

Parish Pastoral Council Minutes

13 September 2016

7:00PM

Parish Centre Modbury

Minutes taken by: Therese Meyers

Timekeeper: No-one

1. Prayer & Welcome

Carolyn welcomed members and led the prayer

2. Attendance & Apologies

Attendees: Father Manu, Carolyn Ost, Rony Abraham, Arnold Callado, Michael Flavel, Leonard Gan, John Jarrad, Therese Meyers, Helen Podgorski, Betty Roper, Graham Speed

Apologies: Anna Neave, Louella Walker, Paul Haydon, Marie Haydon, Jeni O'Neill, Michelle Thomas

3. Standing Items

3.1 Minutes of Previous Meeting

Minutes moved as accepted by Graham Speed and seconded by Helen Podgorski

3.2 Business Arising from Previous Minutes (not listed in new business)

Nil

3.3 Reports: (Copies attached)

3.3.1 Pastoral - Fr Manu advised the advertised position of Pastoral Associate for the Para Hills Modbury Catholic Parish had not been filled. Fr Manu has been able to manage in the office with generous volunteering of many hours by Jeni O'Neill. Grace Healey was assisting with the inquiry nights for the sacramental programme. Fr Manu is learning about the range of duties and responsibilities being undertaken by the pastoral associate. The gap between the appointment of new pastoral associate is healthy as it allows the parish not to tie responsibilities to a particular person. There has been a financial gain for the parish in not paying the salary for a couple of months. The meeting affirmed that it is necessary to appoint a pastoral associate as it is far too difficult for Fr Manu to be present for all activities.

3.3.2 Gleeson College Liaison – Michael Flavel – Board meeting was held last week, much enthusiasm as the college is immersed in preparations for accommodating Year 7s in 2018; this is a big undertaking and Gleeson College is taking the lead in the Archdiocese of Adelaide, with three parish schools being part of the change. Issues being addressed are a building plan and staffing implications.

3.3.3 St Francis Xavier School Liaison – Michelle Thomas – report tendered. Copies of the SFX open invitation of parishioners to celebrate Mass at the school were circulated; the next Mass was being celebrated on Tuesday 20 September, with the commitment that Term 4 dates will be advised. An electronic copy was forwarded to the parish office so the invitation would be included in the parish bulletin.

3.3.4 Parish Finance Committee – John Jarrad – report tendered. It was reiterated assistance was required from PPC and PFC members to distribute and collect pledge cards and pencils at the Masses on 17/18 September. It was confirmed that there would be a short homily at the Masses as there was a second presentation to be given at the Masses. A volunteer was sought; Carolyn Ost agreed to do the 8:00 a.m. and 10:00 a.m. Masses, but was unavailable for the 6:00 p.m. Mass. Therese Meyers indicated she was able to do that Mass. Fr Manu immediately emailed the presentation through to the speakers.

3.4 Correspondence

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3.4.1 Invitation to SFX Mass

3.4.2 Letter in Response to First Holy Communion – The letter had some valid points, such as checking liturgy arrangements with parish personnel. The staging of ‘The Gleeson College Mass’ was difficult with Grace tied up, Angela going away and Fr Manu away. The wearing of school uniforms on such occasions is seen as a symbol of young people from their schools being ‘people of faith’. The majority of people were happy with the Mass. A question was raised as to whether the Sacramental Program is run by a team. It was indicated that the parish does need a team and that this would be investigated once the Liturgical Committee was in place.

Action Items	Person Responsible	Deadline
1. PFC to advise PPC of decisions to address the expected deficit	John Jarrad	
2. Follow up diocesan office re process to replace Pastoral Associate	Fr Manu	Next week

4 New Business

4.1 Election of Vice-Chairperson

Time Allocated: 10 mins Presenter: Carolyn Ost

There was a call for nominations for vice-chairperson to step in when Chairperson is not available and also to be present at meetings to prepare PPC meeting agendas. Therese Meyers volunteered and was thanked.

4.2 Liturgy Committee

Time allocated: 15 mins Presenter: Carolyn Ost

Discussion of amended Draft Document prepared by Carolyn Ost. The meeting of the Liturgy Committee at least ten times was clarified as Committee should meet around 10 times per year but would need to meet around the high points of the Liturgical Year.

The membership of the Liturgy Committee was discussed. The policy document articulated a ‘minimum’ membership representative of the different Eucharistic communities. It is possible that parishioners may need to be given a ‘tap on the shoulder’ to join the committee. It did not need to be limited; rostered ministers and parishioners with appropriate knowledge were most welcome to participate on the committee. The Committee would take on the responsibility for training ministers and the Archdiocese of Adelaide Office for Worship would be approached to offer training to those looking to improve how they carry out liturgical ministries.

It was anticipated that the Committee would not become functional before November – it would be purposeful to have a specific part of the Liturgical Year as the focus from the beginning, such as Advent – Christmas.

