

Minutes
Parish Pastoral Council Meeting
13th November 2018

1.	Welcome: Carolyn
	Prayer: led by Marie Haydon
2.	Attendance:
	Shannon Bertram, Dominic Cavuoto, Michael Flavel, Marie Haydon, Father Manu, John Jarrad, Therese Meyers, Michelle Thomas, Louella Walker
3.	Apologies
	Rony Abraham, Arnold Callado, Angela Coon, Jennifer Sherlock
4.	Standing Items
4.1	Minutes of Previous Meetings – 9th October Acceptance moved by Marie Haydon and seconded by Fr Manu
4.2	Business Arising from Previous Minutes – <ul style="list-style-type: none"> - Youth gathering for Plenary Council needs to occur prior to end of year - 11th December combined PFC and PPC meeting moved to Holy Trinity Hall due to clash with SFX end of year celebration. - Carolyn to send thank you to Plenary Council speakers: Aggie Marziale; Lea Crosby and Maureen Kenny
4.3	Reports
4.3. a	Pastoral Associate – Oral report – Fr Manu <ul style="list-style-type: none"> - All moving in right direction – few baptisms, couple of funerals and some sick calls - Parish Retreat – not well attended (approx. 24) but all reports were of an excellent day. Note of thanks to those who attended and encouragement to others to attend next year to be placed in Bulletin – Louella and Carolyn to share some thoughts on this. Discussion re moving the date earlier in year – all agreed Lent would be a good time. - Sacramental Program underway – Grace and Michelle working with approx. 14 children in Jen’s absence - Confirmation date – Tuesday June 18th 7pm. Holy Communion will follow on 22nd and 23rd June. - Phyllis has expressed concern re lack of numbers for RE classes after school – also concerned therefore about lack of numbers for Christmas family Mass nativity play.
4.3.b	Parish Finance Committee – Circulated <ul style="list-style-type: none"> - In John’s absence, questions to be forwarded to John
4.3.c	St Francis Xavier Primary School <ul style="list-style-type: none"> - The students results of Plenary activity were summarized by Gleeson Staff and students and tabled at COYA.
4.3.d	Gleeson College – report tabled <ul style="list-style-type: none"> - Gleeson AGM to be held on 10th October.
4.3.e	Liturgy Committee – Circulated and reviewed <ul style="list-style-type: none"> - Advertise Family Mass and Carols Night in school newsletters. Any interested in taking part to contact the Parish Office.

4.4	<p>Correspondence Email from parishioner re blue chairs for frail and elderly</p> <ul style="list-style-type: none"> - PFC to look at purchasing more blue chairs - Parishioners to be educated re leaving these for frail and elderly - Concern expressed re elderly / frail stepping back up to the upper level on the extreme right or left of Church following Communion. PFC asked to investigate possible handrails (minimally invasive)
4.5	<p>Child Protection Session available at Dernancourt next week, volunteers briefing – late notice for parishioners, more opportunities to be made available next year</p>
5.	<p>New Business</p>
5.1	<p>Parish Review Team Update – Meeting 7th November</p> <ul style="list-style-type: none"> - Lists of groups reviewed and added. - Agreed to send letters to leaders of all groups to introduce review. - PFC first group to be reviewed with their acceptance. - All PRT members involved for pilot review for consistency with other groups. - PRT will not attend a group meeting until they have they had a response and acceptance of the review. - A check list for use through each review has been designed, approved and ready for use. Evidence document. - The 'Health of our Parish' questionnaire has gone through consultation and will be distributed at all Masses on the weekend of the 24th and 25th. It will also be uploaded to the Parish website. - To facilitate completion at Masses, the survey will be distributed with bulletin and welcome. - Extra copies will be available - 5 minute completion time to be provided at announcements.
5.2	<p>Plenary Council UPDATE</p> <ul style="list-style-type: none"> - 4 meetings next week, 1 day and 1 evening meeting for each end of parish. - Carolyn still to add the comments of last two groups to website. - Members asked to advise people who may struggle to attend a meeting to to take worksheet home after Mass and have the discussion in their own home.
5.3	<p>Craft Market – Thanks and Review</p> <ul style="list-style-type: none"> - Feedback tabled for 2019 preparations - credit card? PFC to look at these options. - Improvement from 2017, pre-pay for food and then attend food stall. BBQ was handling food and money can we centralise money collection - Kitchen volunteers – briefing on how to use facilities essential - including food hygiene and safety, where to dispose of garbage etc. - Alter sound system location. - Maree was impressed with stall varieties. Helen attends other markets and invites vendors. - Layout improvements – some stalls away from thoroughfares and isolated. - Move Stage for performers up to non-parking area. - Location of Book Stall to be reconsidered - Diagram/Map of stall locations to be put up to assist visitors. - Dates are set not to class with other markets. - 2019 event November 2nd?? value in community being able to predict date. - A committee will be in place. Lee Crosby to coordinate and PPC to support. - PPC to acknowledge Helen for her work and organisation and send a big thank you. Carolyn to send letter to Helen and craft group. - Need to collect banners

5.4	<p>Volunteers BBQ</p> <ul style="list-style-type: none"> - Encourage volunteers to attend BBQ as a sign of thanks. - Jen on sick leave and others unavailable. PPC asked to assist Fr. Manu in distribution of food and cleaning up. - Taking of some new photos to assist updating PowerPoints. Perhaps centralising photo location so we update resources. Photos to be taken of volunteers. - Marie to update PowerPoint. Fr Manu to pass photos on. - Task to assign official photographer for events. - Decision made not to acknowledge individuals concluding their voluntary service by name as it sets a precedent and leaves us open to criticism if someone is accidentally missed. Acknowledge Rita & Garry Lockyer and Phyllis Anthony for their service to the music ministry - Liturgy committee to send thank you on behalf of parish. - Fr Manu will do a general vote of thanks to all volunteers at the BBQ
5.5	<p>PPC/PFC Break Up – Holy Trinity Hall 11th December</p> <ul style="list-style-type: none"> - Shared meal at 6:30pm - Carolyn will bring sausage rolls others to bring food to share - BYO alcohol
6.	AOB
	<ul style="list-style-type: none"> - Fundraising committee – 2 meetings, form in Parish newsletter for all groups to fill out for use of facilities. Electronic form. <ul style="list-style-type: none"> o Diary provides information on which groups use Parish facilities. o Carolyn to share lists of groups to be updated, with key personnel. o If facilities being used to raise funds, then it needs to be passed by fundraising committee. o Office manages hiring of facilities for celebrating support events, e.g baptism parties. o Costs for hiring offset costs of Parish facilities. - Defibrillators <ul style="list-style-type: none"> o Each Mass Centre needs to have a defibrillator, request to be passed on to PFC for purchase in 2019 o PPC to be provided update on location of key facilities (first aid etc) - March 23rd <ul style="list-style-type: none"> o SFX Mad March Fair o Parish to have a stall at fair. - Liturgy committee <ul style="list-style-type: none"> o Irena and Shirley happy to attend every third Saturday each month they are willing to attend vigil Mass at Modbury. o Fr Manu to send Therese number of Irena to complete roster. - Looking for keyboard player for 8am mass at Holy Trinity. - Carolyn – suggested members think about a fundraising event to be held at the Holy Trinity end of the parish to continue bringing parishioners together.
7.	Close of Meeting – 8.45pm
	Father Manu led closing prayer
8.	<p>Next Meeting - Break Up 11th December</p> <ul style="list-style-type: none"> - next formal Meeting 12th February 2019