

**Minutes**  
**Parish Pastoral Council Meeting**  
**15<sup>th</sup> March 2018**

<b>1.</b>	<b>Welcome: Chairperson</b>
	<b>Prayer: Prepared by Louella Walker - presented by Carolyn Ost</b>
<b>2.</b>	<b>Attendance:</b>
	Father Manu, Carolyn Ost, Jen O'Neill, John Jarrad, Therese Meyers, Graham Speed, Michelle Thomas, Marie Haydon
<b>3.</b>	<b>Apologies</b>
	Arnold Callado, Angela Coon and Anna Neave, Michael Flavel, Louella Walker
<b>4.</b>	<b>Standing Items</b>
4.1	<b>Minutes of Previous Meetings – 15<sup>th</sup> March 2018</b> - Accepted by Jen O'Neil and seconded by Therese Meyers
4.2	<b>Business Arising from Previous Minutes</b> <b>Note :</b> Carolyn on behalf of PPC arranged a Thank You for the preparation and helpers of the Easter liturgies
4.3	<b>Reports</b>
4.3.a	<b>Pastoral – report verbally presented</b> by Jen - Neophyte mass 22 <sup>nd</sup> April in Cathedral - Sacramental program progressing - Easter celebrations were well attended with god reports mostly
4.3.b	<b>Parish Finance Committee – report verbally presented</b> by John - Minimal to report as budget not timely - Planned Giving Program: – the PFC will provide resources to hand out to parishioners for the weekend of 5 <sup>th</sup> /6 <sup>th</sup> & 12 <sup>th</sup> /13 <sup>th</sup> May. <b>Action: Speakers at all masses for this purpose:</b> <b>Therese Sat 6pm; Carolyn John XXIII 0800; Marie HT 1000,</b> - Current activities in progress: HT Audio Loop installation; John XXIII Organ clean. - Completed activities: New vestry John XXIII; Fundraising Bank account opened - Incident of parishioner collapse to be investigated further - Federal Election 2019 – PPC to the takeover the BBQ on the day and to be planned and communicated well in advance <b>Actions: John accepted to follow up on BBQ &amp; Fundraising committee to meet</b>
4.3.c	<b>St Francis Xavier Primary School – report tabled &amp; reported by Michelle</b> <ul style="list-style-type: none"> <li>• Catholic Schools' CEO Neil McGovern visited to discuss development of Early Learning Centre</li> <li>• Year 6/7 leaders prepared Easter liturgies</li> <li>• Project Compassion – lights out for poverty</li> <li>• AGM 29/3 – new logo</li> </ul>
4.3.d	<b>Gleeson College – no report</b> - Michael Flavel an apology
4.3.e	<b>Liturgy Committee – report from Therese</b> - Easter liturgies for review and plan for 2019 - Consideration of music to make Easter Sunday morning special - Training of Extraordinary Ministers of Holy Communion - Manual being

	<p>developed and practical sessions to be held after all Masses for next 2 weeks.</p> <ul style="list-style-type: none"> <li>- All Parishioners involved in Ministry to update details – query possibility of combining with planned giving</li> </ul>
4.4	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>- Fr Joe Lee from Duncanville, Texas gave permission to adapt and adopt their Extraordinary Ministers Training Manual</li> </ul>
4.5	<p><b>Child Protection</b></p> <ul style="list-style-type: none"> <li>• Visit by the Archdiocese Child Protection Body- Happy with parish compliance - all areas medium to High compliance</li> </ul>
<b>5.</b>	<b>Business From Previous Meeting</b>
5.1	<p><b>Fr Jack's 50<sup>th</sup> Jubilee</b></p> <ul style="list-style-type: none"> <li>- Date is confirmed as 12<sup>th</sup> September 2018 at John XX111, 12noon Mass</li> <li>- Papal blessing has arrived – needs to be framed</li> <li>- Planning Committee: Fr Manu, Jen O'Neil, Paul &amp; Marie Haydon, Josh??</li> </ul> <p><b>ACTION: Meeting to be held Tuesday 16<sup>th</sup> April. Fr Jack to be invited to next meeting.</b></p>
5.2	<p><b>Craft Market</b></p> <ul style="list-style-type: none"> <li>- Confirmed date is 3<sup>rd</sup> November 2018 and it is now agreed that this is a Craft Market not a Craft Fair</li> <li>- Maliana Group will be assisting Vinnies with Devonshire tea</li> </ul> <p><b>ACTION: Carolyn to contact Mary Bryant, Catherine Kerslake and Joy Knowles</b></p>
5.3	<p><b>Fundraising Committee</b></p> <ul style="list-style-type: none"> <li>- Graham Speed has volunteered to be the representative from</li> </ul> <p><b>ACTION: Paul to convene meeting</b></p>
5.4	<p><b>Year of the Youth</b></p> <ul style="list-style-type: none"> <li>- Carolyn &amp; Therese to meet with group. - to celebrate the Year of the Youth with a dedicated Sunday Mass to celebrate the end of the Year of Youth with a special celebration to follow. Incorporate youth choirs and the schools</li> </ul> <p><b>ACTIONS: Carolyn &amp; Therese will attend a youth meeting. Carolyn to meet with parish office re selecting some dates for weekend Mass late Term 3. Jen to advise date of next Youth Group meeting</b></p>
5.5	<p><b>PPC Renewal Focus for 2018</b></p> <ul style="list-style-type: none"> <li>- Therese picked out point 3 (<i>The Word of God is proclaimed in good preaching and in faithful lives</i>) and linked this to suggestions of a parish retreat. Fr Manu supported the idea of a Parish retreat day (perhaps in Advent) options to be considered. Possibility to seeking alternative venue.</li> </ul> <p><b>ACTIONS: Date to be set; Venue selected; Fr Manu to organise Retreat Leader; Carolyn to write letter to invite staff of schools.</b></p>

<b>6.</b>	<b>New Business</b>
6.1	<ul style="list-style-type: none"> <li>• PPC Rep for SFX – Marie Haydon volunteered – dates to be sent and report from PPC</li> </ul>
6.2	<ul style="list-style-type: none"> <li>• Prayers of the Faithful to incorporate a prayer for child and family (including their names) where a welcome or baptism is occurring during Mass.</li> </ul> <p><b>ACTION: Liturgy Committee to have pre-prepared Prayer in Commentator folder</b></p>
6.3	<ul style="list-style-type: none"> <li>• Welcome Dominic Cavuoto PPC.</li> </ul>
6.4	<ul style="list-style-type: none"> <li>• Presbytery at HT – Letter of complaint</li> </ul> <p><b>ACTION: Fr Manu to meet with tenants Loading Zone to be signposted</b></p>
<b>7.</b>	<b>Close of Meeting</b>
	<p>Closing Prayer: Father Manu Prayer next Meeting: Marie Meeting closed 8.37 pm</p>
<b>8.</b>	<b>Next Meeting – 15<sup>th</sup> May 2018</b>