



Parish Pastoral Council Meeting Minutes

Large Meeting Room, St Mary's Hall

Sunday 10th July 2016

2.45pm – 4.30pm

1. **Present:** Colleen Fouhy, Elly Govers, Kaye Lafferty, Craig Lewis, Clare Shirkey, Ruth Smithies, Fr Paul Byers sm.
2. **Apologies:** Fr Peter Head, Andrew Cowan, Nui O'Malley
3. **Faith Sharing:** Fr Paul Byers, based on today's gospel
4. **Approval of last minutes:** Moved with one amendment: Colleen, seconded Craig. Agreed.
5. **Matters Arising:** Pilgrimage: A 57 seater coach has been booked. Motion: ask the Finance Committee for a parish donation of \$500 towards bus hire. Provided this is approved, it was agreed to charge \$20 per ticket, to sell tickets after Mass, starting in September. Moved: Ruth, seconded Clare. Agreed. A small committee is to be set up to help Ruth and Colleen organise this – Ruth had a few people she wanted to approach.
6. **Correspondence:** A proposed policy on anonymous correspondence was discussed. It was agreed that all correspondence needs to be noted in the minutes.

Inwards:

- Anonymous, unable to respond.
 - Email from Kathy Egan, Chair of St Vincent de Paul. Offer to help with visiting new parishioners. Noted.
- There was a general discussion on received correspondence. This will be discussed further at the next meeting.

7. Legislative Compliance:

Health and Safety: Craig, Nui and Jonathan Bissell have made a list of hazards. Clare offers to enter this information onto the forms supplied by the diocese. They are also creating a list of contractors, so the Parish can ensure they meet Health and Safety requirements. Jonathan has met with someone willing to take on the role of Health and Safety co-ordinator. A second person has also offered to help. It was recommended that there is a meeting with the parish councillors and all those involved, outside of a council meeting, to explain and discuss the Health and Safety process and expectations.

8. **Strategic Planning:** Elly. **Vision and Mission:** the Strategic Planning group will come to us with a proposal well before the 14th August meeting. All leadership teams are coming together on 14th to discuss and finalise. Elly will facilitate.

SWOT analysis: 18 people participated, the discussions were really good and provided useful input. Input was also gained through the vision and mission feedback and comments. If more input is needed, the strategic committee will organise this.

9. **Guidelines for people speaking at end of Mass:** Ruth presented the response she had received from the diocese. It was proposed that we offer these to Fr Peter.

10. Council membership: No nominations have been received to date. Elly proposes to start shoulder tapping. It was agreed to wait till after 14th August before we start this process.

11. Reports from Leadership groups: Financial: a verbal report was received from Jonathan Bissell via Elly. We are currently well behind budget but this was anticipated. The PPC input into the budget was proposed by Elly and discussed. The PPC would like to see adult education and formation (AE&F) as a separate budget item, with its own allocation. The PPC also notes that copyright fees are currently missing from the overall list. Motion: that the PPC approves the figures given, with the proviso that AE&F is a separate item, based on what was allocated last year: Moved: Ruth, seconded Clare. Agreed. Elly will pass this on to the Finance Committee.

12. General Business:

- a. **Parish and Faith Fair:** Ruth shared her thoughts about holding a Parish Faith Fair to promote all the parish organisations, and give them an opportunity to recruit. The suggested date is 13 November, 11am to 2pm at St Patrick's. PPC members are expected to attend. Motion: that we take on this idea and develop it further: Moved: Ruth, seconded Elly, agreed. Coffee and tea will be available in the hall.
- b. **Proposal for church app:** in principle, we agree to it. Elly will pass this on to the Finance Committee.
- c. **Ruth:** suggested that we invite Sr Catherine Jones from the NZCBC Committee for Interfaith Relations for a talk on relations with Islam. Open it up to all the local churches. The PPC agrees in principle.
- d. **Kaye:** was asked to be CPoN rep on the appointment for the new Hospital Chaplain. Margaret Harding has resigned, Deidre Russ has been appointed.
- e. **Kaye:** At some stage we need to review how the PPC is operating. This will take either a special meeting, or a longer monthly meeting. We need to do some extra work beforehand. Kaye will do some preparatory work.
- f. 14th August meeting is the same day as the combined Leadership meeting from 2.30pm. It is proposed that we have a brief parish council for 1 hour, starting 1.30pm, then go to combined Leadership meeting. Agreed. Kaye is to chair the parish council meeting.

13. Closing Prayer: Fr Paul

Next meeting 14th August, Parish Office meeting room, Faith sharing: not at this meeting

Tasks:

Who:	Task:	By:
Elly	Ask Finance Committee for donation for pilgrimage, and pass on budget information and approval in principle of app	August meeting
Andrew	Come back with guidelines for Liturgy committee reports	August meeting
Clare and Craig	Forward link to forms to Clare and complete forms	August meeting
Fr Paul	Follow up with Fr Peter re workshop with Sr Catherine	August meeting
Kaye	Preparatory work for PPC review	September meeting
Craig and Nui	Organise a PPC gathering on Health and Safety	September meeting