



Minutes of Parish Pastoral Council Meeting

Held in the Parish Office meeting room at 7:00 pm on Monday 21 May 2018

1. **Present:** Fr Barry Scannell, Fr Michael Wooller, Doug Neilson, Colleen Fouhy, Nui O'Malley
2. **Apologies:** Sarah O'Malley, John Walker
3. **Welcome and Faith Sharing:** Colleen
4. **Approval of minutes meeting 15 March 2018**

The minutes of the previous meeting held 15 March 2018 were taken as read and confirmed. Moved Colleen, Seconded Nui, CARRIED

5. Matters Arising from the minutes

All action items were complete except for the following:

- a. Nomination of a parish representative on the Napier Family Centre committee was carried forward
- b. Preparation of the Annual General Meeting was carried forward.

Who:	Task:	By:	Completed?
Nui	Rules for the use of the Hannigan Centre by non-parish groups (including Kitchen) from a Health and Safety perspective	May	Yes
Doug	Seek nominees for a parish representative on Napier Family Centre	May	C/F
Doug	Discuss a Memorandum of Understanding with Greenmeadows School for the continued use of St Mary's car park as a drop off and pick up area for school pupils.	May	Yes
Doug	Eco Audit recommendations and Expo for New Parishioners to be on the agenda for the next PPC meeting after Fr Barry's arrival	May PPC meeting	Yes
Doug	Commence early work on Annual Report	May	C/F

6. Correspondence

- a. eMail from Ruth Smithies asking what progress had been made on the Eco Audit.
Doug to email Ruth with an update.
- b. eMail from Maria Neville-Foster, Principal of Sacred Heart College requesting approval for Sacred Heart and St John's College to display banners in our three churches.
Moved by Doug, seconded by Fr Barry that "The school banners, supplied by Sacred Heart College and St John's College, may be displayed in church foyers/halls except where specific occasions at those locations require they not be displayed". CARRIED

- c. eMail from Tanya Jeffcoat (Co-ordinator of the Napier Fruit and Vegetable Rescue and the Tamatea Fruit and Vegetable Rescue Projects) requesting use of a sheltered area outside St Patrick's Church for the distribution of food to the homeless Monday-Friday (except public holidays) at 12:30 pm. Noted that Fr Barry had given approval provided the time was changed so as not to conflict with the midday mass at St Patricks. Doug advised the programme will start on 5th June at 10:30 am.

7. **Change of timing for Parish events:**

Given his sabbatical through to early September, several planned events have been moved out to after Fr Barry's return. These activities are now scheduled as follows:

- a. **Parish AGM** – early October
- b. **Parish Expo** – late November/early December

8. **Reports from Leadership groups:**

- a. **Finance Committee.** The Finance Committee report (attached) was accepted.
- b. **Liturgy Committee.** The Liturgy Committee report (attached) was accepted.
- c. **Youth** – The update on Youth activities were reported as follows:
“Still a shortage of parents wanting to help with youth development. Chris is concentrating on the confirmation programme and his next priority will be to document youth group processes etc. Fr Barry is taking a more direct approach to try and get parent helpers, particularly for the monthly movie night over the colder months.”
- d. **Pastoral update.** Fr Barry noted that there was a lot going on and he was encouraged by the welcome the parish had given him. He is looking forward to getting to know the parish better on his return from sabbatical in early September. Items of interest include:
 - i. Positive meetings with principals and DRS' at the colleges.
 - ii. A change to the baptism policy resulting in the priest getting involved from the very start of the process
 - iii. Youth participation in church is a priority and he will be looking at how this could be increased over time
 - iv. Issues with homeless people at St Patrick's had been addressed. Given that we are not qualified to deal with social issues, it was important that the homeless are discouraged from sleeping on church premises and they should be referred to Police if they don't move on when requested.
 - v. Fr Michael has been appointed Acting Parish Priest while Fr Barry is away.
- e. **Parish Office update.** Fr Barry is part way through a six month review with individual staff and was using the process to get to know them better in terms of what they do, what parish office functions work well and what needs review. An afterhours cell phone has been purchased so that there is just one number for parishioners to use to contact

the duty priest. Fr Barry also advised he would like to look at a redesign of the parish newsletter on his return.

9. Legislative Compliance:

- a. **Health and Safety** – Nui advised the Health and Safety Committee were now meeting every second month and the next meeting will be on 30th May. The committee is currently reviewing Hazard registers and one accident to a parishioner (a fall at St Marys). Fr Michael expressed concern about a significant hazard in that area given that there is no barrier to keep people away from a sizeable drop down to the next level. Agreed that Nui will investigate the installation of a suitable barrier as soon as possible.

