.

All Team members have a responsibility to work with the leading couple to help them with their role. Everyone should have prepared their sharing and study topic and should arrive on time. Hosts can assist by having the meal ready to serve. Members should try to avoid getting off track or talking too long. The role of leading the meeting can be rotated, and is not necessarily the role of the Responsible Couple.

### PREPARATION

The leading couple leads the study topic and manages the flow of the meeting.

A separate couple may prepare the prayer session. This usually has four parts:

- A short prayer or time of meditation to some appropriate music to allow people to settle;
- a Scripture reading relevant to the study topic;
- an open session for people to respond to the reading and to offer personal prayer intentions;
- an appropriate combined liturgical prayer from published sources or of their own composition.

Sometimes there is a Mass prepared by one of the couples.

The meeting structure depends on the study topic and on the nature of recent meetings.

Check with the hosting couple about any specific requirements either you or they may have (e.g. when the courses of the meal are to be served). The leading couple, or the Responsible Couple, should remind others of meeting details and study topic well in advance of the meeting.

### AT THE MEETING

A Team meeting usually includes the following:

- A liturgy or time of prayer
- A meal or supper depending on the Team decision
- A time for members to share their stories
- A discussion topic
- An opportunity for the RC to attend to business
- A social time

Start the meeting promptly!

### SPECIAL SITUATIONS

Sometimes there may be a home Mass within the Teams meeting and the structure will need to be changed to suit. Occasionally, one couple may have a particularly important matter that they want to share. This should take priority over other aspects even though it may take longer than normal sharing. It is helpful if the leading couple are given notice by a couple that they wish to share deeply in this way.



## SHARING AT THE TEAM MEETING

At Teams meetings we are invited to 'share' our stories. These stories will range from ordinary (e.g. events within our family, sport or work) to the extraordinary (e.g. the death of a loved one).

*Belonging to Teams and listening to other people's stories is a wonderful experience. It helps us to put our relationship with each other and our children in context.*

Sometimes we may have felt very alone in the difficulties we have experienced. To listen to others tell of their struggles and triumphs can be comforting and inspiring.

Sharing is about building community. We need to know each other before we can start to love each other – and sharing is how we reveal ourselves. It is essential for our growth and that of others.



### WHAT WE SHARE

The content of our sharing will normally have been agreed upon at the 'sit-down' as a couple ahead of the meeting.

Rather than being a complete list of everything that has happened to us in the past month, we should restrict our sharing to one high/low and one challenge coming up in the next month, so as not to take up too much of the meeting time.

Sharing is meant to be about events that have affected us and our family. We must try to share at a personal level rather than, for example, abstractly talking about something we have read that may have little to do directly with our own situation.

### HOW WE SHARE

We all have responsibility to ensure that the sharing over the meal does not become prolonged otherwise it will impact on the time available for other aspects of the meeting.

*At first we may be hesitant to share something that has affected us greatly – it is much easier to stay on safer ground.*

However when we do share deeply it is not only part of the healing process for ourselves, but it is also a mark of respect for, and trust in, the other members. It may even take some years before we feel sufficiently comfortable to share really deeply – and this is alright.

### WHEN WE SHARE

Sharing is an important contribution to the Teams meeting. It takes place mostly over the meal, sometimes during prayer, and occasionally when discussing the topic. The extent to which we have prepared what we share affects our contribution to the meeting.



## ALLOWING OTHERS TO SHARE

Remember that sharing something that has touched you deeply is a gift to the other members of the Team. It is placed before them in trust – not as something to be commented on or analysed.

Questions and comments can also lead to an unintended and sometimes lengthy discussion that not only detracts from the original focus and intention, but also impacts of the time for other elements of the meeting.

When others share, we listen. If we want to follow up a comment made by someone during sharing, we can speak to them at supper or contact them directly.

