



The Catholic Parish of Napier  
Te Pārihi Katorika ki Ahuriri

## Parish Pastoral Council Meeting Minutes

Parish Office, Thursday 20 April 2017, 7.00-8.45pm

**Present: Ruth Smithies, Nui O'Malley, Elly Govers, Fr Peter Head, Colleen Fouhy, Fr Paul Byers, Doug Neilson**

**1. Welcome and Faith Sharing (Fr Peter)**

Doug Neilson was welcomed as new member of the Parish Pastoral Council.  
Fr Paul led the faith sharing.

**2. Apologies:** Clare Shirkey

**3. Approval of minutes Meeting 5 March 2017:** Ruth moves and Colleen seconds.  
Carried.

**4. Matters Arising:** All matters have been addressed or were to be addressed later in the meeting. The secretary position was advertised but without success. It is important for the position to be filled so we will advertise again, including the approximate hours the role takes. Fr Paul and Elly agreed to action.

**5. Inward correspondence:**

Letter from St Patrick's School principal Jurek Wypych acknowledging the congratulations letter the PPC sent him after last meeting.

**6. Annual Plan 2017 Progress**

**a. Approval of the Plan**

The plan plus process was approved provided: 1) an addition is made regarding involvement of the finance committee where financial resources are needed for the plan, and 2) clarification of the word "initiate". Doug agreed to make the amendments and send them to Elly.

Moved: Elly, seconded Fr Paul. Carried.

**b. Progress reports:**

The progress reports were discussed.

- i. C-1, D-2, D-3, J-1, P-1, T-2: Code of Practice – Elly. No comments.
- ii. D-1: Social events – Nui. Nui explained the events that are considered. It was noted that the first event is the gathering after the AGM on 4 June. It was also suggested to check the parish calendar with Margaret to see what is already planned and when to ensure no clashes occur. Nui will follow up.
- iii. E-2: Review of hubs – Colleen. The issue of heating at St Patrick's hub was discussed but won't be resolved until next year. It was noted that once a decision on the buildings has been made the hubs need to be reviewed in terms of their

purpose and implementation. In the meantime Colleen's current approach is much appreciated.

- iv. H-2: Poor and needy – Clare. The report was discussed in Clare's absence. Ruth suggested some concrete ideas which she will discuss with Clare. One is that we could prepare something for the 19<sup>th</sup> of November which has been called by Pope Francis to be the World Day of the Poor.
- v. K-1: Environment – Clare. The report was discussed in Clare's absence. Elly will follow up with Clare concerning communication with Care of Creation group.
- vi. M-1: Youth development group – Nui. All is on track for completion as planned.
- vii. Q-1: Communication Plan – Elly. All on track; Elly and Rhondda are working on the Terms of Reference. Doug offered to join the team. All were asked to think of people who may be shoulder tapped for the communications team.
- viii. R-1, S-1, S-4: Finances - Fr Peter. Everything was raised at the Finance Committee en is now being actioned. Income and expenditure have already been reported in the newsletter and this will happen on a monthly basis. The notice regarding bequests is in this week's newsletter.
- ix. T-1: Faith Formation and Leadership development – Ruth. The Terms of Reference were put forward for approval. One amendment was proposed to include discussion with the Finance Committee for the budget. Ruth will change accordingly. Membership was also discussed: what if we can't find the representatives as stated? The answer was that we then won't fill those places. Elly moved that Terms of Reference be accepted, provided the amendment as discussed is made. Doug seconded. Carried. Before next meeting all are asked for names of people who may be shoulder-tapped for the Faith Formation and Leadership Development Team. We will decide at the next meeting.

Due to Fr Paul having been away there were no reports yet for A-1 and B-1.

## **7. Reports from Leadership groups:**

- a. **Finance Committee** – No meeting held this month. Next meeting is 2 May.
- b. **Liturgy Committee** – Summary of the March meeting was received.
- c. **Parish staff** – Fr Peter - The next meeting on 2 May is intended to discuss the outstanding items from the February planning meeting. They need to be wary of potential over-commitment however.

## **8. Building proposal for Bishop Charles – Fr Peter**

A planning group has been put in place by Fr Peter to prepare options for the buildings. The committee has met once and will meet again on 30 April to develop the options. Fr Peter will then call a meeting of the four leadership teams to discuss the option and decide on the proposal that will be put forward to Bishop Charles for approval. The target date for submission to Bishop Charles is early June. Before any building will take professionals will be asked for a cost analysis and building schedule.

Fr Peter noted that urgent attention is required for the priests' residence as the lease will end later this year.

It was noted that any building will need to be for the longer term, when we are likely to have fewer priests, fewer parishioners and possibly no paid staff.

## **9. Legislative Compliance:**

- a. **Health and Safety** – Nui provided an update. The Health and Safety Committee is working through implementation of procedures that need to be implemented this

year. Emergency lighting and evacuation procedures were brought up as something that Fr Peter will take to the Committee, after the lights went out during the Holy Thursday mass.

**10. General Business:**

- a. **Pastoral Council membership** – Elly will resign from the PPC as from July; she will step down as chairperson at the AGM on 4 June. Doug is willing to take on the Chairman role. Fr Peter suggests to wait with shoulder tapping more people for the PPC. He is planning a gathering with the many new parishioners and perhaps some are interested.
- b. **Special Projects Collection** – Elly. On Pentecost Sunday a Special Parish Projects collection is planned; it will be good if we can specify a purpose for this collection so we can advertise it. All to send ideas to Elly.
- c. **For next meeting:** Put AGM on the agenda
- d. **Faith sharing next meeting:** Clare; **closing prayer next meeting:** Colleen

**11. Closing Prayer:** Nui

**Upcoming events and meetings concerning the PPC and its members**

When	What	Where
Thursday 18 May, 7:00pm	Meeting PPC	Parish office meeting room
Sunday 11 June, 2:30pm	Parish AGM	St Patrick's Church

**Tasks**

Who:	Task:	By:
Ruth	Discuss ideas for 'Poor and needy' action with Clare	May PPC meeting
Elly	Follow up with Clare re communication with Care of Creation group	May PPC meeting
All	Identify people who may be shoulder tapped for the communications team and send names to Elly.	May PPC meeting
All	Identify people who may be shoulder-tapped for the Faith Formation and Leadership Development Team and send names to Ruth.	May PPC meeting
All	Provide written update on action plan progress	May PPC meeting
All	Send ideas for Special Projects collection to Elly	29 April
Fr Paul and Elly	Re-advertise for secretary	May PPC meeting