

## Minutes

# Catholic Parish of Wellington South Parish Pastoral Council (PPC) Meeting

6.30-9.00pm Tuesday 23rd August 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

### In attendance

Lesley Hooper, Doreen O'Sullivan, Fr David Dowling, John Price, Elisapeta Elama, Stephen Neal, Deirdre Hanlon, John Whiting, Fr Dennis Nacorda, Joe Green, Joy Andersen

### Apologies

Michael Burrowes, Penny Holden

1. **Prayer/reflection**  
Discussion and reflection led by Stephen Neal.
2. **Volunteer minute taker**  
John Price will be the minute taker for this meeting.
3. **Minutes of last meeting**  
Approved
4. **Matters Arising**
  - 4.1 Drop box security.
  - 4.2 Process for hard copy of minutes.
  - 4.3 Records keeping and the Administration Project.
  - 4.4 Finance and leadership reports have been received.
  - 4.5 The police vetting process is ongoing.
  - 4.6 The music group has met. This action item is closed.
  - 4.7 Requirements of groups hiring church halls and guidelines to be clarified. Action item for Joe Green.
  - 4.8 There will be a Volunteers Mass at 10.30am on 11 Sep 2016 at the Sacred Heart Cathedral.
5. **Update from Parish Leadership Team**
  - 5.1 The painting of St Anne's Hall is ongoing. It is proposed to paint the north peak of St Anne's Hall with a mural of Suzanne Aubert.
  - 5.2 There was a health and safety incident at St Joseph's where a person slipped and a short hospitalisation was required. Joe is carrying the investigation and will report to the Finance Committee.
  - 5.3 The Liturgy Committee will meet on 24 August at Island Bay.

5.4 Fr Dowling and Fr Nacorda will be on retreat for one week in September. Joe Green will be sole Pastoral Leader at CPSW. Fr Drane will carry the emergency phone.

5.5 Work is being done to identify candidates for Sunday liturgies in the absence of a priest.

5.6 Copies of Amoris Laetitia (Apostolic Exhortation on the family) were given Council members.

5.7 Joe said that he had proposed rededicating St Anne's Hall to Suzanne Aubert. He has addressed the St Anne's local faith community. There will be a blessing of the new painted facility. Following feedback from the local community, consideration will be given to wider communication.

## 6. **Process for consultation on the Mass times**

6.1 Discussion about the preparatory work done by the sub-group.

6.2 Greater assistance is required by the sub-group by increasing the size of the sub-group.

6.3 The contract with the DHB is to provide Mass to patients at Wellington Hospital. However, the Masses are mainly utilised by staff at Wellington Hospital and others.

6.4 Visiting clergy who provide relief for Masses in CPWS need to be included in the consultation process.

6.5 Joe suggested that since Wellington Hospital is a regional facility then it should be the responsibility of the Archdiocese to staff the Hospital Mass rather than CPWS.

6.7 More work is required on the Mass Consultation Process by the entire Council and CPWS parishioners.

6.8 It is suggested that the core group (sub-group) progress the preparatory work.

6.9 Action is required on what questions will be given to the CPWS during the consultation.

## 7. **Stewardship Day**

7.1 Postponed until next year.

7.2 Stewardship Day planning is required during September and October.

## 8. **Next steps on the actions from the Formation Day**

8.1 Administrative communications and connection needs to be reviewed. Opportunities include a parish app, Facebook, a single phone number for CPWS, streamlined communications, or other technology.

8.2 There is concern about the visibility of the Council. It is suggested that the Council go to more Masses as a group. This has occurred one time when a group of council members attended Mass at St Anne's church on 31 July.

8.3 It is intended that the Council will use the Mass Times Discussion to increase the communication and visibility of the Council.

8.4 The CPWS Plan should give the CPWS priorities which will provide the means and funding for any technology (for the administrative communications).

8.5 Joe suggested that there is a need for a pastoral plan, which will include goals and the strategies for achieving those goal.

8.7 Leslie suggested that the Council and Leadership Team are not communicating and working together collaboratively. She thought that Within the Council there is a lack of communication and also between the Leadership Team and the Council.

8.8 Stephen suggested that there is a need for full time CPWS staff to take a greater role in communications and administration decisions. It should not be the role of the Council.

8.9 It is suggested that a Parish Synod take place.

8.10 Special skills may be required for full time CPWS staff to move forward with the administration and communication.

8.11 Originally in the Council Job Description it was stated that there are committees for carrying out the work (Social Committee, Outreach Committee etc). These committees do not exist.

