



## ANNUAL GENERAL REPORT 2025

**“THE MYSTERY IS CHRIST  
AMONG YOU,  
YOUR HOPE OF GLORY.”**

Colossians 1:27



**LUMEN CHRISTI**  
CATHOLIC PARISH





# *Governance Report*

## **Annual Governance Report (AGR) Annual Parish Report Financial Summary**

**2025**

St Francis Xavier Cathedral Wollongong • St John Vianney Co-Cathedral  
Fairy Meadow • Mater Dolorosa Balgownie • St Brigid's Gwynneville



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## *Executive Summary*

Lumen Christi Parish is a community serving the people of Wollongong through four worshipping centres: **St Francis Xavier Cathedral, Wollongong; St John Vianney Co-Cathedral, Fairy Meadow; Mater Dolorosa Church, Balgownie; and St Brigid's Church, Gwynneville.**

In 2025, the parish continued to strengthen governance structures and compliance practices while advancing pastoral priorities in the Jubilee Year of *Pilgrims of Hope*.

Key areas of assurance in 2025 include:

- Effective operation of the Parish Pastoral Council and Parish Finance Council with documented meeting cycles and actions.
- Strengthened financial reporting, internal controls, and transparent stewardship aligned with diocesan policy.
- Ongoing safeguarding compliance through registers, and clear reporting pathways.
- Active risk management and WHS oversight across four sites, including contractor and event controls.
- Further embedding of the pastoral plan Christ in You into decision-making and parish planning.
- Continued planning and readiness for major property works (including ongoing maintenance and preparation for future renewal projects).



## *Acknowledgement of Country*

Lumen Christi Parish acknowledges the Traditional Custodians of the land on which we gather, work and worship, and we pay our respects to Elders past and present. We honour the enduring spiritual connection of Aboriginal and Torres Strait Islander peoples to this country and commit ourselves to the journey of truth, respect, and reconciliation.



## Parish Profile

Lumen Christi Parish Wollongong comprises four worshipping communities:

- St Francis Xavier Cathedral, Wollongong
- St John Vianney Co-Cathedral, Fairy Meadow
- Mater Dolorosa, Balgownie
- St Brigid's, Gwynneville



**FR BERNARD  
GORDON**

*Parish Priest & Dean*



**FR CANG TRAN**

*Assistant Priest*



**MR KEVIN GALEA**

*General Manager*



**MRS LEANE BURLIN**

*Parish Secretary*



**MRS PATRICIA DI  
LEVA**

*Administration Assistant*



# 1. Annual Governance Report (AGR) 2025

## PURPOSE AND CONTEXT

The Annual Governance Report (AGR) provides formal assurance that Lumen Christi Parish is governed responsibly, transparently, and in alignment with canonical, civil, and diocesan requirements. It supports accountability to the Bishop, the Diocese of Wollongong, parish councils, and the parish community.

## REGISTRATION AND CANONICAL STATUS

The parish operates as a canonical parish of the Diocese of Wollongong. Parish registration, governance structures, and reporting obligations are maintained in accordance with diocesan requirements. Key registers, minutes, and compliance records are retained and made available for diocesan review as required.

## GOVERNANCE FRAMEWORK

Governance is exercised collaboratively through the Parish Priest, Parish Pastoral Council (PPC), Parish Finance Council (PFC), and parish administration. Decisions are guided by the mission of the Church, informed by consultation, and supported by professional management processes, including delegations, financial controls, and risk management.

## PARISH AUDIT

Lumen Christi Parish appointed FKW (Flegg Kehlet Wagner Chartered Accountants). At the end of each calendar year, an external auditor reviews the parish accounts. A copy of the Auditor's Report is given to the Parish Priest, Diocese, and the Parish Finance Council, and is published for our parishioners.



## 2. Parish in Council

### 2.1 PARISH PASTORAL COUNCIL (PPC)

The Parish Pastoral Council is a consultative body that assists the Parish Priest through prayerful discernment, strategic pastoral advice, and the fostering of collaboration across the parish. In 2025, the PPC supported parish priorities including formation, welcome and hospitality, Jubilee initiatives, and strengthening parish–school partnership.

