



CATHOLIC DIOCESE OF PARRAMATTA

PAPAL HONOURS AND DIOCESAN AWARDS

The Papal Honours System

The papal honours system dates back many centuries, with each Honour and Awards having its own history and relevance in the life of the Catholic Church. The Holy Father grants all Honours and Awards and the local church only has a role in promoting nominations for such Honours and Awards.

The Papal Honours system seeks to encourage aspirations and ideals of the highest standards and values within the Catholic Church by recognising people who have:

- Shown outstanding valour and bravery on behalf of the Church and Society; or
- Carried out conspicuous deeds of merit in Church and Society; or
- Provided significant services to the church by persons maintaining unswerving fidelity to God and the Sovereign Pontiff; or
- persons (including non-Catholics) who have been instrumental in conspicuous activity in support of the Church, particularly in the exercise of their professional duties; or
- Have undertaken meritorious work on behalf of the Church.

The degree and value of the contribution made by the person nominated is to be the primary focus in considering nominations rather than the length of service.

The system of papal honours for the laity comprises of two separate orders.

The Order of St Gregory the Great

The Order of St Sylvester

The Holy Father may also grant

The Pro Ecclesia et Pontifice Cross,

The Benemerenti Medal or other awards

Papal Medals

Who can be nominated?

Any person worthy of grateful recognition by the Church and Society may be nominated for the award of a Papal Honour or Award by any Australian citizen including any priest, deacon, religious brother, religious sister, other Catholic individuals, church agency, commission or similar group.

How do you prepare a nomination?

When completing the official nomination form it is important to provide specific examples of how the nominee's contribution to the Catholic Church has been outstanding.

In addition to providing a list of appointments or position held by the nominee it is helpful to include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position. In preparing the nomination, time should be devoted to considering why you think the nominee's service and achievements are outstanding and worthy of recognition through the Papal Honours system.

How are nominations assessed?

Nominations made within the Diocese of Parramatta will be referred to the Parramatta Diocesan Honours Committee to provide advice to the Administrator of the Diocese of Parramatta. The Bishop will forward nominations for Papal honours which have his support to the Vatican Secretariat of State for consideration. The final decision on the awarding of the Papal honours rests with the Holy See.

Is it necessary to provide referees?

Yes, the names and addresses of individuals who would be in a position to comment directly on the nominee's service should be provided together with written references. As a general guide, about three referees are required for each nomination. All nominations must be endorsed by a Parish Priest.

Are nominations confidential?

All nominations are strictly confidential and the information provided will be used only to assist the Bishop and the Committee in considering the merits of the nomination. The person being nominated should not be approached for information or advised of his or her nomination at any stage. The Diocese will not respond to any requests made by the nominator or other interested parties in respect of the progress of any particular nomination.

How long does it take to be considered?

All nominations will be considered by the Committee, which meets not less than three times a year. Following receipt, each nomination is thoroughly researched and referees may be contacted. A Papal Honour nomination, if supported by the Bishop of the Diocese of Parramatta, is submitted to the Vatican Secretariat of State and this process can take up to 2 years.

How the recipients are told of their award?

Recipients will be advised in writing after advice has been received from the Vatican Secretariat of State.

Are Nominators advised?

Upon receipt of advice from the Vatican Secretariat of State of the granting of an honour, the Bishop of the Diocese of Parramatta will advise the nominator and nominee to allow for the making of appropriate arrangements for investiture.

Diocesan Awards

Parramatta Diocesan Honours Committee
PO Box 23 Toongabbie NSW 2146
PH: 0411 289 954

1. The Diocesan Medal of Honour

The Diocesan Medal of Honour seeks to encourage and recognise outstanding contribution and service by members of the Parramatta Diocesan Community in work on behalf of the Church and Society.

The Diocesan Medal of Honour is awarded for outstanding services to parish, diocese and community.

The decision for the awarding of The Diocesan Medal of Honour rests with Parramatta Diocesan Honours Committee.

2. The Diocesan Citation of Merit for Youth

The Diocesan Citation of Merit for Youth seeks to encourage and recognise youth between the ages of 18 and 25 who have shown outstanding contribution and service to the parish, diocese and community.

The decision for the awarding of The Diocesan Citation of Merit for Youth rests with the Parramatta Diocesan Honours Committee.

3. The Diocesan Certificate of Recognition

The Diocesan Certificate of Recognition seeks to encourage and recognise outstanding contribution by non-Catholic members of the Diocese of Parramatta community, for work supporting the parish, diocese and community. The decision for the awarding of The Diocesan Certificate of Recognition rests with the Parramatta Diocesan Honours Committee.