The process of consultation with the wider Parish Community would take place after the publicity and promotion of the Thanksgiving Programme. The ‘draft’ reference would be retained during the consultation process. A copy of the amended draft policy document would be pinned to the noticeboard and made available on the website and 20 copies would be made for people to take away with them, after the consultation was called for via the commentator’s notices.

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Action Item	Person Responsible	Deadline
a) Announcement by commentator, noticeboard and website		1/2 October
b) Feedback due in		8/9 October
c) Committee to be formed after next PPC meeting		after 18 October 2016
d) Call for nominations Be ready to nominate Set a date for the first Liturgy Committee meeting		22/23 October

4.3 Youth Engagement

Time allocated: 20 mins

Carolyn Ost

- Feedback on the PPC job of meeting with personnel from SFX and Gleeson College:
- Principal of Gleeson College, Andrew Baker, is happy to have the meeting on the site of Gleeson College; a school site would be more familiar and more convenient than a parish setting. Andrew Baker thought that involving Year 10s is a better notion than Year 12s who are involved in exams. Leonie, principal of St Francis Xavier's Regional Catholic School, would be in favour of Year 6s and Year 7s being involved.
- The meeting will be held early in Term 4 and will be an opportunity to hear from the children what they want from the parish.
- Efforts will be made to involve more young people.

There was a call to have a parish based program for youth, like Antioch, involving what youth like; such programs are attractive in that they touch needs and interests. See other models, such as Antioch, Knights of Southern Cross, Don Bosco, 'Lightning' which was the brainchild of Tony Lowes, Youth for Christ. The youth engagement could be like mini retreats for kids; essential elements for successful youth programs are teaching/learning from Scriptures, singing, eating good food and fun interpersonal games

Weekly gatherings set up behavioural patterns for engagement. A weekly commitment could be too much.

Care is to be taken in looking to the Youth For Christ meeting weekly at Holy Family School, as part of Salisbury Parish. 'Youth For Christ' is not a parish based program and there are many Filipino and Indian youth at YFC. Our parish has quite different dynamics. The target groups need to be considered. There was a suggestion to have a junior choir, separate from the youth group.

We need a [young] person who can relate to children and young people. The question is who could take the lead? The meeting of SFX and GC, consistent with the Archbishop's request for schools to work with parishes, would assist in drawing out appropriate personnel and it is not the role of the pastoral associate and must stand independently of the pastoral associate. Fr Manu is in a position to form a youth engagement leadership team.

Aim for a youth event before Christmas. Arnold Callado offered to help form a youth choir.

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Visiting the fortnightly gatherings of the Don Bosco program, running in Xavier College, was suggested.

Action Items	Person Responsible	Deadline
a) Pursue the meeting of children and staff from SFX and GC	Carolyn	Early Term 4
b) Extend personal invitations to identified key personnel	Fr Manu	

4.4 Draft Fundraising Policy

Time allocated: 10 mins Presenters: Carolyn Ost and John Jarrad

The Parish Finance Committee liked the document

The PFC believed the Fundraising Policy Committee should be an action group as well as a committee to evaluate/approve submissions. That is, it needs to initiate fundraising ventures, or organise people to do that. Other groups within the parish should be involved.

Other points of discussion:

- record keeping is essential and integral to how funds are raised, allowing data to be collected and activities evaluated
- Working towards specific fundraising purpose works better than asking people to contribute to 'general' fundraising
- Fresh fundraising ideas are needed.

A dot point is to be added to the document between 5.3 and 5.4, which may read, "Maintain detailed, accurate record keeping to assist evaluation and review of fundraising strategies." As a parish, successful strategies can continue to be pursued which enables budgeting of anticipated income.

The process of consultation will be the same as for the Liturgy Committee, run separately and after setting up the Liturgy Committee.

John Jarrad indicated that the document can be signed off with the one added dot point, that Carolyn was going to insert.

Action Items	Person Responsible	Deadline
a) Document to be amended with dot point between 5.3 and 5.4, forward to John and PFC and PPC	Carolyn	Next PPC meeting
b) Announcement by commentator, noticeboard and website		End of October
c) Feedback due in		First two weeks of November
d) Call for nominations and Committee to be formed		End of November
e) Be prepared to identify people		

4.5 AOB

Time allocated Carolyn Ost

4.5.1 The Core Responsibility Car Fund was explained in response to a question.

4.5.2 Betty Roper has volunteered to lead the opening prayer at the next meeting

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Action Items	Person Responsible	Deadline
Notify PPC members of change of meeting date and request for assisting with Thanksgiving Program	Carolyn	Before Saturday 17 Sept

Fr Manu led closing prayer

Meeting Closed: 8:57 pm **Next Meeting:** 18 October 2016 7:00pm St John XXII