

Minutes

Catholic Parish of Wellington South

Parish Pastoral Council Meeting

6.30-8.30pm Thursday 19 May 2016
at St Anne's Hall, Newtown

Ko tātou tetahi hāpori o ngā ākonga harikoa, e whakatupu ngātahi ana, e ruia ana te karere o Hēhu Karaiti
We are a community of joyful disciples growing together and sharing Christ's message

1. Meeting administration - Apologies, Minute taker, Confirm agenda

In attendance: Lesley Hooper, Doreen O'Sullivan, Fr David Dowling, John Price, Joy Andersen, Elisapeta Elama, Michael Burrowes, Stephen Neal, Penny Holden, Deirdre Hanlon

Apologies: John Whiting, Fr Dennis Nacorda, Joe Green

Safeguarding, Refugee request, and Copyright were added to the agenda.

2. Reflection (Leadership Team)

New wineskins for new wine led by Fr David

3. Our vision and discernment - follow up from meeting with Transition Team

The joint Transition Team | Parish Pastoral Council (PPC) | Finance, Administration and Property Committee (FAPC) meeting held on 19 May was a useful transmission of information and knowledge.

Documents from the discernment have been compiled by Lesley Hooper, Maria Noonan and Deirdre Hanlon. Deirdre will make them available via Dropbox. A print copy needs to go on the Parish records.

4. Vision Statement in Māori & English

The PPC agreed that the vision statement will be put on Parish material in both languages. The Māori translation was supplied by Msgr Gerard Burns.

A poster with the vision statement in first languages was put together by the Transition Team. It is on the website at http://wellingtonsouthcatholic.org/?page_id=185. An updated hard copy poster needs to be supplied to the four churches. There is a contact for updates and new translations. Future editions will be managed by Parish admin.

5. Finance, Administration and Property Committee update (Michael)

The FAPC met on 31 March to explore their responsibilities, recent work in the four churches, and the work required. Amongst other items, the FAPC is looking at a stocktake of property, accountability procedures, long-term maintenance plan, planned giving in the context of stewardship, health and safety legislation, attendance dues.

Property expertise is a gap. There are parishioners with experience have offered their skills although they are not on the Committee.

The Strategic Plan which will be created by the PPC needs to guide the work of the FAPC. There also needs to be a process of policy development alongside strategy work. Collaboration will be required between the PPC and FAPC.

6. Update from the Leadership Team (Joe / Fr David)

Fr David reported that there has been a significant amount of administrative and financial work required in the transition to the new Parish. The secretaries have worked extremely well to meet the challenge. The Leadership Team is also working well. Regular meetings have been established.

At the moment, the focus for the Parish is business as usual. If issues arise they are flagged and responded to.

We are 3 months into our 6 months of continuing existing Mass arrangements. The Parish now pays directly for supply priests. We will need to begin considering Mass times soon in the context of our vision, strategic planning and consulting with and listening to the people of our Parish.

A Stewardship Day is scheduled for the Parish on 17 September.

The PPC discussed that the demands of the new Parish are huge and new smart ways of operating may be needed eg strengthening of administration and additional system support.

7. Formation on Saturday 21st

Mary-Ann Greaney, Parish Leadership Ministry, will run a 2 hour session for the PPC and FAPC. The focus is a shared understanding of Collaboration and Co-responsibility.

8. How are the four church communities managing themselves at the moment? Are there any issues?

Few issues were reported.

St Joseph's and St Bernard's communities are looking at ways to organise some gaps. St Bernard's has no onsite admin staff or leadership team. The community will update their standard operating documentation in the short-term and Fr David and Deirdre will consider possibilities for admin support.

Preference certificates for colleges are required by August. The process for obtaining these is unclear for parents. Doreen will speak with colleagues so they can communicate an easier process to parents of dropping forms into the office.

9. Short break

Deferred to next meeting

10. Future opportunities for Parish to come together

Deferred to next meeting

11. Parish plan and next steps

The process to achieve a plan is not expected to be as big as the discernment process in 2015. One way to achieve the plan is to create it in stages over time.¹

12. Process for discerning Parish Council roles

These will be considered after the formation session. One suggestion was that all new Councillors should consider the Chair and Secretary roles as the term of the three former Transition Team members finishes at the end of one year. Portfolio roles also need to be considered.

13. Parish Council meeting schedule

The PPC agreed the fourth Tuesday of each month as the regular meeting time. Time: 6.30-8.30pm. Venue: St Anne's

14. Visibility of Parish Council and Communication to Parish

The PPC will schedule attendance as a group at Masses in the four communities. For future meetings, key points will be communicated to the Parish via that week's newsletter. (The deadline had passed for this meeting.) Confirmed minutes of meetings will be posted on the website.

Communication will be discussed further at the next meeting.

15. Safeguarding

Policies on safeguarding, which protects children and vulnerable people, are being updated at a national and local level. Parish leaders and others in some roles require police vetting every 3 years. There will be a training day on 4 August at the Mercy Centre.

16. Refugee request

The Parish has been asked to write a letter of support for accommodation for a family seeking to bring family members to New Zealand via family reunification. A house which the St Joseph's community uses to support refugees is the accommodation which would be used. The PPC agreed to this request and also requested further information on the work.

17. Copyright

The Parish needs to collaborate on music licensing across the communities to ensure we are in compliance. There may be other opportunities for the communities can collaborate on music eg recordings for times when musicians aren't available. A meeting of music leaders will be organised by Fr David.

The meeting closed at 8.45pm.

Next meeting: 6.30pm, Tuesday 28 June at St Anne's

Items for next agenda:

- Consideration of Mass times
- PPC roles
- PPC attending Masses in four churches
- Communication

Actions:

No.	Agenda item	Who	What	By when	Status
1	3	Deirdre	Make discernment documents available via Dropbox to PPC and FAPC	21//05/16	
2	3	Deirdre	Communicate with Parish admin about putting discernment documentation in Parish records	27/05/16	
3	4	Fr David	Communicate to administration staff regarding Vision Statement in Māori & English	27/05/16	
4	4	Deirdre	Organise updated posters for the four churches and arrange for poster to be managed by Parish admin	3/06/16	
5	5	Lesley	Provide Michael with contacts for parishioners with property expertise	25/05/16	
6	8	Doreen	Advise fellow school principals that preference certificates can be left at the Parish Office	Asap	
7	8	Deirdre & Fr David	Consider possibilities for admin support for St Bernard's	3/06/16	
8	11	Stephen	Prepare some thinking about how we can prepare the Parish plan in stages	27/06/16	
9	13	?	Book St Anne's for fourth Tuesday of each month	27/06/16	
10	14	Fr David	Write up key points of meeting for inclusion in newsletter of 29 May	26/05/16	
11	15	Fr David	Check that register of police vetting (held at the Archdiocesan Centre) is complete for the Parish of Wellington South	?	

12	15	Lesley	Forward information about Safeguarding training day to those in leadership roles and to schools	27/05/16	
13	16	Lesley and Fr David	Write letter to immigration in support of accommodation for a refugee family on behalf of the Parish.	27/05/16	
14	16	Lesley	Request further information on operation of St Joseph's refugee accommodation to share with the PPC	27/06/16	
15	17	Fr David	Organise meeting for music leaders regarding copyright and collaboration	?	