

Parish Pastoral Council Minutes

9th August 2016

7:00PM

Parish Centre Modbury

Minutes taken by: Therese Meyer

Timekeeper: Paul Haydon

1. Prayer & Welcome

Carolyn welcomed members and led the prayer

2. Attendance & Apologies

Attendees: Father Manu, Luella Walker, Leonard Gan, Marie Haydon, Paul Haydon, John Jarrad, Michael Flavel, Helen Podgorski, Jen O'Neill, Therese Meyer, Betty Roper, Graham Speed, Rony Abraham, Michelle Thomas, Carolyn Ost

Apologies: Anna Neave, Arnold Callado,

3. Standing Items

1. Minutes of Previous Meeting

After date of meeting corrected and names of two attendees corrected, minutes moved as accepted by Marie Haydon and seconded by Michael Flavel

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

- a) Vision added to Principles - Protocols amended and circulated. Adopted
- b) Some members have forwarded photographs. Others invited to promptly send a copy (electronic if possible) to Fr Manu.
- c) Minutes of meetings to be published after being accepted at PPC meeting. Minutes of 12/7/2016 to go on web page on 10/8/2016.
- d) Thanks and welcome extended to Michelle Thomas, acting APRIM at SFX and SFX's liaison with PPC. It was acknowledged that Michelle had lodged report for 9/8/2016 meeting

3. Reports: (Copies attached)

- a) Pastoral - Fr Manu advised the position of Pastoral Associate for the Para Hills Modbury Catholic Parish had been advertised with set criteria. Three applications had been received so far; closing date was 15/8/2016.
- a) Gleeson College Liaison – Michael Flavel - report tendered and questions of Michael invited. Michael Flavel is having regular contact with Adam Cibich, APRIM of Gleeson College. The focus is a determination to further the involvement of families of both regional schools in the life of the parish. Fr Manu asked if there had been any feedback to the Gleeson College coordination of the First Holy Communion Mass. Therese Meyers provided her written response.
- b) St Francis Xavier School Liaison – Michelle Thomas – report tendered – questions of Michelle invited. Michelle commented regarding her pleasure in being back in the parish community in her current liaison role. Michelle mentioned that Community Prayer is being hosted every Thursday, outside if weather permits. Parents are most welcome to join these celebrations hosted by classes on a rotational basis.
- c) Parish Finance Committee – John Jarrad – report tendered – Budget reviewed. Planned giving and change contributions 'up' on projections. Maintenance on the roof of JXXIII ongoing as is building of the shed at HT. Anticipated deficit for 2016 of \$25000. Catholic Church Finances aware of this. The PFC is moving on a renewal of Planned Giving program in September under the leadership of Anne Richards. There was discussion about what else might be done to manage the deficit. Fr Manu indicated that

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staff hours had been reduced as a response to reducing the deficit. The discussion was closed with the reminder that the PPC has to be careful to avoid getting into the business of the Parish Finance Committee. John was asked to let the PPC know what plans were put in place following the next PFC meeting.

4. Correspondence

The advertisement for Pastoral Associate and applications received – already dealt with.

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 Pastoral Associate

Dealt with during Pastoral Report earlier in the meeting

Time Allocated: 10 mins

Presenter: Fr Manu

4.2 Liturgy Committee

Time allocated: 10 mins

Presenter: Carolyn Ost

Discussion of Draft Document prepared by Carolyn Ost. Carolyn acknowledges guidelines were sourced from archdioceses of Brisbane, Wollongong, and Boston.

The draft policy was accepted with the following changes:

- First responsibility to read “To discern, via consultation, the liturgical and prayer needs of the worshipping communities of the parish”
- Further responsibility added, “To be collaborative and consultative to achieve shared understanding”
- Second dot point in ‘Coordination’ to be edited to read ... “have the necessary knowledge and skills and are provided training as required.”
- Evaluation: essential as it promotes reflection by the liturgy committee members, to be arranged.
- Membership: Additional members of the Liturgy Committee to be formed, as per the guidelines, to include 1 – 2 parishioners from each Eucharistic community and the altar servers coordinator.

The question of recruitment to the committee was raised and it was suggested /agreed that the term of membership be approximately two years, but with only half the committee changing at any one time. Recruitment would begin after the next PPC meeting.

