

Minutes

Catholic Parish of Wellington South

Parish Pastoral Council (PPC) Meeting

6.30-8.30pm Thursday 28 June 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

Apologies: Joy Andersen

1. Prayer/reflection

Led by Lesley

2. Minutes of Last Meeting

Approved. Fr David

3. Matters Arising

See Action status at end of document.

4. Update from Parish Leadership Team

- Fr David observed that in the new Parish, the leadership team does not yet have a deep level of knowledge of every community which can make decision making complex.

Discussion: New ways of working locally in addition to the Parish Pastoral Council may be needed. We do not have a conflict resolution process in our Parish.

- There had been a need to pass on a message at short notice to Sunday Mass communities but key contacts were not to hand for all communities.

Discussion: It would be useful to begin bringing key contact lists together, updating them as required and making them accessible as needed. It would be useful to have a roster of who is on duty/ answering phones etc in which offices.

- We are nearing the end of the 6 month period where Mass times were to remain unchanged.

Discussion: We are stretched in our Parish with two Diocesan priests for four Churches and 8 weekend Masses (includes Hospital Mass). We will need a process to listen to our four Church communities

regarding change. Three other Parishes have already gone through a process and their experience will be available to us. The Council of Priests considered the situation across the Archdiocese at its last meeting.

- The Sacramental Programme has approx 46 children and a team of 7 leaders. It is a whole-of-Parish programme. Sessions are held for parents as well as children Confirmation will be held on 11 September and the venue is likely to be St Francis de Sales, which can hold the numbers expected to attend.
- Rite II Reconciliation in schools. Fr Dennis is preparing children at St Francis de Sales school this term. Last term he did this with St Anne's school and next will be St Bernard's school.

5. Discussion on the administration of the parish

The Leadership Team shared that Parish administration is evolving. The first period of merging systems, processes etc is settling into routines and business as usual. The team of secretaries has worked extremely well together during this time and complementary strengths within the team have been used to advantage. The full team meets once a week and the Leadership team meets in addition to this ensuring good coordination. At present the secretaries are working on identifying existing functions.

Discussion:

- The Parish strategic plan will be needed before decisions can be made about any significant changes in administration can be made. This is because our direction and what we will do to live our Vision Statement needs to be identified in the plan. The strategy will also have cost implications.
- There will be new ways we can work collaboratively in our new Parish and members of our communities will have gifts to share in a range of ministries.
- Mass times, Administration and a small number of other decisions are likely to be the focus of the PPC over the next 6 months.
- In the meantime, work can be done to describe and communicate existing administration processes eg how to book facilities, recording standard operating procedures in our communities.

6. Finance, Administration and Property Committee (FAPC) update (Michael)

An update on key points from the last FAPC meeting was communicated in the Parish newsletter. Draft financial statements for the four churches have been consolidated. A planned giving campaign will be needed later this year in the context of stewardship. Painting of the exterior of St Anne's hall has been identified as an exception to be actioned, subject to approval from Cardinal John. This is because maintenance has been deferred and money had been kept aside for this work. All other maintenance will be managed as part of a maintenance plan. A potential property member for the committee has been recommended. The Parish budget is on the agenda for the next FAPC meeting on 28 July.

6. Brief on the formation day on 2 July

Members of the PPC will meet at Our Lady's Home of Compassion for a day of formation. An outline for the day has been circulated. Penny will prepare a reflection.

7. General Business

Our three schools are forming a Community of Learning with the colleges of St Catherine's, St Mary's and St Patrick's. This is a government initiative.

The Samoan communities of St Anne's and St Joseph's joined together for Mass at St Anne's recently. This was a significant event for the communities and our wider community in this Year of Mercy.

All PPC members require a police check. Police checks expire after 3 years so others in the Parish may need police checks. This is part of safeguarding children and vulnerable people but is only one measure in creating a safe environment. The Archdiocesan child protection policy is in draft and will be available soon.

The meeting closed at 8.20pm.

Next meeting: 6.30pm, Tuesday 26 July at St Anne's

Reflection for next meeting: Fr Dennis

Actions 28/05/16 :

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

Actions 19/05/16 :

No.	Agenda item	Who	What	By when	Status
1.1	3	Deirdre	Make discernment documents available via Dropbox to PPC and FAPC	21//05/16	Completed
1.2	3	Deirdre	Communicate with Parish admin about putting discernment documentation in Parish records	27/05/16	Lesley to provide hard copy to office.
1.3	4	Fr David	Communicate to administration staff regarding Vision Statement in Māori & English	27/05/16	Completed
1.4	4	Deirdre	Organise updated posters for the four churches and arrange for poster to be managed by Parish admin	3/06/16	In progress
1.5	5	Lesley	Provide Michael with contacts for parishioners with property expertise	25/05/16	Completed
1.6	8	Doreen	Advise fellow school principals that preference certificates can be left at the Parish Office	Asap	Completed
1.7	8	Deirdre & Fr David	Consider possibilities for admin support for St Bernard's	3/06/16	In progress
1.8	11	Stephen	Prepare some thinking about how we can prepare the Parish plan in stages	27/06/16	Completed
1.9	13	?	Book St Anne's for fourth Tuesday of each month	27/06/16	Completed
1.10	14	Fr David	Write up key points of meeting for inclusion in newsletter of 29 May	26/05/16	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		
1.12	15	Lesley	Forward information about Safeguarding training day to those in leadership roles and to schools	27/05/16	Completed
1.13	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	Completed
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
1.15	17	Fr David	Organise meeting for music leaders regarding copyright and collaboration	?	In progress