



Parish Pastoral Council Meeting Minutes

Meeting Room, Parish Office

Sunday 12th June 2016

2.45pm – 4.30pm

Present: Andrew Cowan, Colleen Fouhy, Elly Govers, Kaye Lafferty, Craig Lewis, Nui O'Malley, Clare Shirkey, Ruth Smithies, Peter Head sm.

Agenda:

1. **Apologies:** Fr Paul Byers sm.
2. **Faith Sharing:** Fr Peter, based on today's gospel
3. **Approval of last minutes:** wording for #11 – certain ministries – change to Eucharistic and Reading.
Moved: Colleen, seconded Craig. Carried
4. **Matters Arising: AGM** – Elly asked for feedback.. All felt it was very well organised and presented. Finances – it was suggested that perhaps some figures as well as percentages are presented next time. All would like to see it repeated with the same format and venue next year. The cup of tea afterwards was good for community building.
5. **Council membership nominations:** 1 person has approached Ruth. Another name has been suggested – Elly will follow up.
6. **Correspondence:** none
7. **Legislative Compliance:**
 - a. **Health and Safety (H&S):** Nui & Craig have had a meeting with Jonathan, are looking at each building for possible hazards and are making lists and setting priorities, have done a draft policy. A proposed H&S Statement is presented for PPC approval – some corrections are to be made. Moved to accept the H&S Statement with adjustments – Ruth, seconded Nui; carried. This is to be signed before Fr Peter goes. Nui and Craig are to bring the further H&S process to the next PPC meeting.

- b. **Year of Mercy:** Ruth and Colleen presented the attached proposal (see below). They have done some enquiry and there seems to be sufficient interest from parishioners. The proposal was discussed and agreed. Everyone will send names for the committee to Ruth asap.

8. Info and reports from Leadership groups:

Finance Committee. What is covered by Parish Apostolates? Elly is to ask Carmel.

Liturgy Committee. Maryanne and Gerard want to know if the report they have supplied is what we want. This was discussed and the following recommendation reached, that all we need is a few bullet points – information that the PPC need from another committee, or consulting with the PPC on an issue on which they want feedback. We don't need summaries of the minutes. Andrew is to read several reports and come up with guidelines.

Do we need regular reports from Chris and Margaret? It was agreed to ask them to put items on the agenda if there is something specific they want discussed or need to know, and that we ask each of them to come to 2 meetings a year as well.

Input into budget: was discussed, recommendations were made for Elly to put in the database for the Finance Committee. Draft figures are to be brought to the July meeting for final discussion.

- 9. List of active groups:** Ruth. A final list has been sent out for our review. Criteria for inclusion are: a strong base in our parish, parishioners are welcome, the group's purpose is building community. There was discussion on how this list is to be used, distributed and maintained. Colleen is happy to work with staff to maintain it. It was felt that it definitely should be on the website (Colleen will ask for consent from each contact for their details to be displayed on the website). Other possibilities were that it is given to all new parishioners, that we have a publicity blitz over one weekend, that we have a 'fair' at St Pat's on a Sunday in spring. We may distribute it at the AGM, and/or develop a powerpoint for before or after mass. There was agreement to take it to the next step.

- 10. Strategic Planning:** Elly. There has been consultation on the mission and vision, 165 responses were received. Responses are now being processed to create a final draft. There will be a decision meeting on this draft with all leadership groups on 14th August 2016. The SWOT analysis underway. A workshop will be held on 3rd July for all

parishioners to have their say, at St Mary's Hall, Rhondda Poon to facilitate. PPC members are asked to attend – apologies from Ruth, possibly Colleen.

Fr Peter's meeting with Bishop Charles: Fr Peter. Tony Murphy, Mark Richards also attended. Discussed.

11. Youth: Co-ordinator review was completed.

12. General Business:

- a. **Fr Peter's absence:** the PPC will have a meeting during July as usual, and will deal with anything as required. Other staff are also having leave during the next couple of months.
- b. **Guidelines on people speaking at the end of Mass.** Fr Peter often gets requests for people to speak at the end of Mass. Guidelines need to be set in place by the end of September. Ruth is to see if other guidelines are in place in other dioceses.
- c. **Church App proposal –** Chris has sent a proposal. We will look at and discuss it at the next meeting.

13. Closing Prayer: Clare

Next meeting 10th July, St Mary's. Faith sharing: Fr Paul.

Tasks:

Who:	Task:	By:
Elly	follow up on suggested name for PPC nomination	next meeting
Elly	Ask Carmel what is covered by parish apostolates	next meeting
Nui & Craig	ongoing H&S, bring process to next PPC meeting	next meeting
Elly	Create second proposal for input into budget	Next meeting
All	suggested names for pilgrimage organising committee to Ruth	asap
Andrew	come back with guidelines for Liturgy committee reports	next meeting
Ruth	look into guidelines for people speaking at the end of Mass in other dioceses	next meeting

Planned Parish Pilgrimage to the Holy Doors of the Palmerston North Cathedral

Date/time	Saturday 29 October, 9.30 – 4.30 One departure point for bus/buses only (St TM)
Draft program suggested/agreed	BYO lunch in Diocesan Centre, coffee/tea provided Very short, symbolic, walk to Holy Doors Welcome by Diocese/Cathedral Guided reflection on stained glass windows Personal pledges of works of mercy Receiving pilgrims' badges
Promotion within the parish	From July notices in parish newsletter Promotion among parish youth by Youth
Coordinator	From mid-September priests' promotion from pulpit

The organisation of the pilgrimage will be by a "Parish Pilgrimage Ad-Hoc Committee". This Committee will take responsibility for the logistics such as:

- getting quotes from bus companies and booking of bus or buses
- signing up at 3 churches;
- ensuring payments, etc.

Initial inquiries indicate that the bus trip would cost \$25-30 per person for a full bus. In order to enable all parishioners to go, we will ask parishioners who can afford it to pay twice and so make it possible for everyone to join in, irrespective of financial circumstances. In addition, the parish will provide a subsidy – hopefully this will mean that the actual cost will be \$15 per person.

The parish administrator will set up a dedicated account within the parish finances so that parishioners can also pay on line.