



## Parish Pastoral Council Meeting Minutes

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

**Present:** Ruth Smithies, Nui O'Malley, Fr Peter Head, Colleen Fouhy, Doug Neilson, Clare Shirkey

### 1. Welcome and Faith Sharing

Ruth led the faith sharing.

### 2. Apologies: Fr Paul Byers

### 3. Approval of minutes Meeting 18 May 2017

Nui moves and Colleen seconds. Carried.

### 4. Matters Arising: All matters have been addressed or were on the agenda.

### 5. Inward correspondence: Thank you letter from Elly Govers and Gerard van de Ven to the C30 Leadership Team for the farewell given. Fr Peter advised that \$500 had been donated by the parish in support of their volunteering services in Vanuatu.

### 6. Annual Plan 2017 Progress

- i. A-1, B-1 – Fr Paul. Nothing to report
- ii. C-1, D-2, D-3, J-1, P-1, T-2: Fr Peter confirmed that all objectives had been met. Agreed these items will be removed from future agendas.
- iii. D-1: Social events – Nui advised a social activity was being planned for Sunday 15 October.
- iv. E-2: Review of hubs – Colleen. No actions were planned.
- v. H-2: Poor and needy – Clare. No progress made.
- vi. K-1: Environment – Clare. Eco Audit Report tabled and accepted. There is a need to clarify the links between the eco-audit, Health and Safety, Finance and the Parish staff. Recommendations to be passed to the Parish Office, Finance Committee and Health and Safety Committee for them to advise what items are already planned or can be included in current programmes and what recommendations are considered not possible or not practical and why. Doug to forward the report to these groups and ask for their feedback on the recommendations. The report also commented the parish might well need a designated Plant Manager. It was noted that each of the three churches already had someone performing this function – all three also being members of the Health and Safety Committee.
- vii. M-1: Youth development group – Nui advised a successful meeting was held on June 18 with parents. 15 youth attended the Passionist Retreat.
- viii. Q-1: Communication Plan – Doug. Report received. Noted that the communications plan will be influenced by Bishop Charles' decision on the Building Proposal. Doug moved, Ruth seconded that the revised approach is adopted. Carried
- ix. R-1, S-1, S-4: Finances - Fr Peter reported that the renewal of Planned Giving (bequests) had been completed.
- x. T-1: Faith Formation and Leadership development – Ruth advised that the team is now complete and the inaugural meeting is planned for August 8.

## 7. Reports from Leadership groups:

- a. **Finance Committee** – Report received. Fr Peter advised that \$500 had been donated to Fr John in recognition of his 50<sup>th</sup> anniversary of ordination.
- b. **Liturgy Committee** – Report received. Noted that the reported date for the Care of Creation service was wrong; it should have said “1<sup>st</sup> September”.
- c. **Parish staff** – nothing to report.

## 8. Legislative Compliance:

- a. **Health and Safety** – Nui advised the development of emergency procedures was ongoing. Defibrillators (for the three churches) and first aid kits (for the churches, halls and Parish Office) had been purchased and installed. Fr Peter complimented the Health and Safety Committee on the work done to date.

## 9. General Business:

- a. **PPC budget for next year** – Moved Clare, seconded Nui that \$1,000 be requested for the PPC budget for next year. Carried. Doug to advise the Finance Committee.
- b. **Special Projects collection** – Moved Colleen, seconded Clare that the \$1,639.40 donated toward special projects is used toward the recent purchase of defibrillators for the three churches. Carried. Doug is to provide a notice for the bulletin advising this outcome.
- c. **Building planning update** – Fr Peter advised that a letter with our proposal was presented at the end of June but a decision had not yet been made by Bishop Charles.
- d. **Refugee resettlement** – Fr Peter updated the PPC on a proposal to establish a joint Catholic/Anglican committee, working under the National Red Cross, for the re-settlement of a refugee group in Napier or Hastings. While it was agreed that this would be a great project for the whole parish to get behind, it was uncertain when this might happen and whether the refugee group would come to Napier. A meeting is planned for next month. Ruth volunteered to be the PPC representative. This was accepted by consensus. Fr Peter to provide a notice for the bulletin.
- e. **Inclusion of College Eucharistic Ministers in the life of the parish.** Fr Peter provided the background to a letter from Bishop Charles to all parishes in the diocese requesting that we consider including college Eucharistic ministers in the life of the parish. Fr Peter is working with the schools to implement a programme that might allow this to happen.
- f. **Feedback on the Parish AGM.** PPC members provided feedback on the AGM. There was general agreement that the meeting was well organised, the presentations were at the right level and that a number of parishioners had taken the opportunity to raise their concerns and ask questions. It would have been good if more parishioners had attended.
- g. **C30 retreat on 9<sup>th</sup> September.** Fr Peter advised that more information will be provided nearer the date.
- h. **Other:**
  - i. Fr Peter asked the PPC to suggest an appropriate memorial to be installed at St Mary’s in recognition of the \$529,000 recently bequeathed to the parish.
  - ii. Fr Peter advised he was aware of a potential candidate for the PPC secretary position. The person is currently out of town Fr Peter will talk to her about the role on her return.
  - iii. Fr Peter advised that ‘Say No’ cards petitioning against the proposed euthanasia bill will be distributed at the weekend masses.
  - iv. Comment was made about finding information on the parish website. Doug advised that the proposed review of parish communications will include who accesses the website, what they use it for and what they like or don’t like about it.

**Next meeting date:** Thursday 17 August, same time, same place.

## 10. Closing Prayer: Nui

### Tasks

Who:	Task:	By:	Completed?
Doug	Email the eco audit report to Fr Peter (for Parish Office staff), Jonathan Bissell (Finance Committee) and Lucy van de Lind (Health and Safety Committee) requesting their consideration of the recommendations	21 July	Yes
Doug	Notice in bulletin regarding the use of the Special Projects Collection toward the purchase of the defibrillators	For the 28/29 July bulletin	Yes
Doug	Email Jonathan requesting a budget for PPC of \$1,000 for next year	Before next Finance Committee meeting	Yes
Fr Peter	Notice in bulletin regarding the possibility of a refugee group coming to Hawkes Bay	In the next bulletin	Yes
Ruth	Email the Care of Creation group 2017 workplan and status report to the PPC	ASAP	Yes
All	Provide written update on action plan progress.	Friday 11 August	