



The Catholic Parish of Napier
Te Pārihi Katorika ki Ahuriri

Parish Pastoral Council Meeting Minutes

St Mary's Hall, Sunday 13 November 2016, 2.45pm – 4.30pm

Present: Ruth Smithies, Nui O'Malley, Elly Govers, Fr Peter Head, Colleen Fouhy, Kaye Lafferty, Clare Shirkey, Fr Paul Byers

1. **Welcome and Faith Sharing** (Kaye Lafferty)
2. **Apologies:** Craig Lewis, Andrew Cowan
3. **Approval of minutes**
 - a. **Meeting 11 September 2016:** Kaye moves and Ruth seconds. Carried.
 - b. **Meeting 9 October 2016:** Fr Paul moves; Kay sends. Carried
4. **Matters Arising:** Nil
5. **Correspondence:**

Inward: Letter from Deidre Russ, Hospital Chaplain, expressing appreciation of support
6. **Legislative Compliance:**
 - a. **Health and Safety** – Fr Peter, Nui and Craig met with Lucy van der Linden, the parish H&S coordinator. A H&S committee will be formed, including Lucy, Nui, Craig and a representative from each faith community. It is intended for this committee to meet before Xmas, and start their work in the new year. Fr Peter will approach possible representatives. The PPC is expected to provide support behind the scenes and ensure that H&S matters brought forward are implemented. Kaye agreed to provide six more copies of the H&S At Work 'calendar'. A noticeboard will be set up at each church as a source of information for parishioners. It is planned to have all H&S processes fully operational by the end of March. H&S is already on every PPC agenda, but it also needs to be on each parish staff meeting agenda.
7. **Strategic Planning Progress** – The draft plan has gone out to the parish in this week's newsletter. Next Sunday 20 November the consultation meeting will be held. The Strategic Planning Group has three more meetings scheduled this year and has planned to complete the plan before Christmas, so it can go for ratification to the 29th January meeting of all Leadership Teams. The Group will also make a beginning of an implementation plan, to support the PPC with kick-starting the implementation when

they meet for the first time in the new year. The implementation plan will be informed by the priorities expressed during the consultation. Consideration will be given on how the work of existing groups (e.g. the Care of Creation group) can be used to benefit the implementation of the strategic plan, without letting go of the autonomy of those groups.

8. Reports from Leadership groups:

- a. **Finance Committee** – Two summaries were received. It was suggested to track, from now on, how many parishioners do not complete a gifting form as this may be useful information in the future. The PPC acknowledged the clear and engaging way in which planned giving was presented to the parishes.
- b. **Liturgy Committee** - The summaries of the September meeting was received and the commitment of the group acknowledged.

9. General Business:

- a. **Reflection on Pilgrimage** – The pilgrimage was a wonderful day, many thanks to Ruth and Colleen. We learnt many things and got to know new people. It was asked whether something like this can be done again, e.g. next year, on 12th April, organise a (smaller) bus and go to Palmerston North to receive the oils. We can start asking for interest in late Jan/early Feb.
- b. **Reflection on Parish Groups Expo** – This went very well. At least 2 couples new to the parish came to the expo. The booklet was very well received, and some suggestions for amendments to booklet have been made. Some people have taken extra copies. Further copies will be available in each church.
Ruth is planning to draft an article for Welcom.
It was suggested to repeat the expo next year. Timing needs to be worked out; it would be good to rotate it around the communities.
- c. **PPC Review 17 November** (note: on Tuesday after the PPC meeting this review was deferred due to unforeseen circumstances; new date TBC) – The focus will be on what has gone well; what we see as happening over the next 2 years; confirming our continued involvement or otherwise – please confirm with Fr Peter before the review if you wish to step down. Please read Parish Council 101 again and reflect on involvement before this meeting. Kaye to email her instructions out to everyone before the meeting.
- d. **Hubs**– All those involved with the hubs have been invited to 9.15am mass at St Thomas More on Wednesday 16th, and a morning tea afterwards to acknowledge their service and give them an opportunity to get to know each other. Fr Peter has also spoken with the people involved in the ST Patrick's hub, who are keen to take initiative in developing the hub further.

- e. **Staffing 2017** – Fr John’s appointment as Chaplain to St Joseph’s Māori Girls’ college was announced in this week’s newsletter.
- f. **Meeting with Bishop Charles** – see meeting schedule below.
- g. **End of year social gathering** – see meeting schedule below
- h. **Youth Band** – Positive feedback has been received to their performances to date. Elly will send a note of appreciation.
- i. **Reignier school 90th anniversary** at Guppy Road – Elly to provide congratulations on behalf of the PPC.

10. Closing Prayer: Nui O’Malley

Upcoming events and meetings concerning the PPC and its members

When	What	Where
17 Nov cancelled – new date TBC	PPC review	St Mary’s Hall
Sunday 20 November 2:30pm	Parish consultation meeting strategic Plan	St Thomas More Hall
Sunday 4 December 6:30pm	End of year pot-luck dinner gathering for Leadership Teams and their families	St Thomas More Hall
Sunday 29 January 2:30pm?	Meeting of all four Leadership Teams – Strategic Plan ratification	St Mary’s Hall
February TBC	Next PPC meeting	TBC
Tuesday 21 March	Visit Bishop Charles	Hannigan Centre, St Patrick’s

Tasks

Who:	Task:	By:
Fr Peter	Seek representatives of each faith community for H&S committee	a.s.a.p.
Kaye	Provide six more copies of the H&S At Work ‘calendar’. To the H&S committee	a.s.a.p.
Fr Peter	Ensure that H&S is on each parish staff meeting agenda.	Next parish staff meeting
Elly	Suggest to Finance Committee to start tracking how many parishioners do not complete a gifting form.	February 2017 PPC meeting
Ruth	Explore interest in late Jan/early Feb for travel to Palmerston North to receive the oils.	
PPC	Work out timing for Parish groups Expo in 2017.	March 2017
Kaye, Elly, Fr Peter	Reschedule PPC review. Kaye to email instructions out to everyone before the meeting.	a.s.a.p.
Elly	Send a note of appreciation to Youth Band.	a.s.a.p.
Elly	Provide congratulations to Reignier School on behalf of the PPC.	a.s.a.p.