



Parish Pastoral Council Meeting Minutes

Parish Office, Thursday 17 August 2017, 7.00-8.45pm

Present: Ruth Smithies, Nui O'Malley, Fr Paul Byers, Colleen Fouhy, Doug Neilson, Clare Shirkey

Apologies: Fr Peter Head

1. Welcome and Faith Sharing

Colleen led the faith sharing.

2. Approval of minutes Meeting 18 May 2017

Ruth moved and Clare seconded. Carried.

3. Matters Arising: All action items have been done. The footnotes to the action items were discussed:

4. 1. Other leadership groups will discuss eco audit at their next meeting.
2. Two parishioners have expressed an interest in helping refugees but it appears unlikely at this stage that any will be sent to Napier. A meeting is still planned as David Day wants to tell the Government and Immigration that we are willing to sponsor refugees. The apparent intention is not to form a committee at this stage but to encourage interested people to support refugees should they come to the area.

5. Inward correspondence: From Caritas, a booklet on Social Justice Week. Social Justice Week will be celebrated liturgically 10-16 September and the FFLD team has agreed to run a reflection session on the Social Justice Week leaflet on 24th September.

6. Annual Plan 2017 Progress

- i. A-1, B-1 – Rule of Life - Recommended these tasks be brought to a close as the Rule of Life has been approved and published. The next action will be a review to see how widely it has been taken up. The PPC discussed who is bound by the Rule of Life, and who is free to follow it by choice. Noted it will be made available to 2nd tier groups and beyond, who are not obliged but will be encouraged to use it.
- ii. D-1: Social events – Youth are helping with games for Family Picnic on Oct 15th. Flyers designed, powerpoint to be designed for overheads at each faith centre. Agreed the PPC will discuss at its next meeting, what the parish would provide for the event and what those attending need to bring. Suggested that the event is advertised in the bulletin so people can reserve the date.
- iii. E-2: Review of hubs –Colleen to invite parishioners from St Mary's to contact her if they might be interested in helping with the St Patrick's hub
- iv. H-2: Poor and needy – Report noted.
- v. K-1: Environment – Report noted. Major focus at this time is the planning for the World Day of Prayer.
- vi. M-1: Youth development group – Nui advised Chris Marwick has been to schools, starting to organise Life Team Camp in January 2018. Doing well socially, now trying to develop them into a spiritual group.
- vii. Q-1: Communication Plan – Doug advised communications plan still on hold pending the decision on the Building Proposal.

- viii. R-1, S-1, S-4: Finances – Noted Gifting Sunday is 3rd September
- ix. T-1: Faith Formation and Leadership development – report noted.

7. Reports from Leadership groups:

- a. **Finance Committee** – Summary report received. Key point is that despite a fall in budgeted giving, the finance committee is doing a good job at managing the parish finances.
- b. **Liturgy Committee** – No report received.
- c. **Parish staff** – nothing to report.

8. Legislative Compliance:

- a. **Health and Safety** – Nui advised all areas now have no smoking signs in place. The emergency lighting audit has been completed, just waiting on the report. There was a slip/trip incident at St Patrick’s. The safe driving policy is now published. Other policies are ongoing.

9. Parish Priest Update: Nothing to report

10. General Business:

- a. **Meeting protocol; Introduction of new items of business** – Doug requested that PPC members avoid introducing new items of business without notice. Unless it was urgent, items should be provided to Doug in time for them to be circulated with the agenda so that PPC members had time to consider them before the meeting.
- b. **Pastoral care for parishioners in hospital** – Doug reported on the process for requesting pastoral care for parishioners in hospital. The review was initiated by a letter of complaint from a parishioner but showed that the process works if followed properly. Noted that the process is published on the parish website and is regularly published in the church bulletin. The parishioner has been advised of the process and encouraged to follow it in future.
- c. **Welcome Card** – Ruth led a discussion on a welcome card similar to an example sourced from St Columba’s Presbyterian Church. Concerns were expressed over cost, about having a place to collect them, and what might happen to them during mass if they were placed on the pews. There was general agreement that the tone of the welcome card was very welcoming and the format was simple. Discussed the possibility of changing our parishioner form to make it simpler and more welcoming. Potential issues were identified around where to display the card (close to the entrance was suggested), putting completed cards in the basket during the collection, having parishioners handing cards out to newcomers before or after mass. Clare is to type up some suggestions and circulate these for consideration before the next meeting.
- d. **Homelessness Hui on Thursday 24th August** – Doug advised that he was no longer able to attend, nor was Fr Peter. Fr Paul advised he can attend most of the session. Clare and Ruth also volunteered to attend on behalf of the parish.
- e. **Next meeting date:** Thursday 21 September, same time, same place.

11. Closing Prayer: Clare

Tasks

Who:	Task:	By:	Completed?
Doug	Parish Picnic to be an item on September agenda	Next meeting	
Nui	Put a notice in the bulletin regarding the date for the Parish Picnic	ASAP	
Clare	Create a list of options for the ‘welcoming card’ and circulate these to members for consideration	Before next meeting	