

## HOLY WEEK AT HOME

# PALM SUNDAY

Take a green branch from your garden. Gather the family together and, with each person holding a branch, pray together.

## FAMILY PRAYER

**All:** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Leader:** During Lent, we have been preparing our hearts to celebrate Easter. Today we join Christ as he enters Jerusalem. In the coming days, we will relive the mystery of his death and resurrection. By joining ourselves to Christ, God's grace will lift us up and rescue us.

**Reader:** A reading from the holy Gospel according to Matthew.

When they were near Jerusalem, the disciples brought a donkey to Jesus and laid their clothes on its back. Jesus sat on the donkey. A great crowd spread their clothes on the road, while others were cutting branches from the trees and spreading them in his path. The crowds who went in front of him and those who were following were crying out: *Hosanna to the son of David! Blessed is he who comes in the name of the Lord. Hosanna in the highest.* And when he entered Jerusalem, the whole city was in turmoil as people asked, 'Who is this?' and the crowds answered, 'This is the prophet Jesus from Nazareth in Galilee.'

**All:** The Gospel of the Lord.  
Praise to you, Lord Jesus Christ.

Spend a few minutes in silence to think about the Gospel. Then talk together about what Jesus will do in Jerusalem in the coming days. What will happen on Holy Thursday, Good Friday and Easter Sunday?

**Leader:** Let us pray.

**All:** Lord, increase the faith of your people and listen to our prayers.  
Today we honour Christ our triumphant king by carrying these branches.  
May we honour you every day by living always in him,  
for he is Lord for ever and ever. Amen.

Make your own prayers for those who are sick or in need. Ask God to protect them. Finish each prayer with:

Lord, hear us.

**All:** Lord, hear our prayer.

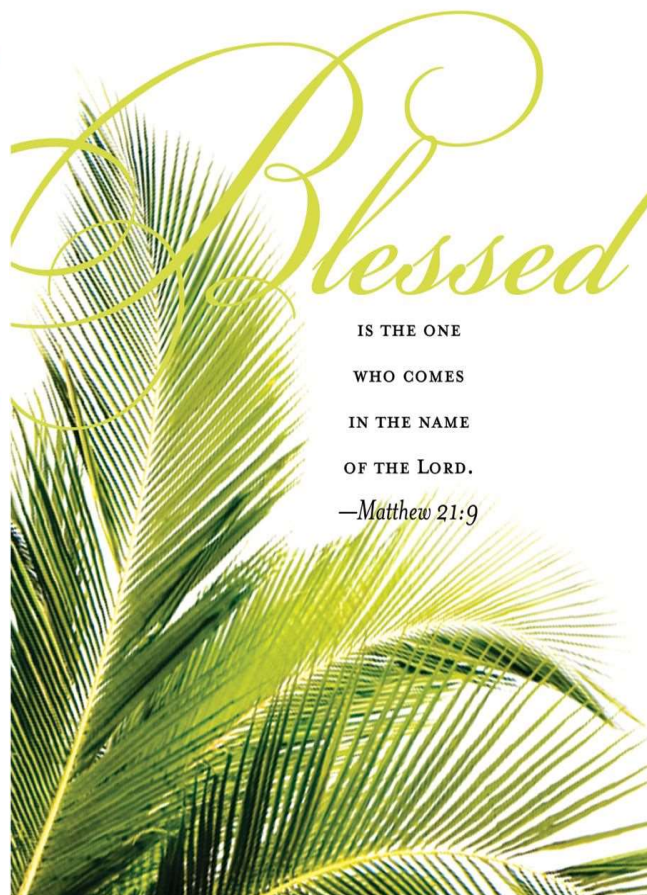
**Leader:** Let us pray in the words Jesus himself gave us:

**All:** Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

**Leader:** May God bless us and keep us safe.

**All:** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Place your palm branch beside your bed during the days of Holy Week.



## HOLY WEEK AT HOME



# THE END OF LENT

You may wish to keep your Project Compassion boxes/envelopes until parish Masses resume. Or you could make your gift online at [lent.caritas.org.au/donate/](http://lent.caritas.org.au/donate/). Your gift for the poor is a sign of your commitment to reconciliation, justice and love.

