

Minutes
Parish Pastoral Council Meeting
14th May 2018

1.	Welcome: Chairperson (proxy – Therese Myers)
	Prayer: Prepared & led by Marie Haydon
2.	Attendance:
	Father Manu, Therese Meyers, Marie Haydon, Louella Walker, Dominic Cavuoto
3.	Apologies
	Carolyn Ost, Jen Sherlock, John Jarrad, Arnold Callado, Angela Coon, Michael Flavel, Graham Speed, Michelle Thomas & Rony
4.	Standing Items
4.1	<p>Minutes of Previous Meetings – 10th April 2018 Acceptance and movement deferred to next meeting due to no quorum. A review of the minutes called for the following amendments:</p> <ul style="list-style-type: none"> - Date correction required in heading (to be corrected from 15th March to 10th April) - 5.1 - Date of Fr Jack’s golden jubilee celebration (to be corrected from 12th September to 9th September) - 5.3 – sentence completion required with the addition of ‘the PPC’ at the end
4.2	<p>Action Arising from Previous Minutes</p> <ul style="list-style-type: none"> - Planned Giving – The proposed action has been completed - Fr Jack’s golden jubilee celebration – the proposed meeting on 16th April did take place and various arrangements have been confirmed and a follow up meeting is to be scheduled in the near future (update included in point 5.1 of standing items) - Craft Market – Progress on the action for this event included sharing of an email from Carolyn, an update from Fr Manu (details included in point 5.2 of Standing items) - Year of the Youth – no progress on action as no date has yet been fixed for the next meeting of the Youth - PPC Renewal Focus 2018 – progress update provided by Fr Manu (included in point 5.5 of standing items) - Confirmation in the Parish is scheduled for 24th July. Jen queried the specific involvement requested from the Liturgy committee. All agreed the preference for the choir at this celebration be one of the Parish choirs rather than the Gleeson college choir. Fr Manu also shared that the mass could be celebrated by his provincial who is scheduled to be visiting at this time.
4.3	Reports
4.3.a	<p>Pastoral – report sent in by Jen was reviewed by those present.</p> <ol style="list-style-type: none"> 1. Corrections in spelling and grammar in the report were suggested prior to this being filed and circulated. 2. Sacramental program update was listed with dates for events. 3. Child safety and protection training – Fr Manu suggested a review of numbers of those still due to complete this training to assess the feasibility of running another session or seeking alternatives. 4. Training for Extra Ordinary ministers – 2 sessions have been completed.

4.3.b	<p>Parish Finance Committee – report sent in by John Jarrad was reviewed by all present</p> <ol style="list-style-type: none"> 1. A good and positive review of figures from the planned giving activities conducted in both mass centres. 2. The organ cleaning at John XXIII has been completed. <p>Action: Therese volunteered to follow up with Garry to get feedback. It was also reminded that there is an organ in the shed of HT which can be brought across to John XXIII if required.</p> <ol style="list-style-type: none"> 3. WHS – the review conducted has highlighted the need for the documentation/WHS manual to be updated. Those present suggested that as Sindi is the WHS representative for the parish, she should be the one to lead this. Understanding the challenge this presents with her current work volume, the suggestion was made to identify some of her present tasks that could be moved from her and offered as an opportunity to volunteers from the parish. <p>Action: Fr Manu to speak to Sindi and confirm at next meeting</p> <ol style="list-style-type: none"> 4. Craft market date – a caution regarding a clash of dates with potential Federal elections was highlighted as John XXIII is a polling booth. This was to be further looked into for the potential date change of this event.
4.3.c	<p>St Francis Xavier Primary School – report sent by Michelle was reviewed by all present</p> <ol style="list-style-type: none"> 1. Therese shared that Michelle had sought from her dates when choirs are in attendance at masses in our Parish
4.3.d	<p>Gleeson College – no report; Michael Flavel an apology</p>
4.3.e	<p>Liturgy Committee – no printed report due computer challenges. Therese verbally shared an update</p> <ol style="list-style-type: none"> 1. Extraordinary ministers now trained to be included in future rosters. 2. Suggestion to send rosters via email (now that this information is updated) using the bcc option to maintain privacy of each individuals email address. 3. Confirmed that the recent training of extraordinary ministers included mention of the prayer to be said before the celebration of mass. <p>Action: cards to be circulated and confirmation of where the group can gather before mass to say the prayer is to be shared.</p> <ol style="list-style-type: none"> 4. Celebration of the youth at all masses is scheduled for the weekend of 15th/16th September.
4.4	<p>Correspondence</p> <p>Therese shared an email from PPC Chairperson Carolyn who was an apology for this meeting. This included the following:</p> <ul style="list-style-type: none"> - Resignation of Anna Neave from the PPC – This was received via email and Carolyn has replied to Anna thanking her for her service to the PPC and SFX school board. Fr Manu suggested publishing a thank you to Anna in the Parish bulletin. Therese reminded that this should be consistent as we have had members resigning previously without a mention of thanks in the bulletin. <p>Action: Fr Manu to discuss this idea with Carolyn</p> <ul style="list-style-type: none"> - Confirmation of the date for the celebration of the youth and suggestions of the choirs that will enhance the mass celebration. There was the added suggestion to include a cuppa after each mass. - Parish retreat – update of preparation for this event - Fr Jack’s golden jubilee celebration – update of preparations for this event were mentioned - Craft Market - update
5.	<p>Business Arising</p>
5.1	<p>Fr Jack’s 50th Jubilee</p> <ul style="list-style-type: none"> - Date is confirmed as 9th September 2018 at John XX111, 12noon Mass. - Papal blessing has arrived – needs to be framed

