

Parish Pastoral Council Minutes

12th July 2016

7:00PM

Parish Centre Modbury

Minutes taken by: Anna Neave

Timekeeper: Paul Hayden

1. Prayer & Welcome

Carolyn welcomed members and led the prayer

2. Attendance & Apologies

Attendees: Father Manu, Carolyn Ost, Arnold Callado, Luella Walker, Leonard Gan, Marie Hayden, Paul Hayden, John Jarrad, Michael Flavel, Helen Podgorski, Jen O'Neill, Therese Meyer, Anna Neave

Apologies: Betty Roper, Graham Speed, Rony Abraham, Angela Coon, Michelle Thomas

3. Standing Items

1. Minutes of Previous Meeting

Fr Manu thanked for taking previous minutes

Confirmation of Minutes of Previous Meeting moved by Paul Haydon and seconded by Jen O'Neill

2. No Business Arising from Previous Minutes (not listed in new business)

3. Reports: (Copies attached)

a) Pastoral Associate – Fr Manu reported that:

- Grace's last day went well – Carolyn arranged for a farewell gift
- fortunately not a busy time as Sacramental Program concluded
- Parish now needs to follow protocol and advertise position, conduct interview etc for position of Pastoral Associate

b) Gleeson College School Liaison– Michael Flavel – report tendered

- as per report will try to develop ways of merging College activities with Parish eg College Vinnies appeal in Term 3 may be able to help both Vinnies at HT and John XIII

c) St Francis Xavier School Liaison – Michelle Thomas – report tendered – Anna Neave added that she had, at School Board meeting, invited student participation in Altar Serving. Principal, Leonie, to invite Fr Manu to speak to students.

d) Parish Finance Committee – John Jarrad – report tendered

- There was some discussion re the BBQ at the Polling booth – discussion re opportunities for parish to raise funds not being missed - discussion deferred to AOB item raised by Helen Podgorski to be dealt with later in the meeting.
- Anne Richardson has taken on the preparatory work for a drive in Planned Giving Program

4. Correspondence

One item from diocesan office confirming new Chairperson of PPC

Action Items

Person Responsible

Deadline

Follow up diocesan office re process to replace Pastoral Associate

Fr Manu

Next week

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4. New Business

4.1 Proposed PPC Group Norms/Meeting Protocols

Time Allocated: 10 mins

Presenter: Carolyn Ost

Discussion:

Ranged around confidentiality of individual members and their opinions, need for council to unify behind decisions made and need to keep parishioners informed

Conclusions:

- Minutes always available to public
- Look at item 10 and item 6 to see if we can reword these so that they cover the concerns members have.
- Council accepted the protocols in principle

Action Items	Person Responsible	Deadline
Minor adjustment to wording of item 10 and item 6	Carolyn	Next meeting

4.2 Parish Vision and Mission Statement

Time allocated: 10 mins

Carolyn Ost

Discussion:

Document called Parish Pastoral Council Principles and Aims circulated. Carolyn sought approval of moving Aims above Principles and adding the Parish Vision (found on website) to head of the document.

Conclusions:

Members supported these changes

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

4.3 Short and Long Term Goals Planning

Time allocated: 30 mins

Carolyn Ost

Discussion:

Members worked in groups to identify and acknowledge those things they believe the parish does well and they would want us to both continue and improve. Some of the items

Identified were:

- Reaching Out
- Being Welcoming and inviting
- Celebrating and socializing – eg morning tea after Mass, 'big' events
- Lively liturgies
- Children's Liturgy
- RCIA and Sacramental program
- Craft Group and Markets
- Social Justice
- Recognition of Volunteers
- Music Groups

Members then worked in groups to identify those areas where PPC could identify improvement they could make on behalf of parish

Carolyn thanked members for their participation in this activity which would guide our goal setting at next meeting.

Action Items	Person Responsible	Deadline
Improvement items to be collated	Carolyn	Next meeting

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4.4 Parish Liturgical Committee Proposal

Time allocated: 10 mins Leonard Gan

Discussion:

Leonard spoke of the need for Liturgy committee to prepare all Masses and make sure people were trained in their ministries.

Arnold offered to assist in teaching groups

Discussion ranged around purpose of Liturgy Committee

Conclusions:

Members agreed on the need for parish liturgy committee so that parishioners take more responsibility for liturgy preparation.

Members will further discuss the role of the liturgy committee at next meeting

Action Items	Person Responsible	Deadline
Investigate whether there are diocesan guidelines for liturgy committees.	Carolyn and Fr Manu	Next meeting

4.5 PPC Communication with Parish

Time allocated: 10 mins Carolyn Ost

Discussion:

Graham Speed put proposal re feedback via reports at each Mass after meetings and invitations to parishioners prior to meetings.

Conclusions:

- Minutes will be published on parish website after meetings
- 'high' points or major items of discussion will be mentioned in parish bulletin following meetings
- Bulletin prior to meeting will contain notification of meeting and invitation to parishioners to attend
- Council members to be identified by photograph at back of Church
- Council members to be given badges to wear so they are identifiable

Action Items	Person Responsible	Deadline
Minutes published after meeting	Office	
Notices in bulletins before and after meetings	Office / Fr Manu	
Members of PPC to give Passport size Photograph to Fr Manu	Each member + Fr Manu	Next meeting
Badges to be sourced	Office	Next meeting

4.6 AOB

Time allocated: 10 mins Carolyn Ost

4.6.1 Proposal re Parish Fundraising Policy

4.6.2 Feedback on Parish Survey

Discussion:

4.6.1 It was agreed that the parish should take every opportunity to raise funds that are available to it. A policy on fundraising could assist with decisions about what should be supported/permitted. A sub-committee of both the PFC and the PPC was suggested to develop policy. It was further agreed that the PPC needed to discuss this with John Jarrad of the PFC before moving on this suggestion.

4.6.2 Louella raised the recent survey and the fact that feedback had not been given to parish

Action Items	Person Responsible	Deadline
Carolyn to meet with John Jarrad	Carolyn	Before next meeting
Attempt to find & publish survey results	Fr Manu	Before next meeting

Meeting Closed: 9:05pm **Next Meeting:** 8th August, 2015 7.00pm St John XXII