The end of Lent is traditionally a time for seeking reconciliation and peace in the sacrament of Penance. In this family prayer, you are celebrating God's compassion and the grace of forgiveness and reconciliation.

## FAMILY PRAYER

**All:** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Leader:** May God, who has enlightened every heart, help us to know our sins and trust in God's mercy.

**Reader:** A reading from the holy Gospel according to John.

At the Last Supper, Jesus said to his disciples:  
'As the Father has loved me, so have I loved you.  
Remain in my love.  
If you keep my commandments,  
you will remain in my love...  
I have told you this so that my own joy may be in you  
and your joy may be complete.  
This is my commandment,  
that you should love one another, as I have loved you.  
No one has greater love  
than to lay down his life for his friends.  
You are my friends if you do what I command you.

**All:** The Gospel of the Lord.  
Praise to you, Lord Jesus Christ.

**Leader:** May almighty God have mercy on us,  
forgive us our sins,  
and bring us to everlasting life.

**All:** Amen.

Now offer each member of your family a sign of peace.

Conclude your prayer with the words of Psalm 117.

**All:** Praise the Lord, all you nations!  
Give glory, all you peoples!  
The Lord's love for us is strong;  
the Lord is faithful forever.

**All:** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Spend a few minutes in silence to reflect on Jesus' words.

Ask yourself how well you have remained in Jesus' love.  
Are there times when you have not been kind and helpful?  
Have you spoken badly of others or held a grudge against someone?  
Do you care for the environment and respect the property of others?  
Can you think of any other sins?

**Leader:** Remain in my love, says Jesus. Let us confess  
our love for God and our sorrow for doing wrong.

**All:** My God,  
I am sorry for my sins with all my heart.  
In choosing to do wrong  
and failing to do good,  
I have sinned against you  
whom I should love above all things.  
I firmly intend, with your help,  
to do penance, to sin no more,  
and to avoid whatever leads me to sin.  
Our Saviour Jesus Christ  
suffered and died for us.  
In his name, my God, have mercy.

**Leader:** We ask God's forgiveness  
in the words Jesus himself gave us:

**All:** Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.



## HOLY WEEK AT HOME



# HOLY THURSDAY

*Bread and soup during the Great Depression of the 1930s.*

In the evening, gather around the dining room table and, if possible, light a candle. When everyone is seated at the table, begin your prayer.

Tonight, we look forward to the coming days when Jesus Christ died and rose to new life.

## FAMILY PRAYER

**All** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Leader:** Jesus said, 'I am the bread of life.  
No one who comes to me will ever be hungry.' (Jn 6:35)

**All:** We adore you, O Christ, and we praise you  
because by your holy cross  
you have redeemed the world.

**Reader:** A reading from the first letter of St Paul to the Corinthians.

This is what I received from the Lord, and in turn passed on to you: that on the same night he was betrayed, the Lord Jesus took some bread, and thanked God for it and broke it, and he said: 'This is my body, which is for you; do this as a memorial of me.' In the same way he took the cup after supper, and said, 'This cup is the new covenant in my blood. Whenever you drink it, do this as a memorial of me.' Until the Lord comes, therefore, every time you eat this bread and drink this cup, you are proclaiming his death.

The word of the Lord.

**All:** Thanks be to God.

Spend a few minutes in silence to reflect on Jesus' words.

What does St Paul mean when he says we are 'proclaiming his death'?

**Leader:** Today we are unable to take part with Fr. Ray in the Mass of the Lord's Supper. But we can now join ourselves spiritually to Jesus Christ the Lord as he embarks on the journey of his passion and death.

**All:** Lord Jesus, we love you above all things.  
How we long to receive holy communion at the altar,  
to be one with you and all our brothers and sisters!  
Although we cannot now receive the blessed sacrament,  
come, be in our hearts. Live within us and give us life.  
Feed us with the manna of the Holy Spirit  
and never let us be separated from you. Amen.

Spend a time together in prayer.

Pray for those in need, especially those who are sick or who have died from the coronavirus. Remember those who are alone or frightened.