<p>5.2</p>	<ul style="list-style-type: none"> - Planning Committee – met on Tuesday 16th April with a follow up meeting proposed. The arrangements that have been confirmed thus far include – the arrival of the papal blessing, selection of the choir (Jason/Lavender), arrangement for the cake (Lavender/Louella), invitation design. <p>ACTIONS: Frame for papal blessing is to be purchased. Invitation is to be forwarded to Marie Haydon so she can then commence sending out to guests.</p> <p>Craft Market</p> <ul style="list-style-type: none"> - Confirmed date is 3rd November 2018. This is to be reviewed for change with the new shared information of a possible clash with the proposed Federal elections. <p>ACTION: Pending check on date for federal elections?</p> <ul style="list-style-type: none"> - Carolyn has spoken to Helen and she has confirmed she is organizing this year’s event and will only be able to provide a timeline on conclusion of the event. <p>ACTION: Obtaining this timeline in writing is essential as the proposal is for the PPC to take on the management of future craft markets</p> <ul style="list-style-type: none"> - The Maliana Group will be assisting Vinnies with Devonshire tea - Fr Manu confirmed that confirmation from some stall holders has already been received. - Fr Manu confirmed that he has spoken to Ann Cotton and she has agreed to coordinate the produce stall. - Banners are ready and only require the event date to be stuck on <p>ACTIONS: Permission to be sought for putting up the banners If alcohol is to be served, it is required to organize a liquor permit</p>
<p>5.3</p>	<p>Fundraising Committee ACTION: Paul to convene meeting</p>
<p>5.4</p>	<p>Year of the Youth</p> <ul style="list-style-type: none"> - The meeting with the youth has not taken place. To move this initiative forward, some actions were proposed. <p>ACTIONS: Carolyn & Therese to coordinate with Jen and attend the youth meeting. Suggestions to have a cuppa after each mass on the selected weekend Get ideas and involvement from our youth to make this a special Celebration. To make Gleeson aware of the dates and celebration Marie will share this information with SFX</p>
<p>5.5</p>	<p>PPC Renewal Focus for 2018</p> <ul style="list-style-type: none"> - Discussion included a potential date at the end of October. Fr Manu has identified Fr Peter Zwans as the potential leader of the retreat. He has contacted him and Fr Zwans is enthusiastic. The suggestion was to have a sign-up sheet available at least one month in advance. It was agreed to include the Legion Of Mary in this retreat rather than have a separate one for them (as happens currently). It was also agreed to schedule the 6pm Saturday Mass as the celebration to close the retreat. <p>ACTIONS: Date and venue to be set. Fr Manu to confirm Fr Peter Zwans acceptance</p>

6.	New Business
6.1	Therese circulated a booklet with guidelines for the Parish Liturgy Team
6.2	Fr Manu confidentially shared some challenges he is facing. The committee offered suggestions to Fr Manu who was thankful. ACTION: Fr Manu to initiate a document as a review of the Parish and present to the PPC when a draft is ready. Parish Review to be kept as an item on the agenda..
7.	Close of Meeting
	Closing Prayer: Father Manu Prayer next meeting: Louella Meeting closed 8.45pm
8.	Next Meeting – 12th June 2018