#### Membership & Operations

The PPC operates under a Terms of Reference consistent with diocesan guidelines. Meetings are scheduled regularly and recorded in minutes. Actions are tracked and reviewed to ensure progress and accountability.

#### PPC Membership (2025)

Fr Bernard Gordon	Parish Priest	ex officio
Fr Cang Tran	Assistant Priest	ex officio
Kevin Galea	General Manager	ex officio
Kathy Uroda	Principal	ex officio (St Brigid's)
Pauline Chrostowski	Principal	ex officio (Good Samaritan)
Lisa de Paiva	Chair	Term concluded December 2025
Jozo Frankovic	Deputy Chair	Resigned, September 2025
Jenny Bell	Member/Secretary	
Rebecca Curtin	Member	Resigned, September 2025
Stewart Wallace	Member	
Tanaya Mills	Member	
Jennifer Piazza	Member	



## 2.2 PARISH FINANCE COUNCIL (PFC)

The Parish Finance Council is an advisory body established under Canon Law and diocesan policy. It assists the Parish Priest in the stewardship of parish temporal goods and provides independent advice on budgeting, financial reporting, major expenditure, and sustainability.

### PFC Responsibilities (2025)

- Review and endorsement of annual budgets and forecasts.
- Regular review of financial statements and reconciliations.
- Advice on major maintenance and capital expenditure proposals.
- Oversight of internal financial controls and delegations.
- Support for transparent parish communication regarding stewardship and finances.

### PFC Membership (2025)

Fr Bernard Gordon	Parish Priest	ex officio
Fr Cang Tran	Assistant Priest	ex officio
Kevin Galea	General Manager	ex officio
Vicky Davidson	Chair	
Lynne Hudson	Deputy Chair	
Jenny Bell	Member/Secretary	Appointed Project Secretary
Lisa de Paiva	Member	Appointed Project Liaison Officer
Dunstan Saverimuttu		
Julius Abraham		
Riccardo Biondini		



### *3. Staff Reports and Operational Leadership*

The parish is supported by clergy leadership and a professional staff team. Staff reporting supports transparency and ensures that operational matters, compliance, and project delivery are managed consistently across all sites.

#### **3.1 GENERAL MANAGER REPORT (OPERATIONAL GOVERNANCE)**

In 2025, parish operations required consistent oversight across four worshipping communities. Key governance tasks included: ensuring compliance with diocesan policies; strengthening financial reporting and internal controls; coordinating major maintenance and contractor programs; supporting councils with meeting cycles, agendas, and minutes; and ensuring safeguarding and WHS obligations were embedded across ministries and events.

A key operational theme in 2025 was balancing day-to-day pastoral support with long-term asset planning. This included responsive maintenance works, documentation of risks, and continued preparation for significant future renewal projects. Where urgent works were required, appropriate consultation and diocesan processes were followed.

The parish also continued to strengthen digital and administrative systems to support consistency, record-keeping, and service to parishioners.



## 3.2 FINANCE AND ADMINISTRATION REPORT

Finance and administration processes continued to mature in 2025, supporting sound stewardship and compliance. Core work included: processing accounts payable and receivable; collecting and reconciling weekly collections; managing Planned Giving (envelopes and electronic giving); preparing budget and forecast documentation; and responding to parishioner enquiries with accuracy and care.

Collection handling remained a high priority for governance assurance. Procedures were maintained for secure collection counting, bag preparation, reconciliation, and banking, with clear roles and separation of duties.

Where parish groups or ministries handled money, expectations for record-keeping, authorisations, and remittances were reinforced to ensure transparency.



### 3.3 PROPERTY, MAINTENANCE AND FACILITIES REPORT

Across 2025, parish buildings and grounds required ongoing attention to ensure safety, functionality, and compliance. Planned and reactive maintenance was coordinated across the Cathedral, Co-Cathedral, and two parish churches. Works were managed through appropriate procurement, contractor engagement, and documentation.

Key focus areas included preventative maintenance, safety checks, and prioritisation of essential works. Where urgent repair issues arose, risks were documented and addressed with appropriate consultation.

Planning for future capital works continued, including readiness activities, stakeholder coordination, and ensuring the parish is positioned to support major renewal projects.