Commend the members of your family to God's loving care.

Intercede for those who are hungry and homeless.

**Leader:** At the Saviour's command and formed by divine teaching, we dare to pray:

**All:** Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

**Leader:** Together with the Virgin Mary, let us praise God.

**All:** My soul glorifies the Lord,  
my spirit rejoices in God, my Saviour.  
The Almighty works marvels for me.  
Holy his name!  
His mercy is from age to age,  
on those who fear him.  
He fills the starving with good things,  
sends the rich away empty.  
He protects Israel, his servant,  
remembering his mercy.

**Leader:** Lord God,  
in times of darkness, be our light,  
in times of pain, be our strength,  
in times of isolation and anxiety,  
draw us into the healing love of Christ  
who shared our human weakness  
to bring us to the glory of resurrection.

**All:** Amen.

**All** In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Finish by offering each member of your family a sign of peace.



## HOLY WEEK AT HOME

If you have a cross or crucifix, place it on the table in front of you.  
If not, you may be able to make a simple cross.  
Spend a moment to kneel and venerate the cross.

*"Behold the wood of the Cross  
on which hung the salvation of the world."*

Now read aloud the story of the passion of our Lord Jesus Christ.

The passion of our Lord Jesus Christ according to John

1. Jesus left with his disciples and crossed the Kedron valley. There was a garden there, and he went into it with his disciples. Judas the traitor knew the place well, since Jesus had often met his disciples there, and he brought the cohort to this place together with a detachment of guards sent by the chief priests and the Pharisees, all with lanterns and torches and weapons. Knowing everything that was going to happen to him, Jesus then came forward and said, 'Who are you looking for?' They answered, 'Jesus the Nazarene.' He said, 'I am he.' Now Judas the traitor was standing among them. When Jesus said, 'I am he,' they moved back and fell to the ground. He asked them a second time, 'Who are you looking for?' They said, 'Jesus the Nazarene.' Jesus replied, 'I have told you that I am he. If I am the one you are looking for, let these others go.' This was to fulfil the words he had spoken: 'Not one of those you gave me have I lost'.

Simon Peter, who carried a sword, drew it and wounded the high priest's servant, cutting off his right ear. The servant's name was Malchus. Jesus said to Peter, 'Put your sword back in its scabbard; am I not to drink the cup that the Father has given me?'

*Pause for a time of silence.*

# GOOD FRIDAY

2. The cohort and its captain and the Jewish guards seized Jesus and bound him. They took him first to Annas, because Annas was the father-in-law of Caiaphas, who was high priest that year. It was Caiaphas who had suggested to the Jews, 'It is better for one man to die for the people'.

Simon Peter, with another disciple, followed Jesus. This disciple, who was known to the high priest, went with Jesus into the high priest's palace, but Peter stayed outside the door. So the other disciple, the one known to the high priest, went out, spoke to the woman who was keeping the door and brought Peter in. The maid on duty at the door said to Peter, 'Aren't you another of that man's disciples?' He answered, 'I am not.' Now it was cold, and the servants and guards had lit a charcoal fire and were standing there warming themselves; so Peter stood there too, warming himself with the others.

The high priest questioned Jesus about his disciples and his teaching. Jesus answered, 'I have spoken openly for all the world to hear; I have always taught in the synagogue and in the Temple where all the Jews meet together: I have said nothing in secret. But why ask me? Ask my hearers what I taught: they know what I said.' At these words, one of the guards standing by gave Jesus a slap in the face, saying, 'Is that the way to answer the high priest?' Jesus replied, 'If there is something wrong in what I said, point it out; but if there is no offense in it, why do you strike me?' Then Annas sent him, still bound, to Caiaphas, the high priest.

As Simon Peter stood there warming himself, someone said to him, 'Aren't you another of his disciples?' He denied it saying, 'I am not.' One of the high priest's servants, a relation of the man whose ear Peter had cut off, said, 'Didn't I see you in the garden with him?' Again Peter denied it; and at once a cock crew.