It was acknowledged that the Archdiocese of Adelaide Office for Worship can be approached to offer training to those looking to improve how they carry out their ministries in relation to liturgy.

Michael Flavel suggested contacting the Archdiocese of Broken Bay for any further guidelines.

It was confirmed that Leonard’s needs had been addressed.

Action Item	Person Responsible	Deadline
Document to be edited as above	Carolyn	Next meeting

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4.3 Short Term Goals

Time allocated: 10 mins

Carolyn Ost

Discussion:

The document presented by Carolyn came from the collation of post-it notes that we all contributed at the 12/7/2016 meeting. We have commenced work on the Liturgy Committee and 'Youth' was to be the next parish focus

- In the 'Community/Outreach' column, capital M for Mass for 5th dot point
- 8th dot point in the 'Community/Outreach' column response – badges for PPC members being looked into
- 10th dot point in the 'Community/Outreach' column – an induction pack/welcome kit to be prepared. Information about school opportunities to be included. It was agreed that a 'Newcomers' book be available at each Mass centre so that a personal welcome can be made.
- Under 'Liturgy' Formation' add the compilation of the list of ministries that Fr Manu is working on
- The challenge of providing an experience of Mystagogia for the families of 2016 First Communicants was raised.
- It was suggested that Masses for year levels/classes be celebrated in the parish setting in the evening or as part of the Sunday Celebration of the Eucharist.

Action Items

Person Responsible

Deadline

- | | | |
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| a) Newcomers book provided at each Mass Centre so newcomers can be contacted. | Office | |
| b) PPC Members to bring proposals about engaging youth to the next meeting | PPC Members | Next Meeting |
| c) APRIMs, principals, representatives of the student bodies to be invited to a meeting with PPC representatives to discuss youth engagement | Carolyn | Prior to next meeting |
| d) badges for PPC members | Office | |

4.4 Draft Fundraising Policy

Time allocated: 10 mins

Presenters: Paul Haydon & Carolyn Ost

The PFC asked that Carolyn and Paul draft the document, take it to the PPC, then the PFC and then to the wider parish community for consultation. Carolyn and Paul acknowledge the parish of Notre Dame and Marymount College whose fundraising documents guided their work.

Advice was sought from The Archdiocese of Adelaide. They sent a basic document for reference. Meeting acknowledged the document presented for consideration was a useful starting point.

Conclusions:

- In 2. Introduction – the words 'of Adelaide' added after the word, 'Archdiocese'
- Correct the grammar of 4.2 in the Principles.
- The question was raised – would all fundraising items have to be arranged according to the policy and via the Fundraising Committee – this was seen to present potential difficulties for some groups.
- In 5.2.1 The number of members was adjusted from 2 members to 1 member
- In 5.2.2, there was discussion about who the fundraisers are accountable to. Discussion centred around both timing of applications and potential difficulties possibly raised for groups – particularly if groups were not solely made up of parish members. parishioners. Groups may find it difficult to be 'told' what to do with their fundraising.

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- According to the policy as it is currently written, any group under the 'umbrella' of the Para Hills Modbury Catholic Parish would be bound by the policy.
- It was acknowledged that it is not possible for every group to have representation on the Parish Finance Committee.
- The question was asked - Do distinctions need to be made between fundraising in the parish and for the parish?
- Any fundraising that is approved has to fit all the principles.
- There was a reminder given that this policy draft is to go to the PFC next and that it will only go out for parish consultation when it has been accepted by both the PFC and the PPC.

Action Items	Person Responsible	Deadline
a) Fundraising Draft Policy document to be taken to PFC for its consideration	John Jarrad	Next PFC meeting
b) Document to be amended following PFC meeting and returned to both PPC and PFC meetings	Carolyn & Paul	Next PPC meeting

4.5 AOB

Time allocated 10: mins Carolyn Ost

4.5.1 The JXXIII Parish Centre kitchen is desperate for a new stove – has been purchased.

4.5.2 Marie queried the need for a vice-chairperson.

Action Items	Person Responsible	Deadline
Position of Vice -Chairperson to be added to agenda of next meeting	Carolyn	next meeting

Apologies for next meeting received from – Marie and Paul Haydon and Michael Flavel.

Fr Manu led closing prayer

Meeting Closed: 9:00pm **Next Meeting:** 13th September, 2016 7.00pm St John XXII