### 3.4 SAFEGUARDING AND COMPLIANCE REPORT

Safeguarding responsibilities remained central to parish governance. Throughout 2025, training compliance and record-keeping were prioritised. Processes were maintained to ensure volunteers and staff understood behavioural expectations, reporting pathways, and the parish's commitment to safe environments.

Where ministries expanded or new volunteers joined, safeguarding requirements were applied consistently. Collaboration with diocesan offices supported guidance and continuous improvement.

Compliance also included maintaining governance documentation such as council minutes, risk registers, and incident records. These are retained to support audit readiness and assurance.



## 4. Our Pastoral Plan – Christ in You

The parish pastoral plan is the guiding framework for decision-making and ministry development. Inspired by Colossians 1:27, “Christ in you”, the plan calls the parish to renewal that begins in personal conversion and is expressed through worship, formation, community and mission.

### 4.1 PILLARS OF THE PASTORAL PLAN

- Encountering Christ: deepening prayer, Scripture, reverent liturgy, and sacramental life.
- Forming Disciples: faith formation for parishioners; strengthening RCIA pathways; supporting ministry formation.
- Living in Community: intentional welcome, belonging, pastoral care, and stronger integration across parish sites.
- Mission and Outreach: service and evangelisation; partnerships with parishioners and our parish schools; public witness to faith.

### 4.2 IMPLEMENTATION HIGHLIGHTS

In 2025 the pastoral plan shaped parish priorities through the following areas of focus:

- Jubilee Year liturgies and moments of parish renewal, centred on hope and reconciliation.
- Strengthening sacramental preparation pathways and support for families at key faith milestones.
- Volunteer formation, recognition, and clearer role supports to sustain ministry service.
- Strengthening welcome and hospitality practices at weekend Masses and major events.
- Deepening parish–school collaboration through liturgies, sacramental programs, and shared pastoral care.



### 4.3 OUTCOMES AND MEASURES (GOVERNANCE LENS)

To ensure the pastoral plan remains practical and measurable, the parish tracks indicators and uses these to inform planning. Measures are reviewed by leadership and councils as part of governance assurance.

- Participation: sacramental program enrolments, RCIA/RCIC participation, attendance indicators.
- Ministry vitality: number of active volunteers, role coverage, formation participation, succession planning.
- Welcome and belonging: feedback from parishioners, growth in engagement, integration across sites.
- Mission and outreach: partnerships, outreach initiatives, and community engagement activities.
- Compliance maturity: safeguarding training completion, audit readiness, and risk review cycles.

### 4.4 2026–2028 ROADMAP (SUMMARY)

- Deepening discipleship through structured adult formation and RCIA strengthening.
- Belonging and community via intentional welcome systems and family accompaniment.
- Leadership sustainability through succession planning and ministry leader support.
- Mission beyond the parish through outreach partnerships and evangelisation.



## 5. Annual Parish Report 2025

### 5.1 OUR YEAR IN REVIEW

Across four worshipping communities, parishioners gathered faithfully for Sunday and weekday Masses, major feast days, and special liturgies. The Jubilee Year provided a strong pastoral theme, inviting the parish into renewed hope and deeper discipleship.

### 5.2 WORSHIP AND LITURGICAL LIFE

Liturgical life remained central to parish identity. Liturgical ministries—including sacristans, musicians, readers, extraordinary ministers of Holy Communion, welcomers and collectors—supported reverent celebrations across all sites. Rostering, preparation, and formation assisted consistency and quality.

### 5.3 SACRAMENTAL LIFE

The parish supported families and individuals through Baptism, Reconciliation, First Eucharist, Confirmation, Marriage, and RCIA/RCIC. Preparation sessions and pastoral accompaniment were strengthened to support understanding and engagement.

### 5.4 PASTORAL CARE AND COMMUNITY

Pastoral care remained a priority through home and hospital visitation, funeral ministry, prayer support, and parish community gatherings. Volunteer service across the parish continues to be a key strength.



## 5.5 PARISH GROUPS AND MINISTRIES

Parish groups and ministries support worship, formation, outreach, and community life. Governance oversight ensures that ministry activity remains safe, sustainable, and aligned with parish priorities.

- Liturgical ministries (readers, communion ministers, servers, sacristans, musicians).
- Hospitality and welcome teams across sites.
- Sacramental teams and RCIA/RCIC support.
- Formation and faith-sharing initiatives.
- Pastoral care outreach (as applicable).