*Pause for a time of silence.*

3. They then led Jesus from the house of Caiaphas to the Praetorium. It was now morning. They did not go into the Praetorium themselves or they would be defiled and unable to eat the Passover. So Pilate came outside to them and said, 'What charge do you bring against this man?' They replied, 'If he were not a criminal, we should not be handing him over to you.' Pilate said, 'Take him yourselves, and try him by your own Law.' The Jews answered, 'We are not allowed to put a man to death.' This was to fulfil the words Jesus had spoken indicating the way he was going to die. So Pilate went back into the Praetorium and called Jesus to him, and asked, 'Are you the king of the Jews?' Jesus replied, 'Do you ask this of your own accord, or have others spoken to you about me?' Pilate answered, 'Am I a Jew? It is your own people and the chief priests who have handed you over to me: what have you done?' Jesus replied, 'Mine is not a kingdom of this world; if my kingdom were of this world, my men would have fought to prevent me being surrendered to the Jews. But my kingdom is not of this kind.' Pilate said, 'So you are a king then?' Jesus answered, 'It is you who say it. Yes, I am a king. I was born for this, I came into the world for this; to bear witness to the truth, and all who are on the side of truth listen to my voice.' Pilate said, 'Truth? What is that?' And with that he went out again to the Jews and said, 'I find no case against him. But according to a custom of yours I should release one prisoner at the Passover; would you like me, then, to release the king of the Jews?' At this they shouted, 'Not this man, but Barabbas.' Barabbas was a brigand.

Pilate then had Jesus taken away and scourged; and after this, the soldiers twisted some thorns into a crown and put it on his head, and dressed him in a purple robe. They kept coming up to him and saying, 'Hail, king of the Jews!' and they slapped him in the face.

*Pause for a time of silence.*

4. Pilate came outside and said to them, 'Look, I am going to bring him out to you to let you see that I find no case.' Jesus then came out wearing the crown of thorns and the purple robe. Pilate said, 'Here is the man.' When they saw him the chief priests and the guards shouted, 'Crucify him! Crucify him!' Pilate said, 'Take him yourselves and crucify him: I can find no case against him.' The Jews replied, 'We have a Law, and according to the Law he ought to die, because he has claimed to be the son of God.' When Pilate heard them say this his fears increased. Re-entering the Praetorium, he said to Jesus, 'Where do you come from?' But Jesus made no answer. Pilate then said to him, 'Are you refusing to speak to me? Surely you know I have power to release you and I have power to crucify you?' Jesus replied, 'You would have no power over me if it had not been given you from above; that is why the one who handed me over to you has the greater guilt.'

From that moment Pilate was anxious to set him free, but the Jews shouted, 'If you set him free you are no friend of Caesar's; anyone who makes himself king is defying Caesar.' Hearing these words, Pilate had Jesus brought out, and seated himself on the chair of judgement at a place called the Pavement, in Hebrew Gabbatha. It was Passover Preparation Day, about the sixth hour. Pilate said to the Jews, 'Here is your king.' They said, 'Take him away, take him away. Crucify him!' Pilate said, 'Do you want me to crucify your king?' The chief priests answered, 'We have no king except Caesar.' So in the end Pilate handed him over to them to be crucified.

*Pause for a time of silence.*

5. They then took charge of Jesus, and carrying his own cross he went out of the city to the place of the skull, or, as it was called in Hebrew, Golgotha, where they crucified him with two others, one on either side with Jesus in the middle. Pilate wrote out a notice and had it fixed to the cross; it ran: 'Jesus the Nazarene, King of the Jews'. This notice was read by many of the Jews, because the place where Jesus was crucified was not far from the city, and the writing was in Hebrew, Latin and Greek. So the Jewish chief priests said to Pilate, 'You should not write 'King of the Jews', but 'This man said: I am King of the Jews'. Pilate answered, 'What I have written, I have written.'

When the soldiers had finished crucifying Jesus they took his clothing and divided it into four shares, one for each soldier. His undergarment was seamless, woven in one piece from neck to hem; so they said to one another, 'Instead of tearing it, let's throw dice to decide who is to have it.' In this way the words of scripture were fulfilled: *They shared out my clothing among them. They cast lots for my clothes.* This is exactly what the soldiers did.