### We build trust when we:

- Really listen to each other
- Make eye contact
- Don't interrupt or 'take the floor'
- Don't offer unwanted advice
- Don't try to solve the problem
- Don't make jokes (when you might be feeling uncomfortable)



## CONFIDENTIALITY

*It is vitally important that total confidentiality is maintained. Nothing would cause more pain than for a couple to share something extremely important and then to find that one of the others has passed this information on outside your Team.*





# THE ENDEAVOURS: STEPS TO GROWTH

## SIX STEPS TO GROWTH

All of us lead busy lives but we do need to keep some sort of balance in our existence. This balance is now increasingly being seen as important by many in our society including health practitioners, psychologists and many business management consultants. In Christian marriage, the need for balance is a call to a relationship with God.

It was recognised that couples coming together monthly was important, but not really enough for couples to grow together in love and in relationship with God. The Endeavours were identified to assist this growth.

### The Endeavours

- Daily reading or listening to the Word of God
- Daily period of true conversation with the Lord
- Daily meeting for prayer as a couple and family
- Monthly 'sit-down' mindful of God's presence
- A personal aim or 'rule' to overcome negative habits and strengthen our character
- Yearly retreat to reflect on our spiritual journey

The Endeavours are opportunities for growth, not hard and fast rules. Each couple must try to find its individual way of responding to them. As a start, couples might take one of the Endeavours and focus on it over the coming month. With

persistence, the Endeavours can become a part of our normal, balanced life. This differentiates Teams from other commitments.

## LIFE AND PRAYER

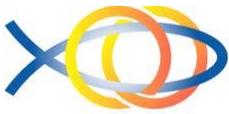
In our daily existence, life and prayer should be one. If we treat our whole day as a gift from God, everything we do will reflect the loving presence of God.

If we begin to join our life to our prayer in this way, they will never again be separated. Our lives will be like fuel constantly feeding a fire that becomes richer and burns brighter.

*If we want to pray, we need to know Jesus Christ. This is possible through the reading of Scripture and reflection on the life of Jesus.*

## COUPLE PRAYER

Spontaneous vocal prayer as a couple is a wonderful way to open our hearts and minds to each other's deepest hopes and concerns. Awareness of God's presence can make the experience of sharing a brilliant sunset together, listening to a wonderful symphony, walking on a beach hand in hand, or marvelling at the miracle of a child all tremendous occasions of couple prayer.



## FAMILY PRAYER

*When a family gathers together to pray it is acknowledging God as creator. Family prayer finds its interest and warmth, not just in words, but primarily in the deep awareness and openness of the family to the active presence of God.*

Since prayer takes place in the love and warmth of the family setting, it gives children an experience of Christ that will be with them forever.

Variety and the use of symbols play an important role in keeping family prayer alive and interesting.



## SETTING GOALS FOR ONESELF

Awareness of one's weaknesses may result from reflecting as a couple on the month's events and on our relationships. We are encouraged to set for ourselves, personally or as a couple, a 'rule of life', which will assist us to strengthen our character and overcome negative traits. This is a practical step that we continue for as long as necessary to improve aspects of ourselves or our relationships until we achieve change. You may need to review and update your 'rule' regularly.

## ANNUAL RETREAT

Taking a break from the events and places in our life to have some quiet time at least once a year is a wonderful way to strengthen our relationship with each other and with God. Some Teams undertake a directed annual retreat together. This has the advantage of being able to decide together beforehand the nature, style and location of the retreat to increase the likelihood of a satisfactory outcome for all members. It is also a good time to get to know the other members of the team better and enjoy more social interaction.



## “SIT-DOWN” BEFORE THE MEETING

One of the most important aspects of the Teams Movement is what is called the ‘sit-down’. Each couple is encouraged to set aside a time each month to talk together about deeper matters. This is a time for reflection on the past month – firstly as an individual, then as a couple.

### IMPORTANCE

Some Teams couples say that the sit-down is the most important aspect of Team life.

*In the early days of marriage,  
talking was probably no  
problem.*

*However, as life becomes busier  
it is not so easy to find time just  
to talk and listen to each other.*

The timing and incentive of the Teams meeting helps us to get together as a couple each month to talk about events in our life, the study topic, and what we will share at the meeting.