## 5.6 OUR ACHIEVEMENTS THIS YEAR (GOVERNANCE-LINKED)

- Sustained council governance cycles and improved documentation and action tracking.
- Strengthened financial reporting and collection handling procedures.
- Ongoing safeguarding compliance and training completion monitoring.
- Improved operational systems supporting consistency across four sites.
- Continued planning and readiness for major property renewal and capital works.



## 6. Parish Statistics

The sacramental statistics for 2025 provide a clear snapshot of parish pastoral life across the year. They record the number of Baptisms, Confirmations, First Holy Communions, Marriages, Reconciliations, Funerals, and other sacramental celebrations, and help identify trends and seasonal patterns.

These figures support planning and governance by informing clergy scheduling, preparation programs, volunteer resourcing, and administrative workload. Once verified, they also provide credible evidence of pastoral reach and community engagement for parish reporting and future decision-making.

### 6.1 SACRAMENTAL LIFE STATISTICS



*Baptism*   *Confirmation*   *Funerals*   *Marriages*   *Eucharist*   *RC.I.A*

**109**

**59**

**40**

**9**

**68**

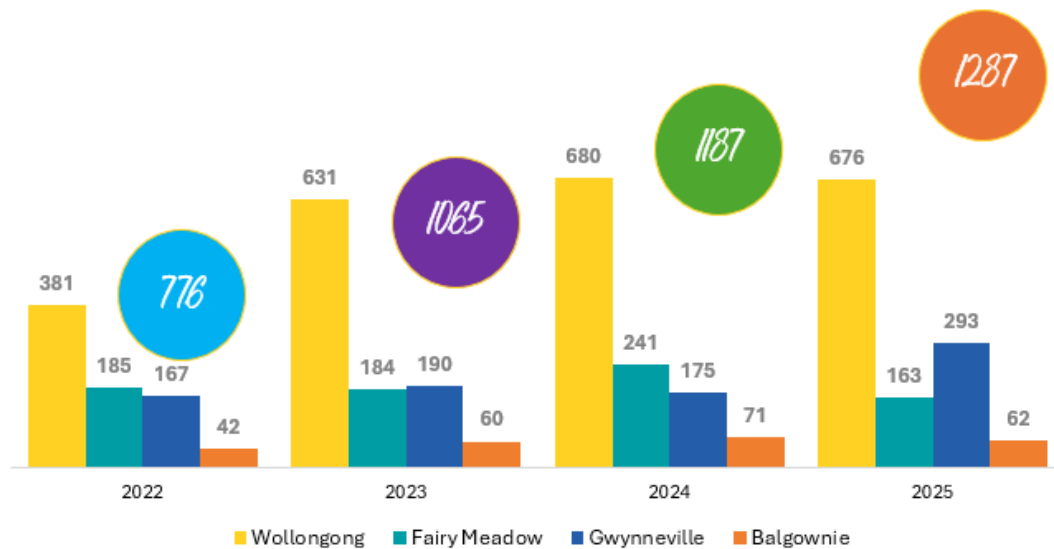
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## 6.2 SUNDAY MASS ATTENDANCE STATISTICS

During the month of November 2025, Lumen Christi Parish conducted its annual Mass count across all weekend liturgies, in accordance with diocesan requirements. These counts provide important insights into parish life and assist with planning for ministries, liturgical scheduling, and pastoral outreach. The reporting was carried out on the following weekends: 1–2, 8–9, 15–16, and 22–23 November 2025.




















The attendance figures reflect a consistent engagement across our parish sites and show the ongoing commitment of parishioners to weekend worship.





## 7. Your Gifts and Stewardship

The parish is grateful for the generosity of parishioners who support the mission of the Church through Planned Giving, collections, donations, and volunteer service. Stewardship is treated as a spiritual responsibility and a governance obligation, ensuring resources are used prudently and transparently.