Near the cross of Jesus stood his mother and his mother's sister, Mary the wife of Clopas, and Mary of Magdala. Seeing his mother and the disciple he loved standing near her, Jesus said to his mother, 'Woman, this is your son.' Then to the disciple he said, 'This is your mother.' And from that moment the disciple made a place for her in his home.

After this, Jesus knew that everything had now been completed, and to fulfil the scripture perfectly he said, 'I am thirsty.' A jar full of vinegar stood there, so putting a sponge soaked in vinegar on a hyssop stick they held it up to his mouth. After Jesus had taken the vinegar he said, 'It is accomplished'; and bowing his head he gave up the spirit.

*Pause for a time of silence.*

6. It was Preparation Day, and to prevent the bodies remaining on the cross during the Sabbath - since the Sabbath was a day of special solemnity - the Jews asked Pilate to have the legs broken and the bodies taken away. Consequently the soldiers came and broke the legs of the first man who had been crucified with him and then the other. When they came to Jesus, they found that he was already dead, and so instead of breaking his legs one of the soldiers pierced his side with a lance; and immediately there came out blood and water. This is the evidence of one who saw it - trustworthy evidence, and he knows he speaks the truth - and he gives it so that you may believe as well. Because all this happened to fulfil the words of scripture: *Not one bone of his will be broken*, and again, in another place scripture says: *They will look on the one whom they have pierced*.

After this, Joseph of Arimathea, who was a disciple of Jesus though a secret one because he was afraid of the Jews asked Pilate to let him remove the body of Jesus. Pilate gave permission, so they came and took it away. Nicodemus came as well the same one who had first come to Jesus at night-time and he brought a mixture of myrrh and aloes, weighing about a hundred pounds. They took the body of Jesus and wrapped it with the spices in linen cloths, following the Jewish burial custom. At the place where he had been crucified there was a garden, and in the garden a new tomb in which no one had yet been buried. Since it was the Jewish Day of Preparation and the tomb was near at hand, they laid Jesus there.

*Pause for a time of silence.*

Conclude your reflection on the Passion of the Lord by saying together the following prayer.

**All:** Almighty and all-merciful God,  
lover of the human race, healer of all our wounds,  
in whom there is no shadow of death,  
save us in this time of crisis;  
grant wisdom and courage to our leaders;  
watch over all medical people  
as they tend the sick and work for a cure;  
stir in us a sense of solidarity beyond all isolation;  
if our doors are closed, let our hearts be open.  
By the power of your love destroy the virus of fear,  
that hope may never die  
and the light of Easter, the triumph of life,  
may shine upon us and the whole world.  
Through Jesus Christ, the Lord risen from the dead,  
who lives and reigns for ever and ever. Amen.

HOLY WEEK AT HOME

# EASTER SUNDAY

Water is a sign of life, the life of Christ begun at our baptism. Place a bowl of water on the table in front of you. Easter Sunday, the Day of the Lord's Resurrection, is an opportunity to renew our baptismal faith.

## FAMILY PRAYER

*Leader:* Alleluia! Christ is risen.

*All:* Alleluia! Christ is risen.

*Leader:* Exult, let them exult, the hosts of heaven,  
exult, let Angel ministers of God exult,  
let the trumpet of salvation  
sound aloud our mighty King's triumph!  
Be glad, let earth be glad, as glory floods her,  
ablaze with light from her eternal King,  
let all corners of the earth be glad,  
knowing an end to gloom and darkness.  
Rejoice, let Mother Church also rejoice,  
arrayed with the lightning of his glory,  
let this holy building shake with joy,  
filled with the mighty voices of the peoples.

*Reader:* A reading from the letter of St Paul to the Romans.

When we were baptised in Christ Jesus, we were  
baptised in his death; in other words, when we were  
baptised we went into the tomb with him and joined  
him in death, so that as Christ was raised from the dead  
by the Father's glory, we too might live a new life.

The Word of the Lord.

*All:* Thanks be to God.

Spend a few minutes in silence to think about the reading.

Perhaps parents could share the story of their children's baptism.

*Leader:* Let us renew the promises of our baptism.

