

## Minutes

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

6.30-8.30pm Tuesday 26th July 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, Michael Burrowes, Stephen Neal, Penny Holden, Deirdre Hanlon, John Whiting, Fr Dennis Nacorda, Joe Green, Joy Andersen

1. **Prayer/reflection**  
Led by Fr Dennis on "Lord's Prayer"
2. **Minutes of Last Meeting**  
Approved. Fr David
3. **Matters Arising**  
See Action status at end of document.
4. **Update from Parish Leadership Team**  
Joe tabled the Parish Leadership Team's report – attached
5. **Finance and Property Report –**
  - 5.1 Committee next meeting on Thursday 28<sup>th</sup> July
  - 5.2 Business is to be run as usual until the Strategic Plan is formed.
  - 5.3 It was noted that items that are Administration are decided by the Parish Leadership Team and items which are major by Parish Council after guidance by Finance Committee
  - 5.4 Items over \$12,000 are sent to Archdiocese for approval
  - 5.5 It was reported that the Insurance Schedule of Assets for the Parish states that we are fully insured
  - 5.6 A summary of Michael's report will be attached.
6. **Formation Day held on 2nd July follow up**
  - 6.1 It was agreed that it was helpful, focused and gave a clear picture of what the group was thinking. It helped to build a relationship with each other
  - 6.2 There was discussion on how to keep the momentum moving forward

- 6.3 There is to be another Formation Day on Saturday 13<sup>th</sup> August at Our Lady's Home of Compassion. There is a Mass at St Anne's at 10am and then the Formation Day will commence at 11am. (11am – 1.45pm)
7. **Suzanne Aubert Proposal**
- 7.1 Joe tabled a discussion paper on Suzanne Aubert which is attached.
- 7.2 A copy to be given to the Suzanne Aubert Co-ordinating group
8. **Discussion on the process for consulting the Parish about Mass times.**
- 8.1 Fr David tabled a discussion paper. Attached
- 8.2 There was discussion about explaining to the community about the regulations for Masses. We have only two priests are by Canon Law are only permitted to say three Masses on a Sunday (this includes the Vigil). There needs to be a robust conversation with the community
- 8.4 Daytime masses thru the week need to be discussed and set.
- 8.3 It was noted that the Society of Mary (Marists) are to be included in any discussions. We are thankful for the continued support.
- 8.4 Sub-committee was set up to prepare a document on a paper to go to the parish community. The members are Fr David; Fr Dennis; Joe; John Whiting; Deirdre
9. Chairperson of the Parish Council  
Lesley spoke about the need for the Parish Council to appoint a new Chairperson. This could be a Co-Chair position. Over the next month Parish Council members are to discern who would be the best person to fill this position from the August meeting.
10. General Business
- 10.1 Social Justice Week – this is from 11<sup>th</sup> – 17<sup>th</sup> September.
- 10.2 Fr David will inform the Liturgy Committee so that they can decide what we will do as a Parish. Resources will be sent to us including suggestions for Prayers of Faithful, Homily etc. There will be a DVD showing four stories including setting up houses for the recent refugees.
- 10.3 Deirdre will prepare the key points of our meeting for the Parish Newsletter.

The meeting closed at 8.30pm.

Next meeting: 6.30pm, Tuesday 23<sup>rd</sup> August at St Anne's

Dates for Meetings until end of the year.

Tuesday 20<sup>th</sup> September

Tuesday 25<sup>th</sup> October

Tuesday 22<sup>nd</sup> November

Reflection for next meeting – Stephen

## Notes for the PPC 26 July 2016 – JG

### From Leadership Team day, 13 July 2016

#### Parish Council (PPC)

- We'll prepare notes and speak to these notes for each PPC meeting, and take turns doing so.
- We suggest that the PPC needs to develop a pastoral plan. Page 8 of the ADW Guidelines has the key list of topics.
- We suggest that the PPC need to assign pastoral priority to the finance report – this will give the finance committee pastoral direction in setting and meeting the budget.
- We would prefer that agenda items were supported with a discussion paper of some sort. This way people, including us, can prepare.

#### Admin Team

- Need to work out and document roles. Lists of functions/roles can then be attached to position descriptions. Ensuring PD match roles and responsibilities, job titles etc.
- Physical presence across the whole parish (with the team based primarily at the parish centre) needs to be managed carefully. It was noted that any reduction in presence (for example at Brooklyn as raised by the PPC) may be based on perceptions rather than reality. Perhaps advertise times admin team is available, and location.
- It was noted that the team enjoys working together, rather than alone. Relocating out to the four churches, away from the parish centre is not really realistic, efficient, effective or good for the team.
- It is important that as a leadership and an admin team we do not reinforce or take responsibility for the poor performance of others ('don't let their problem become our problem' – JG). One example is the signing of preferences: that the family leaves this till the last minute is not a reason for us to assign priority over and above other pastoral priorities.

#### Hall bookings.

The hall is primarily for the mission of the Church. Bookings need to be managed on a priority basis consistent with pastoral priorities. We suggest:

1. Parish/Archdiocesan/School business (e.g. evangelization and catechesis);
2. Parish groups;
3. Parishioners in consultation with the Parish Leadership Team (e.g. weddings, birthdays);
4. Meeting community responsibilities (e.g. elections);

5. Community groups aligned with 1-4 above (e.g. other churches, migrant language school);
6. This excludes commercial activities.

The hall is smoke free and alcohol free. When painted signage to this effect will be clearly displayed.

Question: is church property generally to be declared smoke free?

#### Youth and young people.

- Seen as a pastoral priority. Links to the 2006 Synod document.
- Joe outlined he discussed the process with Chris Duthie-Jung: we need to locate the young people and determine their needs. Any 'programme' needs to be worked out by parishioners. What are their expectations, standards, goals, commitment and how does this fit with practice?
- Needs PPC buy in.
- Joe said he is plans on finding the young people (St Pats, St Caths)and meet with them. They may consider their needs meet?
- How does this fit with Xalt, Life Teen???
- Where will the staff and the \$\$\$\$ come from?

#### Reconciliation rooms.

- It was noted that none of our churches has a reconciliation room that meets current standards (glass walled, two doors being the primary standard).

#### Parish diary:

- Each of us to keep our movement up to date.

#### **Other matters**

##### Drop box and theft.

Joe watched hands carefully place two donation bags on the 'shelf' that is currently the drop box – he believes for later pick up.

This shows the drop box is of poor design and is to be fixed ASAP.

##### Admin team.

Ruci has ceased employment. The admin team is working out just what resource is required. This will be re-evaluated by the leadership and admin team.

##### PPC photos.

Follow up putting up photos of PPC in churches. So people know who we are.