

## Minutes of Parish Review Team Meeting

Meeting held at Holy Trinity, 7.30pm, 22<sup>nd</sup> August 2018

Apologies: Lea Crosby, Jen Sherlock, Jeffin John and Diana Panicker

Attendance: Phyllis Truman, Louella Walker, Arnold Callado, Mark Ryan, Fr Manu, John Jarrad and Carolyn Ost

As members arrived they were given a draft copy of the document Parish Review and invited to read it.

Carolyn chaired meeting and thanked members for volunteering to join the Review Team. It was understood by members of the Parish Review Team (PRT) that the PRT is an ad hoc committee

Meeting reviewed the document, discussed review scope and process and decided on the following actions:

1. Amendments to Parish Review document **to be made by Carolyn** and forwarded to members of the PRT for checking prior to next meeting.
2. Review to begin with The Spiritual Dimension of the scope
3. PRT agreed that some aspects of Administrative Dimension could be completed simultaneously with The Spiritual Dimension – eg. PFC tasks – but would be important not to overload the PRT.
4. that there would be a need, at times, for other parishioners to be asked to join the PRT to assist with their work load.
5. Questionnaires to be prepared for groups to use in the review process – these should be contextualised both to the parish and to the particular group while recognising that keeping questions as uniform as far as possible between groups is important to the validity of the findings of the review. Questionnaires could be formulated using questions in Steps 2 and 4 of the Process. **Carolyn to forward** sample questionnaires for feedback
6. Communication to parish is important and the following plan was agreed:
  - Bulletin notices to be prepared over next 3 or 4 weeks beginning with Review introduction. **Fr Manu/Carolyn to do first notice** tomorrow.
  - Review document (pages 1, 2 and 5 of current document) to be published on parish website and hard copies made available at the back of the churches.
7. New Step 7 – **Implementation** to be added before what will become Step 8 **Communicate Results**.
8. Step 9 to be added – **Evaluate the Implementation**.
9. Strategy/Guidelines be prepared to assist groups in conducting a review **to be prepared by Louella**.
10. Identify groups to be reviewed and set PRT members against each group to get an idea of how long the review process might take. Suggested Timeline for Review 6 – 9 months.

Members agreed to meet again on 5<sup>th</sup> September at Holy Trinity at 7.30pm following Mass.