*All:* WE RENOUNCE Satan, and all his works,  
and all his empty promises.

WE BELIEVE in God, the Father almighty,  
Creator of heaven and earth.

WE BELIEVE in Jesus Christ, his only Son, our Lord,  
who was born of the Virgin Mary,  
suffered death and was buried,  
rose again from the dead  
and is seated at the right hand of the Father.

WE BELIEVE in the Holy Spirit,  
the holy catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and life everlasting.

*Leader:* And may almighty God,  
the Father of our Lord Jesus Christ,  
who has given us a new birth  
by water and the Holy Spirit  
and bestowed on us forgiveness of our sins,  
keep us by his grace,  
in Christ Jesus our Lord,  
for eternal life.

*All:* Amen.

Family members now take some of the Easter water and bless themselves with it.

Make your own prayers for those who are sick or in need.  
Ask God to protect them. Finish each prayer with:

Lord, hear us.

*All:* Lord, hear our prayer.

*Leader:* Let us pray the family prayer of all the baptised  
as Jesus taught us:

*All:* Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

*Leader:* May God bless us and keep us safe.

*All:* In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## **Keeping Our Parish Secure: Now and in The Future**

Dear Parishioners,

We are living through extraordinary times.

In all my years as a priest I have never experienced the suspension of public masses or parish gatherings.

I know for so many of the parish this is a cause for great sorrow, particularly as we approach the great feasts of Easter.

However, we do need to steel ourselves for the Coronavirus crisis to last for months – and for its impact to touch every household.

Despite these challenges, we cannot lose heart. The work of the Church will continue.

The work of our parish will and must go on, even if in different forms.

Already, right across the Archdiocese new ways of praying and worshipping are being developed. Using the great benefit of modern technology, we can access Mass in our homes via the internet. Mass is streamed live from St Patrick's Cathedral seven days a week. It is also recorded so it can be watched later "on-demand".

<https://melbournecatholic.org.au/Mass>

### **But to continue to operate, your parish requires funding.**

The Archdiocese is helping where it can. It has worked with the Catholic Development Fund to provide loan relief for the next six months. Archbishop Peter has also waived our quarterly contribution to support the works of the Archdiocese.

While such measures help to limit our outgoings, raising revenue is in our own hands.

This is a difficult issue to raise given that we are entering uncertain economic times, the financial effects of which are already evident. I appreciate whatever our parishioners can provide and understand that those in difficulty may need to review their level of support.

Our principal source of funding comes from our planned giving contributors. Many of you may already contribute to sacrificial giving via direct deposit. Not only is this a wonderful gift, it is a gift we can rely and plan around.

### **With no public masses, there are no collections.**

This is creating a significant shortfall in our revenue and reducing our ability to meet our financial commitments.

### **There is a simple solution - direct debit.**

Could I encourage everyone to use our parish's direct debit facility to ensure that your planned giving contribution is maintained through these testing times.

I have enclosed a direct debit application form that you can complete and return.

For those already using direct debit for your parish contributions, I am deeply grateful. It means the work of the parish can continue in these difficult days.

Alternatively, those who use sacrificial giving envelopes might consider dropping their envelopes off at the Parish Office.

Thank you for your commitment to the parish. It is deeply appreciated.

Please be assured that in my daily private mass I am earnestly praying for you, your families and all parish intentions.



## REGULAR ELECTRONIC THANKSGIVING

### What is it?

It is an easy way to contribute regularly to the Parish Thanksgiving Programme. Direct debiting allows the Catholic Development Fund (CDF), on behalf of your Parish, to deduct from your account an agreed amount on a regular basis.

### Benefits to You and Your Parish

It allows you to keep up to date with your Thanksgiving offering, even when not able to attend your Parish church.

Your Parish benefits through the regular monthly or quarterly income.

### Security of Your Transaction

No cash changes hands. There is less cash to handle, thus saving administration time. CDF guarantees confidentiality on behalf of your Parish.

### How to Apply

- Complete the attached Authorisation form (Part "A") and Direct Debit Request form. Sign both forms and return to the Parish office.
- The Parish will complete Part "B" and forward all completed forms to CDF (allow 14 days for CDF processing).