 <b>Ministry / Group</b>	 <b>Number</b>
 Baptism Team Leaders	<b>14</b>
 Catholic Women's League (Wollongong/Fairy Meadow)	<b>40</b>
 Choir Members	<b>25</b>
 Communion to the Inbound	<b>14</b>
 Finance Council Members	<b>10</b>
 Gardening Team	<b>6</b>
 Hospital Chaplain	<b>1</b>
 Hospitality Team Coordinators	<b>5</b>
 Pastoral Council Members	<b>12</b>
 RCIA Team	<b>6</b>
 Readers	<b>50</b>
 Receive e-Bulletin	<b>700</b>
 Rosary Coordinators	<b>4</b>
 Sacristans	<b>6</b>
 Servers	<b>35</b>
 St Vincent de Paul Members	<b>45</b>
 Weekend Mass Attendance (Avg. 2025)	<b>1287</b>



## 8. Parish Finances

Financial information is reviewed by the Parish Finance Council and prepared in accordance with diocesan financial reporting requirements. Where appropriate, detailed financial statements and diocesan returns are attached or referenced for review.

### 8.1 FINANCIAL GOVERNANCE (SUMMARY)

- Separation of duties across receipting, reconciliation, and approvals.
- Dual authorisation for payments and key transactions.
- Regular reconciliations and council review of reports.
- Secure handling and reconciliation of collections.
- Compliance with diocesan audit and reporting requirements.

#### Lumen Christi Parish – Income & Expenditure Summary

Report period: 1 January 2025 to 31 December 2025 (comparative: 1 January 2024 to 31 December 2024)

### KEY RESULTS

Category	2024 Actual	2025 Actual	Change (\$)	Change (%)
Total Income	\$1,331,928.14	\$1,391,860.57	\$59,932.43	4.5%
Total Expense	\$991,789.63	\$1,168,508.30	\$176,718.67	17.8%
Operating Surplus	\$340,138.51	\$223,352.27	(\$116,786.24)	-34.3%
Net Surplus	\$340,138.51	\$223,352.27	(\$116,786.24)	-34.3%



## INCOME SUMMARY

Major income streams and subtotals extracted from the statement.

Category	2024 Actual	2025 Actual	Change (\$)	Change (%)
<b>Sunday collections</b>	\$291,487.85	\$319,080.32	\$27,592.47	9.5%
<b>Interest received</b>	\$174,560.81	\$489,741.03	\$315,180.22	180.6%
<b>Property rental income</b>	\$267,558.74	\$277,255.05	\$9,696.31	3.6%
<b>Church &amp; meeting room contributions</b>	\$64,256.72	\$71,613.04	\$7,356.32	11.4%
<b>Columbarium / cemetery income</b>	\$21,157.72	\$31,549.54	\$10,391.82	49.1%
<b>Donations &amp; dividends</b>	\$127,647.77	\$105,886.41	(\$21,761.36)	-17.0%
<b>Special collections</b>	\$20,913.05	\$28,571.45	\$7,658.40	36.6%
<b>Sacramental / scripture / catechetical income</b>	\$8,252.00	\$9,665.05	\$1,413.05	17.1%
<b>Other income (misc.)</b>	\$1.23	\$2.28	\$1.05	85.4%
<b>Recurrent income - subtotal</b>	<b>\$993,094.19</b>	<b>\$1,350,722.97</b>	<b>\$357,628.78</b>	<b>36.0%</b>
<b>Non-recurring income - subtotal</b>	<b>\$338,833.95</b>	<b>\$41,137.60</b>	<b>(\$297,696.35)</b>	<b>-87.9%</b>
<b>Total income</b>	<b>\$1,331,928.14</b>	<b>\$1,391,860.57</b>	<b>\$59,932.43</b>	<b>4.5%</b>



## EXPENSE SUMMARY

Major expense groupings and subtotals extracted from the statement. Recurrent subtotal is calculated as Total Expense less Non-recurring expenditure.

