

**Minutes**  
**Parish Pastoral Council Meeting**  
**14<sup>th</sup> August 2018**

<b>1.</b>	<b>Welcome: Carolyn</b>
	<b>Prayer: Dominic</b>
<b>2.</b>	<b>Attendance:</b>
	Father Manu, Jen Sherlock, Therese Meyers, Louella Walker, Dominic Cavuoto, Carolyn Ost, Marie Haydon
<b>3.</b>	<b>Apologies</b>
	Arnold Callado, Angela Coon, Michelle Thomas, Michael Flavel, Rony Abraham, John Jarrad
<b>4.</b>	<b>Standing Items</b>
4.1	<b>Minutes of Previous Meetings – 20<sup>th</sup> July</b> Acceptance moved by Fr Manu and seconded by Dominic with the following amendments: <b>(all noted by Chairperson Carolyn)</b> <ul style="list-style-type: none"> <li>- Attendance and Apologies - Jen had been recorded both as an attendee and an apology. Correction noted to confirm she did attend</li> <li>- Point 6 - heading to be amended to read Child Protection Sunday</li> <li>- 4.3.c – written to read that Michelle was present. She was an apology</li> </ul>
4.2	<b>Business Arising from Previous Minutes –</b> The document “Being Church Together” has been discussed between the parish and SFX. A meeting between Gleeson Leadership and Parish Leadership will be held in this term.
4.3	<b>Reports</b>
4.3.a	<b>Pastoral Associate – Circulated and reviewed.</b> <ul style="list-style-type: none"> <li>- Therese queried the inclusion of the recently completed Sacramental program group (children as altar servers) in the rosters for Christmas. Jen will follow this up.</li> <li>- Suggestion to initiate a survey to gain feedback on the recently completed sacramental program for continuous improvement</li> </ul>
4.3.b	<b>Parish Finance Committee – Tabled and accepted</b> <ul style="list-style-type: none"> <li>- A question was raised regarding the counting rosters. This will be sent by Carolyn to John</li> </ul>
4.3.c	<b>St Francis Xavier Primary School – Tabled and accepted</b> <ul style="list-style-type: none"> <li>- Therese is keen to know more about the ‘deeper Catholic Identity’</li> </ul> <b>Action - Feedback to be passed on to Michelle</b>
4.3.d	<b>Gleeson College –</b> <ul style="list-style-type: none"> <li>- Michael sent in a request that we ensure greater promotion of the Gleeson College open day (exclusively for our parish) to be held on October 21<sup>st</sup>. There was the suggestion to include information in the Parish Bulletin.</li> </ul> <b>Action: Carolyn will contact Gleeson College to seek a flyer for the event.</b>
4.3.e	<b>Liturgy Committee – Circulated and reviewed</b> <ul style="list-style-type: none"> <li>- Invitations for the Year of the Youth Celebration have been sent to the 6 relevant schools. At this celebration, the Plenary Council Prayer will be replaced by the Year of the Youth prayer</li> </ul> <b>Action (for the office) to check the outline of the Mass for this celebration to include the special prayer and also review the PowerPoint matches.</b>
4.4	<b>Correspondence</b> <ul style="list-style-type: none"> <li>- Carolyn shared that an email was received from Graham Speed tendering his resignation from the PPC due to health reasons. He wished the PPC well.</li> </ul> <b>Action: Carolyn to send Graham a letter of thanks</b>

	<ul style="list-style-type: none"> <li>- An email from a parishioner requesting a Sunday pm mass was discussed,</li> </ul> <p><b>Action: The liturgy committee is to put together a survey of parishioners regarding mass times in the parish to include pm Mass on Sundays.</b></p> <ul style="list-style-type: none"> <li>- A new edition of Plenary Post is available – members were encouraged to subscribe and see what is happening in other parishes.</li> </ul>
<b>5.</b>	<b>New Business</b>
5.1	<p><b>Parish Review</b> Proposed date for the meeting of the steering committee is set for Wednesday 22<sup>nd</sup> August. <b>Action: Carolyn to send a meeting request to the team</b></p>
5.2	<p><b>Plenary Council 2020:</b></p> <ul style="list-style-type: none"> <li>- Therese shared an update on the successful meeting she hosted with a group of 4. She will provide a summary posting on the website.</li> <li>- It was suggested that we hold 2 group sessions at each Mass centre. Dates as follows: HT – Mon 27<sup>th</sup> (am) &amp; Tue 28<sup>th</sup> (pm); JXIII – Wed 29<sup>th</sup> (am) &amp; Thu 30<sup>th</sup> (pm)</li> </ul> <p><b>Action: dates to be published in the next bulletin</b></p>
5.3	<b>Fr Jack's Jubilee:</b> Marie shared that preparations are all going as planned.
5.4	<p><b>Craft Fair Update</b></p> <ul style="list-style-type: none"> <li>- 3 school bands have accepted to play at this event. 2 bands have selected their timings and 1 confirmation is pending</li> <li>- Helen Golota has accepted to manage the produce stall so Grace Healey will now be back on the plant stall</li> </ul>
5.4	<b>Parish Retreat Update – Nov 10<sup>th</sup>.</b> Fr Manu and Jen working with facilitator on theme for day.
<b>6.</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>- The composting project is now completed and 2 new planting beds have been laid</li> <li>- Paul reminded that with the resignation of Graham Speed from the PPC, a new appointee will be required for the fundraising committee.</li> </ul> <p><b>Action: Vacancies on PPC to be advertised in the parish bulletin. It was recommended that an effort be made to attract a parishioner from JXIII Mass centre or perhaps a representative from the youth group as well.</b></p> <ul style="list-style-type: none"> <li>- A question regarding photographs at the recent celebration of First Holy Communion was put forward and from this it was decided that in future, it is preferred to seek advance permission to take photos</li> <li>- Carolyn updated those present with progress on the parish review action and follow up to previous meeting sharing.</li> </ul>
<b>7.</b>	<b>Close of Meeting</b>
	<p>Father Manu led closing prayer <b>Prayer next meeting: Carolyn</b> Meeting closed 8.29pm</p>
<b>8.</b>	<b>Next Meeting – 11<sup>th</sup> September 2018, JXXIII</b>