### Variations

If you wish to alter the amount being transferred or cancel the authority, just advise your Parish.

Normal bank charges may apply, eg. dishonour fees if you have insufficient funds in your bank account.

(You will need to contact your bank or financial institution to establish if your account is suitable for direct debiting to occur. Credit card accounts and Passbook accounts are not suitable for direct debiting with CDF.)

March 2020

## DIRECT DEBIT REQUEST SERVICE AGREEMENT (For Use When Arranging Thanksgiving Offering)

### Definitions

**account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited on behalf of the Parish.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**business day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by you to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and you.

**us or we** means the Catholic Development Fund (CDF) you have authorised by signing a direct debit request.

**you** means the customer who signed the direct debit request.

**your financial institution** is the financial institution where you hold the account that you have authorised us to arrange to debit.

### 1. DEBITING YOUR ACCOUNT

1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the preceding business day.  
If you are unsure about which day your account has or will be debited you should ask your financial institution.

### 2. CHANGES BY US

2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.

### 3. CHANGES BY YOU

- Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting the Parish.
- If you wish to stop or defer a debit payment, you must notify the Parish in writing at least seven (7) days before the next debit day. This notice should be given to the Parish in the first instance.

## AUTHORISATION FORM

☐ New Authority ☐ Amendment (please ✓ appropriate box)

### Part "A" (Parishioner to complete)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We authorise the Catholic Development Fund to arrange for debiting the account, as described in the Direct Debit Request form with the sum of \$\_\_\_\_ (minimum transaction amount \$20.00).

☐ weekly ☐ fortnightly ☐ monthly ☐ quarterly  
(please ✓ preferred option.)

commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ (allow 14 days)

until \_\_\_\_/\_\_\_\_/\_\_\_\_

Sign here

Sign here

(For joint accounts, two signatures are required)

### Part "B" (Parish to complete)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The above amount to be credited to:

Parish CDF Account No.

Parish CDF Account Name

TG No. \_\_\_\_\_

(Thanksgiving Envelope No.)

Parishioner Name \_\_\_\_\_

3.3 You may also cancel your authority for us to debit your account at any time by giving the Parish seven (7) days notice in writing before the next debit day. This notice should be given to the Parish in the first instance.

### 4. YOUR OBLIGATIONS

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

- you may be charged a fee and/or interest by your financial institution;
- you may also incur fees or charges imposed or incurred by us; and
- you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.3 You should check your account statement to verify that the amounts debited from your account are correct.

4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax (GST) on a supply made by the National in connection with this agreement, then you agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

### 5. DISPUTE

5.1 If you believe that there has been an error in debiting your account, you should notify the Parish immediately and confirm that notice in writing as soon as possible so that your query can be resolved more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify your Parish in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing your Parish with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in debiting your account should be directed to the Parish in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

## DIRECT DEBIT REQUEST

Request and Authority to debit the account named below to pay the Catholic Development Fund

Request and Authority to debit	Surname or Company name _____
	Given names _____ (you) request and authorise the Catholic Development Fund (User ID 111860) to arrange for any amount the Catholic Development Fund may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).
Insert name and address of financial institution at which account is held	Financial Institution Name: _____ Address: _____
Insert details of account to be debited	Name of Account: _____ BSB Number: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Acknowledgment	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Catholic Development Fund as set out in this Request and in your Direct Debit Request Service Agreement.
Insert your signature/s and address	Sign here: _____  Print Name _____  Sign here: _____  Print Name _____ (Sign and print full names. For joint accounts, both names are required. If signing for a company include your capacity for signing, eg. Director.)  Address: _____  Date ____/____/____

### 6. ACCOUNTS

You should check:

- with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- your account details which you have provided to the Parish are correct by checking them against a recent account statement; and
- your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

### 7. CONFIDENTIALITY

7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you:

- to the extent specifically required by law; or
- for the purposes of this agreement (including disclosing information in connection with any query or claim).

### 8. NOTICE

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write directly to the Parish.

8.2 The Parish will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.

8.3 Any notice will be deemed to have been received two business days after it is posted.