### PROCESS

A suitable, regular time should be planned into each month for the sit-down. This may not necessarily be a literal sitting down. The sit-down could take the form of a long walk, a meal at a quiet restaurant or at home together, a drive in the country, or even a lie down. It needs to be something that will work for the couple in their particular situation.

Beginning the sit-down with a time of quiet prayer together is a good start. We may then ask each other how the month has been (i.e. Work, children, parents, and so on) and what has been the effect of these on us as individuals and as a couple.

We then think about our relationship in the past month and then review where we are as a couple. From this, we find out what each is thinking and feeling so that we know what areas of our relationship we may need to attend to.

During the sit-down, we decide what we are going to share with the Team about our month. We do not have to share all (or any) of what occurs between couples. In reality, few would share all that is discussed.

*It is important that we do share  
on how an event has affected us,  
rather than just describe the  
event itself.*

During this time, we also talk about the study topic in preparation for the meeting. Sometimes the questions accompanying the study topic include two parts: one of a more intimate nature for discussion only between the couple, the other of a more general nature for discussion and sharing with the Team.

### BOUNDARIES

It is very important that the couple agrees on what is to be shared before coming to the meeting. Don't share anything unless you are both in agreement that it can be shared.

Teams meeting should never be a forum for a person to get at his/her partner.



"You want to speak to the head of the household?  
There is no head of the household. My parents  
are into shared decision making."



## PREPARING STUDY TOPICS

Study topics play an important part in Teams life, especially at the monthly meeting. Well-prepared and relevant study topics are an ongoing source of spiritual nourishment and relational growth for members as well as providing the basis for fulfilling interaction within the group. Through them, Teams members learn a lot about God, themselves and each other.

*Teams are always on the lookout for suitable study topics.*

While it is helpful to have a bank of ready-to-use items at hand, it is important to develop the skill to recognise a potential study topic when you come across it and to be able to take an idea and seek out a suitable article (or equivalent) around which you can develop some questions to focus the discussion.



### THE NATURE OF STUDY TOPICS

The nature of study topics used varies from team to team, depending on the ages, interests and style of each team. Some teams like to pursue a topic in depth and may choose a book which they study a chapter at a time over as long as a year. Others like the variety and surprise afforded by 'one off' topics.

The choice of study topics may be made at the beginning of each year following the review meeting or by the member(s) who will be leading the meeting. In any event, the topic is likely to be one that touches on our relationship with God/Jesus, self,

spouse, family, parents, team members, Church and/or society.

### SOURCES OF STUDY TOPICS

The potential sources of study topics are many and diverse and include Teams material, the Bible, books, devotionals, Lenten study, Catholic magazines and newspapers, the popular press, radio and television, and internet sites. Other sources are music, films and videos.

### PREPARATION

Most members will not have to prepare study topics for more than two meetings each in a year – but it is important to plan early so as not to be rushed.

The article (or equivalent) chosen for the team members to read before the meeting should be something that 'sets the scene' for discussion. It need not necessarily cover all aspects of the topic and it may sometimes be provocative or controversial. It is important for the other members to receive it a week or so ahead of the meeting to give them the chance to read it, reflect on it and discuss it as a couple before the meeting.

### FRAMING QUESTIONS

While some material for study topics may already have suitably framed questions to stimulate and focus discussion, many items will not. To develop questions, firstly be aware of your own thoughts as you read/view the material for the first time.





What is the central or underlying theme? What are the more general implications of this? Look at the issue from several angles (eg. from your own perspective, from your parents' and from your children's) and frame questions for each. Ask questions about the past, future and the present.

Use 'open' questions - ones that can't be answered with a 'yes' or 'no'. Instead, ask 'how and 'why'.

Some items which focus on the couple may lend themselves to two levels of questions – one set of a more intimate nature for discussion only between each couple before the meeting, and another set of a more general nature for discussion as a team.

For some members, framing questions will be easy but for others it may take some practice.