10. General Business

- a. Use of Hannigan Centre by Alcoholics Anonymous. Doug advised that a three-month trial began on 7 May for Alcoholics Anonymous to use of the Hannigan Centre for its weekly meetings.
- b. Request for hire of St Mary’s hall by Narcotics Anonymous (Saturday at 7:00 pm and Sundays at 7:30 pm). Doug advised this hasn’t progressed far due to uncertainty around potential conflict with the St Mary’s community use of the hall. There was consensus that the parish offer the Hannigan Centre for this group on the same terms as Alcoholics Anonymous. Doug to liaise with Narcotics Anonymous to see if a suitable outcome can be reached.
- c. Eco Audit recommendations. This item was covered as part of Correspondence.

11. Next meeting: Doug advised the next meeting will be on September 20 at 7:30 pm. In between times, urgent issues will be agreed by email exchange or phone and ratified at the September meeting.

Doug offered the closing prayer. The meeting closed at 8:15 pm.

TASKS.

Who:	Task:	By:	Completed?
Doug	Reply to Ruth Smithies’ request for an update on the Eco-Audit recommendations	ASAP	
Doug	Seek nominees for a parish representative on Napier Family Centre	July	
Doug	Progress the request from Narcotic Anonymous regarding the hire of a church hall for their weekly meetings	ASAP	
Nui	Installation of a barrier to resolve the fall hazard at St Mary’s Church	ASAP	

Finance Committee report

The CPoN finances are in good shape as at the May meeting.

Income.

Planned giving continues to lag behind expectations, donations are also slightly down but are expected to improve as parishioners process their tax returns and return refunds to the Parish. Two bequests have been received this year (total \$70k) this coupled with the our other large deposits has resulted in a significant increase in interest payments \$12k more than budgeted for. In summary our total income (excluding bequests) is very slightly ahead of budget.

Expenses.

Payments to the Dioceses are down as a result of reduced PG income coupled with reduced admin expense and property costs have resulted in year to date expenses being almost \$30k below budget. This will change as energy costs increase with winter and tardy accounts from the Diocese are received. On balance after 7 months the Parish is approximately \$10k favourable.

Liturgy Committee report

Here is a quick summary of the last three months Liturgy Committee meetings

March

Lent and Easter preparations

Feedback about the Parish retreat. Was attended by 43 people and feedback was that it was well worth it but a note for next time that it clashed with Lenten activities

Music workshop deferred until later in the year

Farewells for Father Paul and Father Peter

Rite 2 Reconciliation dates confirmed

Two school masses St Pat's and St Mary's this month

Prep for Palm Sunday, Holy Oils and washing of feet

No Ecumenical walk but a service at St Pats at 10am

Passion of the Lord at all 3 churches

Issue with staining of the chalices in two of the churches

12 new altar servers in training at St Pat's

April

Easter evaluations. Feedback from parishioners was that this year was really special in all three communities. Especially the choice of songs and the periods of silence. It was noted that we ran out of wine, this needs to be noted for next year

Masses for ANZAC all organized

Confirmation preparation and advertising has started

Divine Mercy mass this Sunday

We looked at some of the issues as a Liturgy Committee we face.

Our visibility: How do people know who we are and what we do? Suggestions were to have our photos somewhere in the church area, on the website and have the occasional meet and mingle after Mass e.g. at St Mary's at the Sunday cup of tea after Mass.

Margaret's role: With fewer priests, Margaret's workload has increased. What jobs is Margaret doing now that could be passed down to the community Liturgy Support Groups?

The Liturgy Support Groups in some of the communities need looking at.

Eucharistic Ministry: Issues arise with people accepting the changes in training.

Mary-Anne informed the Liturgy Committee that she would be coming off the Liturgy Committee due to work and family commitments but that she would stay until the June meeting.

May

Sunday 13 May Ascension Sunday and World Communications Day

13-20 May Week of Prayer for Christian Unity

Pentecost Sunday, 20 May - Dressing up, in traditional garments or something red.

The schools of the Mission Sisters compete for the Mission Cup over Queen's Birthday weekend. The Saturday night mass at St Patrick's will be attended by the 5 schools involved, and they will be doing Altar servers duties, prayers of the faithful, and other duties if they have trained students to do them.

Fr Barry will be away on Sabbatical from 23 May until late August; he will arrange for a Priest to attend each meeting while he is away.

He requested information on the duties of Ministers of the Eucharist; this was explained in detail, but it was established that there is a need for conformity between each of the three communities;

He noted that the lights in the domed roof at St Patrick were not always used - Agreed, they should be.

There is a shortage of Altar servers at some masses. He suggested that we should talk to the schools. Noted that 12 Altar servers are currently being trained at St Patrick.

There was a request St Mary's altar steps should have a hand-rail. This has arisen in the past and the bishop said that there were to be no more rails added.

Another suggestion received was the need for a hand rail in the toilets in each of the three communities. This was agreed to.

There was a round-the-table discussion on the differences (in practical applications) between each of the three communities. Examples were given. It was agreed that there should be a continuing effort to standardize the practical procedures as much as possible.

Postscript

Mary-Anne Pay also advised that June is her last meeting as a member of the Liturgy Committee