Who can be nominated?

Any person worthy of grateful recognition by the Church and Society can be nominated for an award by an Australian citizen including any priest, religious brother, religious sister, other Catholic individuals, church agency, commission or similar group.

How do you prepare a nomination?

When completing a nomination form, it is important to provide specific examples of how the nominee's contribution to the Diocese or the Catholic Church has been outstanding. In addition to providing a list of appointments or position held by the nominee it is helpful to include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position. In preparing the nomination, time should be devoted to considering why you think the nominee's service and achievements are outstanding and worthy of recognition through a Diocesan Award

How are nominations assessed?

Nominations made within the Diocese of Parramatta will be referred to the Parramatta Diocesan Honours Committee to provide advice to the Administrator of the Diocese of Parramatta.

Is it necessary to provide referees?

Yes the names and addresses of individuals who would be in a position to comment directly on the nominee's service should be provided together with written references. As a general guide, about three referees are required for each nomination. All nominations must be endorsed by a Parish Priest.

Are nominations confidential?

All nominations are strictly confidential and the information provided will be used only to the Administrator of the Diocese of Parramatta and the Committee in considering the merits of the nomination. The person being nominated should not be approached for information or advised of his or her nomination at any stage. The Diocese will not respond to any requests made by the nominator or other interested parties in respect of the progress of any particular nomination.

How long does it take to be considered?

All nominations referred will be considered by the Committee, which meets not less than three times a year. Following receipt, each nomination is thoroughly researched and referees may be contacted. When all relevant information has been obtained, the nomination is submitted to the Administrator of the Diocese of Parramatta for consideration. Diocesan Medals and Citations of Merit will be awarded annually on the Feast day of St. Mary of the Cross.

How the recipients are told of their award?

Recipients will be advised in writing of the award by the Administrator of the Diocese of Parramatta.

Are Nominators advised?

Nominators will not be advised on the progress of applications however the Administrator of the Diocese of Parramatta will advise the nominator once awards have been granted.

Post To: The Chair
 Catholic Diocese of Parramatta
 Honours Committee
 PO Box 23
 TOONGABBIE NSW 2146



CATHOLIC DIOCESE OF PARRAMATTA

Awards Nomination Form

Please tick the award you are nominating for:

Papal Honours

Diocesan Medal of Honour

Citation of Merit for Youth

Certificate of Recognition

Details of the nominee:

Title: _____ First Name: _____ Last Name: _____

Address: _____

Email: _____

Home Phone: _____

Mobile: _____

Business Phone: _____

Date of birth: _____

Occupation and Position: _____

(If relevant) Organisation/Business name: _____

Parish: _____

Is this person, to your knowledge, a Catholic? Please circle Yes or No

Activities undertaken by the nominee

In this section please include details of how the nominee has made a significant contribution to the Diocese of the Church generally. Include any positions held or activities undertaken together with relevant dates of service. Also please include a comprehensive resume and state in your own words about why you think the person should be singled out and recognised. Applications should be limited to 1500 words. If possible please include a photo of the nominee.

As a guide, you may wish to consider some of the following questions:

- In what role(s) or area(s) has the nominee excelled?
- How has the nominee demonstrated service to the Church and Society worthy of recognition?
- How has the nominee's contribution impacted on a particular ministry, apostolic work, parish agency community of the church at large?
- Over what period of time has the nominee made a major contribution?

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- Has the nominee's contribution been recognised elsewhere (e.g. in the media, other awards, professional or interest groups)?
- What makes this person stand out from others?

Please attach these details to the nomination form

Referees

Please include three written references which should contain the referee's name, position, email and contact phone numbers should the committee seek to contact the referees. All nominations must be endorsed by a Parish Priest.

Please attach references, referee details and endorsement from a Parish Priest to the nomination form

Nominators Details:

Title: _____ First Name: _____ Last Name: _____

Postal Address: _____

Email: _____

Home Phone: _____ Business Phone: _____ Mobile: _____

Organisation /Business name: _____

Signature of Nominator

Date

Mailing Instructions:

Please forward the following

- Completed nomination form
- Supporting statement
- References 1 2 3
- Parish Priest Endorsement
- Photo
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Post To: The Chair
Catholic Diocese of Parramatta
Honours Committee
PO Box 23
TOONGABBIE NSW 2146