*Try framing questions and use them yourselves to discuss the topic as a 'dry run' before sending them out to others.*

## INTEGRATING THE TOPIC WITHIN THE MEETING

Individual teams may vary the roles members play during their meeting, but there are advantages in having the same member(s) lead the whole meeting so that the various segments integrate and have an appropriate balance of time given to them.

Where possible (and with some experience) members may be able to integrate the nature of the topic into the sharing over the meal, with a relevant reading from Scripture and/or in a prayer either from a printed source or composed for the occasion. In this way there is a particular theme throughout the while meeting.

## LEADING THE DISCUSSION

Depending on the circumstances, it may not be possible to discuss all questions fully.

*It is better to have animated and inclusive discussion on a few key aspects than to seek to get answers to all questions.*

Similarly, the discussion may range more widely than called for by the questions – and that is alright as long as it doesn't get too far off the point.

The aim is to explore the issues, not necessarily resolve them!



## CREATING LITURGY FOR TEAMS

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The following are some ideas that you may like to share with your Team on how to create and present a paraliturgy. It covers the basic structure of a paraliturgy and distinguishes it from a scripture service or a prayer service.

In planning for your liturgy, consider:

- **Setting:** where to hold the paraliturgy, e.g., at the dinner table, coffee table, outside in the garden, in the bush etc.
- **Environment (Visual Display):** Candles, Bible, Crucifix, flowers, cloth (perhaps use the colour for the season of the Church), photographs, etc.
- **Theme:** Could be related to the Season of the Church (or of nature?), maybe focused on a particular person of faith, and perhaps related to your study topic.



### A suggested outline for a Paraliturgy

#### Opening Prayer (Introduction)

Hymn, introductory prayer, a poem, or something related to the theme.

#### Reading

Scripture – could be from the following Sunday, or one related to the theme, anything that encourages reflection

#### Response

Can be spontaneous or organised, verbal or non-verbal - e.g. moulding with clay.

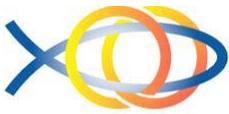
#### Prayer – some ways of praying -

Invite people to respond to/comment on how the reading spoke to them;  
Invite prayers of petition and/or of praise and thanks, perhaps invite silent prayer.  
Light candles for those in need  
Write names down - pray for those persons,  
Pass candle around and pray for the person holding the candle.

#### Conclusion

May include a sign of peace, a Blessing, a Hymn, the Teams prayer The Magnificat

*The Catholic Education Office Resource Centre in Hargreaves St Bendigo has many resources for developing paraliturgies See 'Using the Resource Centre' for information on how to access these resources.*



## THE ANNUAL REVIEW

Every Team can benefit from an annual review meeting to enable the Team to develop and grow. The review meeting is usually held in November each year, and is conducted by the RC. Election of the RC for the coming year is also undertaken at this meeting.

*The purpose of the review meeting is to reflect upon and review the year and plan for the year ahead. It also provides the Team with an opportunity to consider on a deeper level the Team's direction.*

Preparation for this meeting is essential - planning should start from September onwards. Keeping a diary or email record of your meetings through the year can be very helpful in recalling the year's activities, and a summary can be distributed with the review questions. It is usually most useful if you ask for written responses to be received by the RC before the review meeting, so they can collate or organise the responses and so save time at the meeting. If some members can't attend the review meeting, a conversation with them will help the RC put meaning to their written comments for discussion with others at the review meeting.

**Some comments made about review meetings over the years include:**

- An opportunity to set goals for the year to come - reviewed the following November
- The review meeting revitalises, energises and restores enthusiasm
- A chance to review the format of our meetings
- A time to decide what is appropriate and to change Team dynamics
- A chance to re-commit ourselves to Teams
- It provides a forum for everyone to express their highs /lows - honestly



Another way of reviewing your year in Teams is to do a SWOT analysis. You can prepare a simple chart to explore the Strengths, Weaknesses, Opportunities and Threats which apply in your Team.