Category	2024 Actual	2025 Actual	Change (\$)	Change (%)
<b>General administration of church</b>	\$115,114.45	\$145,693.42	\$30,578.97	26.6%
<b>Business, travel &amp; entertainment</b>	\$19,289.42	\$23,801.91	\$4,512.49	23.4%
<b>Wages and salaries</b>	\$183,522.21	\$191,889.55	\$8,367.34	4.6%
<b>Direct parish costs</b>	\$13,695.46	\$24,050.46	\$10,355.00	75.6%
<b>Clergy expenses</b>	\$23,504.33	\$21,058.71	(\$2,445.62)	-10.4%
<b>Property costs (R&amp;M, utilities, insurance, etc.)</b>	\$322,052.77	\$386,191.59	\$64,138.82	19.9%
<b>Cleaning and waste</b>	\$50,767.48	\$65,454.10	\$14,686.62	28.9%
<b>Cemetery property expenses</b>	\$8,816.86	\$9,733.18	\$916.32	10.4%
<b>Rental property expenses</b>	\$97,596.05	\$64,180.22	(\$33,415.83)	-34.2%
<b>Diocesan levies / donations / special collections</b>	\$48,828.85	\$59,169.75	\$10,340.90	21.2%
<b>Sacramental / scripture / catechetical expenses</b>	\$5,411.70	\$4,631.36	(\$780.34)	-14.4%
<b>Ministry and liturgical expenses</b>	\$39,972.17	\$37,595.96	(\$2,376.21)	-5.9%
<b>Other expenses (misc.)</b>	\$0.25	\$2.65	\$2.40	960.0%
<b>Non-recurring expenditure - subtotal</b>	<b>\$63,217.63</b>	<b>\$135,055.44</b>	<b>\$71,837.81</b>	<b>113.6%</b>
<b>Recurrent expenditure - subtotal (calculated)</b>	<b>\$928,572.00</b>	<b>\$1,033,452.86</b>	<b>\$104,880.86</b>	<b>11.3%</b>
<b>Total expense</b>	<b>\$991,789.63</b>	<b>\$1,168,508.30</b>	<b>\$176,718.67</b>	<b>17.8%</b>

## NOTES:

- Total income increased year-on-year, driven primarily by higher interest received and higher Sunday collections.
- Total expenses increased year-on-year, with notable movements in property costs, administration, and non-recurring expenditure.
- Operating surplus for 2025 is lower than 2024, reflecting the higher expense base and lower non-recurring income compared with the prior year.



## 9. Appendices

### 9.1 APPENDIX A – RISK & COMPLIANCE SUMMARY

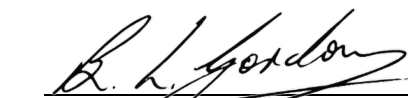
#### Risk & Compliance Summary (Governance Assurance)

The parish maintains risk registers and compliance records across safeguarding, WHS, property, financial controls, and major events. Key risk areas are reviewed regularly by parish leadership and councils.

Domain	Typical Risks	Controls & Mitigations	Oversight
<b>Safeguarding</b>	Training gaps; reporting delays; record-keeping	Mandatory training, registers, clear pathways, diocesan liaison	Parish Priest / GM
<b>WHS</b>	Incidents; contractor non-compliance; hazards	Risk assessments, incident reporting, contractor checks	GM / Contractors
<b>Financial</b>	Fraud risk; errors; cash handling	Separation of duties, dual authorisation, reconciliations, council review	PFC / GM
<b>Property</b>	Asset deterioration; safety defects; compliance	Preventative maintenance, audits, urgent repairs program	GM / Diocese
<b>Events &amp; Liturgies</b>	Crowd safety; emergency response; reputational	Event plans, briefings, emergency procedures	Clergy / Staff




## 9.2 APPENDIX B – GOVERNANCE ATTESTATION & SIGN-OFF



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**Fr Bernard Gordon**  
Parish Priest

Dated: 3 March 2026



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**Kevin Galea**  
General Manager

Dated: 3 March 2026



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**Vicky Davidson**  
Chair of the Finance Council

Dated: 3 March 2026

### Disclaimer (Appendix B – Governance Attestation & Sign-Off)

This appendix is provided for governance purposes only and reflects the information available at the time of preparation. The data and statements contained herein are compiled from parish records and other sources believed to be reliable; however, they may be subject to later verification, correction, or update. Sign-off confirms review and endorsement of the document in good faith, but does not constitute a legal certification, audit opinion, or guarantee of completeness or accuracy. Where required, independent verification and formal approvals remain the responsibility of the relevant authority.





# “IT IS CHRIST WHOM WE PREACH”

Colossians 1:28



**LUMEN CHRISTI**  
CATHOLIC PARISH

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