8.12 A one page communication will be put up on church bulletin boards. Action item for Stephen.

8.13 Fr David suggested that there was a need for expert input into matters relating to staff management. He thought that A sub-group would comprise one person from the Leadership Team, one from the Parish Council, and one from the Finance Committee.. This group would provide advice to him as the person responsible for staff management.

## 9. **Finance and Property report**

Not discussed

## 10. **General Business**

10.1 The time is 8.30pm which is the scheduled finish of the meeting.

10.2 Request for support of the Mercy Park "bikes in schools" initiative (no vote was taken).

10.3 A "bikes in schools" handout was given to Council members.

10.4 Discussion about the role of the new Chairperson and the Chairperson Job Description.

10.5 Four Council members are nominated for Chairperson. Two of the four nominees withdrew. Two members are appointed as Co-chairpersons (no vote was required).

10.6 Stephen Neal / Deirdre Hanlon are appointed as Co-chairpersons.

10.7 Thanks is expressed to Lesley Hooper as the Interim Chairperson for her effort and commitment to the role.

## 11. **Date and venue of the next meeting**

11.1 The next meeting is at 6.30pm, 27 September, at St Anne's

11.2 The following meeting is on 25 October

11.3 The following meeting is on 22 November

## 12. **Reflection for next meeting**

Reflection for next meeting - John Whiting

## 13. **Minute taker for next meeting**

Not discussed

**The meeting closed at 9.00pm.**

**Actions 23<sup>rd</sup> August 2016**

No.	Agenda item	Who	What	By when	Status
4.7	4	Joe Green	Requirements of groups hiring church halls and guidelines to be clarified		
6.9	6		Action is required on what questions will be given to the CPWS during the consultation.		
7.2	7		Stewardship Day planning is required during September and October.		
8.12	8	Stephen	A one page communication will be put up on church bulletin boards.		

**Actions 26<sup>th</sup> July 2016**

No.	Agenda item	Who	What	By when	Status
3.1	3.1	Lesley	An 'Administration Folder Parish Council' to be set up with all Minutes and attachments of Parish Council		
3.1	3.1	Deirdre	Ensure that the Historical minutes of the Parish Transition Committee are held in 'Administration Folder Parish Council'		
3.1	3.1	Joy	Publish minutes of meeting of 28 <sup>th</sup> June on website	29 <sup>th</sup> July 2016	
3.1	3.1	Chairperson	The Minutes will be sent to Lucienne, in the Parish Office after they have been approved the PC.	On going	
4	4	Joe	Send thru Leadership Team report to Penny – this to be attached to minutes		
5	5	Michael	Michael will prepare a summary of his Finance report this will be attached to these minutes.		

5	5	Michael	In future a Finance Summary Report will be tabled at the Parish Council monthly meeting		
7		Joe	Suzanne Aubert report to be attached		
8		Sub committee	Sub committee to meet to discuss and bring their thoughts to the next meeting regarding new Mass times		
10.3		Deirdre	Write up key points of meeting for inclusion in newsletter		

### Actions 28<sup>th</sup> May 2016

No.	Agenda item	Who	What	By when	Status
2.1		Fr David	Write up key points of meeting for inclusion in newsletter		Completed
2.2	2	Joy	Publish minutes of meeting of 19 May on website		Completed

### Actions 19<sup>th</sup> May 2016

No.	Agenda item	Who	What	By when	Status
1.2	3	Deirdre	Communicate with Parish admin about putting discernment documentation in Parish records	27/05/16	Lesley gave copies to Fr David;; Fr Denis and Joe – copy still to be completed for archive.
1.4	4	Deirdre	Organise updated posters for the four churches and arrange for poster to be managed by Parish admin	3/06/16	To be checked for each Church; St Anne's Lesley; St FdeS Joy; St Joseph's Stephen; Brooklyn Deirdre
1.7	8	Deirdre & Fr David	Consider possibilities for admin support for St Bernard's	3/06/16	completed
1.11	15	Fr David	Check that register of police vetting (held at the	?	In progress –

			Archdiocesan Centre) is complete for the Parish of Wellington South		spreadsheet been prepared by Lucienne
1.14	16	Lesley	Request further information on operation of St Joseph's refugee accommodation to share with the PPC	27/06/16	In progress – Lesley has a contact person to be contacted
1.15	17	Fr David	Organise meeting for music leaders regarding copyright and collaboration	?	Scheduled for 10 <sup>th</sup> August. To ensure ethnic music groups are represented. Completed