Plan next year's handover to the new RC – aim for a smooth transition. Decide on who is responsible for what e.g. Christmas and social activities.

The Review should be approached in a positive manner. It is important to remember that the review is not meant to be an appraisal of any person or couple's performance – all members of the Team are responsible for the Team's performance and its success. It is to build on our successes and learn from our failures as a Team.



## **EXAMPLES OF QUESTIONS TO INCLUDE IN YOUR TEAM REVIEW:**

### ***PRAYER***

How have we given prayer a place in our lives?  
What has been the quality of our prayer during meetings?  
What has been the quality of our prayer as couples and as persons?  
Have we reflected on God's Word sufficiently so as to become influenced by it?  
Are there any goals we can set in this area for next year?

### ***ENDEAVOURS***

Has our spirituality grown this year through the Endeavours? How?

- Rule of Life
- Personal prayer
- Couple Prayer
- Sit Down
- Retreat

Comments on this year's retreat (venue, date, time, participation, etc), and suggestions for next year's retreat

### ***PROGRAMS USED THIS YEAR***

Were they beneficial to you and the Team?  
What would you like to do next year?

### ***DIALOGUE***

What is the quality of sharing at our meetings?  
What is the quality of sharing as a couple?  
Have we developed a closer relationship as a couple?  
Have the Endeavours, Rule of Life & Sit Downs contributed to our Dialogue?  
What are some goals we can set in this area for next year?

### ***COMMUNITY***

What has been the quality of community within our Team?  
Have we as a Team contributed to the wider Team Movement?  
Have we devoted appropriate love, care, thought and time to our children?  
Have we welcomed people into our homes?  
Have we supported our Chaplain/Spiritual Advisor?  
Are there any goals we can set in this area of Community for next year?

## **ALTERNATIVELY ASK MEMBERS TO REFLECT AND COMMENT ON:**

- How well have we met our goals for this year?
- The highs for me/us have been...
- The lows for me/us have been...
- The challenges for me/us have been...
- The endeavours for me/us have been...
- The retreat – comment on this and suggestions for next year...



## USING THE RESOURCE CENTRE

It is now possible for everyone to search and reserve from The Resource Centre by using the following instructions.

1. Type: [web.ceosand.catholic.edu.au](http://web.ceosand.catholic.edu.au) into the address bar on your internet browser. Press enter. Note: there is no need for the usual www.
2. A yellow and blue screen will appear. On this screen you will be able to search by title, author or subject.
3. On the top right hand of the page, you will see the words 'log in'. You will need to enter your borrower barcode. This is a four digit number assigned to you by the Resource Centre. If you do not know your borrower barcode, contact the Resource Centre. Everyone has the same password. It is: p. (Note: It must be a lower case 'p'). If you only wish to search the catalogue and so not intend on reserving an item, there is no need to log in.
4. Enter the title or author. For example: to search for a picture book called "Watching" by the author Chic, type the word 'watching' into the title bar. You could also locate the book by typing 'Chic' into the author bar.
5. Click on the 'Search' button.
6. The item should now be displayed on screen.
7. To find out more about the resource or to reserve this item, double click on the title. The details of the resource will appear on the screen. You will notice that there is a RESERVE button on the top right of the screen. To reserve the item, click on the button.
8. You will then receive notification that you have been placed in the queue to borrow the resource.

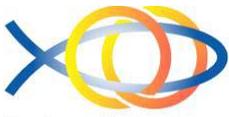


*For more information, contact the Resource Centre:*

*Email: [library@ceosand.catholic.edu.au](mailto:library@ceosand.catholic.edu.au)*

*Phone: (03) 5442 6108*

*Fax: (03) 5442 9463*



### **ACKNOWLEDGEMENTS:**

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*The sources of the material within this booklet are many and varied, and we acknowledge the work done by others which we have adapted and modified to suit current and local circumstances.*

*This booklet has been prepared by the Bendigo Sector of Teams for the use of Responsible Couples, and may be copied and reproduced for the benefit of Teams.*