



## **Parish Pastoral Council Meeting Minutes**

**Parish Office, Thursday 19 October 2017, 7.00-8.45pm**

**Present: Fr Peter Head, Ruth Smithies, Nui O'Malley, Sarah O'Malley, Fr Paul Byers, Colleen Fouhy, Doug Neilson,**

### **Apologies:**

#### **1. Welcome and Faith Sharing**

Sarah was welcomed as the youth representative on the PPC for the next 12 months. Fr Peter led the faith sharing.

#### **2. Approval of minutes Meeting 17 August 2017**

Fr Paul moved and Colleen seconded. Carried.

#### **3. Matters Arising:** There were no actions from the previous meeting

#### **4. Inward correspondence:**

**a. Email from Open Home Foundation.** Agreed that the advertisement provided by the Open Home Foundation would be published in a future parish bulletin and posted on the church noticeboards. Doug to email Elaine (cc Fr Paul) a copy of the advertisement.

**b. Email from Clare Shirkey resigning from the PPC.** Doug advised the meeting that Clare's resignation was accepted and that both he and Fr Peter had communicated thanks to Clare for her service to the PPC.

**c. Letter from Napier Family Centre requesting a replacement parish representative for Gerard van der Ven.** Ruth advised that she had talked to Kathy Egan, President of St Mary's St Vincent de Paul Society and Kathy had provided eight potential candidates for consideration. Noted that Mike Healy is the other parish representative on this governance body and agreed that Doug should talk to Mike to get an understanding of what was required before drafting a notice for the parish bulletin seeking registrations of interest.

#### **5. Annual Plan 2017 Progress**

- i. A-1 Liturgical expressions - Fr Paul advised the next step is to develop policy, B-1 Music Plan – Fr Paul briefed the meeting on progress to date.
- ii. D-1: Social events – report noted.

- iii. E-2: Review of hubs – Colleen reported that there had been no response to the notice asking for volunteers for the hub at St Patricks. Noted that the role of the hubs needs to be covered at the expo for new arrivals in the parish.
- iv. H-2: Poor and needy – In response to a question about the lunch on Christmas Day for the needy, Fr Paul advised that this was discussed at the last meeting of Inner-city Churches. Organising a Christmas Day lunch was a significant undertaking even if other churches were willing to help with funds, facilities and volunteers. No church was willing to take the lead so it won't be happening this year.
- v. K-1: Environment – Ruth advised that the next activity was to develop a plan for 2018 (which was likely to be a repeat of this year's plan). There is now a Care of Creation page on the parish website and Care of Creation aspects are regularly included in the prayers of the faithful at weekend masses. The Health and Safety Committee will consider the Environment Audit recommendations at its meeting on October 25<sup>th</sup>.
- vi. M-1: Youth development group – Report noted.
- vii. Q-1: Communication Plan – In light of no decision yet on the Building Proposal, it was agreed that the team would begin those activities that would need to happen independent of what the eventual communications strategy might look like. Agreed that Doug would report to the PPC in February on what these specific activities would be.
- viii. R-1 Planned Giving, S-1 Essential projects, S-4 Bequests: Fr Peter advised that there is a leak in St Mary's church and that a recent bequest of \$2,000 (specifically for St Mary's church) would be used toward this.
- ix. T-1: Faith Formation and Leadership development. Ruth advised that a survey on faith formation has just been sent out. The responses will inform a work plan for 2018. A Parish Retreat is planned for February 25 to 27. Three formation events are planned for 2018; the detail is still to be worked out.

## 6. Reports from Leadership groups:

- a. **Finance Committee** – Summary report received from the Finance Committee.
- b. **Liturgy Committee** – No report.
- c. **Parish staff** – Fr Peter advised the focus at the last staff meeting was on the activities planned for the rest of 2017.

## 7. Legislative Compliance:

- a. **Health and Safety** – Fr Peter advised that a second defibrillator was needed for ST Mary's (Finance Committee has deferred the purchase pending a discussion by the Health and Safety Committee regarding accessibility to defibrillators at all

locations given that the church could be closed when other facilities were still in use. There was also the question of who in the parish knew how to use the defibrillators and first aid kits or even whether people knew they were in the church. The meeting discussed the need for emergency drills for parishioners similar to those done in our schools.

Noted that the last committee meeting was in July; August because it didn't have a quorum, September because Lucy couldn't make it. Doug is to talk to Lucy about options to ensure meetings are not dependent on the chair being present.

8. **Parish Priest Update:** Nothing to report

9. **General Business:**

- a. **End-of-year function for Leadership Group** will be on Sunday 3<sup>rd</sup> December.
- b. **Secretary for PPC and Liturgy Committee.** Noted that both committees have not been successful in securing a secretary. Agreed that Fr Paul will put an advertisement in a February bulletin to see if a secretary (paid position) can be found to support both committees.
- c. **Next meeting date:** Thursday 19 October, same time, same place. (Fr Peter and Ruth are apologies)

10. **Closing Prayer:** Doug

### Tasks

Who:	Task:	By:	Completed?
Doug	eMail Elaine (cc Fr Paul) a copy of the Open Home Foundation advertisement.	ASAP	
Fr Paul	Publish the Open Home Foundation advertisement in a future church bulletin	Next available bulletin	
Doug	Draft a notice for the parish bulletin seeking registrations of interest for a replacement parish representative on the Napier Family Centre governance group	ASAP	
Doug	Provide a work plan for communications	February PPC	
Doug	Talk to Lucy about options for ensuring Health and Safety Committee meets more regularly	ASAP	
Fr Paul	Publish an advertisement for a secretary for both the PPC and Liturgy Committee	February	