

Minutes
Parish Pastoral Council Meeting
12th March 2019

1.	Welcome: Carolyn
2.	Prayer: led by Louella Walker
3.	Attendance
	Carolyn Ost, Fr Manu, Dominic Cavuoto, Michael Flavel, John Jarrad, Jenifer Sherlock, Therese Myers, Louella Walker
4.	Apologies
	Shannon Bertram, Angela Coon, Michelle Thomas, Marie Haydon
5.	Standing Items
5.1	Minutes of Previous Meetings – 12th February Acceptance moved by Jenifer Sherlock and seconded by Fr Manu
5.2	Business Arising from Previous Minutes <ul style="list-style-type: none"> - The PRT completed its first review with the PFC as scheduled. - Youth gathering for Plenary Council has been completed. - Summary report from Plenary Council Listening & Dialogue sessions conducted by the parish community groups was submitted on 04.03.19 and the receipt of this has been acknowledged. Many thanks to Carolyn for coordinating this.
5.3	Reports
5.3. a	Pastoral Associate – Tabled and opened to questions/comments <ul style="list-style-type: none"> - There are lower numbers of children confirmed to receive the sacraments this year and there were questions raised regarding assertive communication (Therese) and the need to have more than one date scheduled (Fr Manu). Jen answered both questions positively, re-confirming that both weekends scheduled will be given balanced attention. - Therese queried the role of the RE classes in the sacramental programme. Jen provided insight into what is offered in schools as well as the projected expectation of the role of parents in formation. There was discussion on more work that could be done in this area moving forward.
5.3.b	Parish Finance Committee – Tabled and no questions asked <ul style="list-style-type: none"> - John confirmed that the water leak at SJ23 was identified and fixed - John has completed his part for the ladder and asbestos register - Work to fix the leak in the toilet in the HT vestry was scheduled for 13/3 - The installation of the air conditioner in MR1 at SJ23 has been scheduled for 20/03 - John did re-iterate that the Parish budget is in the red and needs attention
5.3.c	St Francis Xavier Primary School - no report
5.3.d	Gleeson College – no report <ul style="list-style-type: none"> - Michael shared that he attended the Gleeson board meeting but there was not much to report back to the PPC
5.3.e	Liturgy Committee – Tabled and no questions <ul style="list-style-type: none"> - To support the need for more volunteers for the Liturgy roster at the 8am celebration of mass, Carolyn agreed to approach some parishioners who attend this mass. - In relation to roster preparation there was a suggestion to review an available electronic ap called 'zenshifts' for use in the future
5.4	Correspondence - NIL
5.5	Child Protection – No update

6	New Business
6.1	<p>Parish Visitation - On track for the scheduled dates in September as follows:</p> <ul style="list-style-type: none"> - 7th & 8th – launch weekend - 10th – full day programme including PPC meeting - 15th – 2nd weekend
6.2	<p>Fr Peter's 80th birthday celebration – 28/04/19</p> <ul style="list-style-type: none"> - The organising committee has met and following consultation with Fr Peter, all preparation is on track. The committee will continue to meet to finalise preparation - Invitations are to be printed (Action – Jen)
6.3	<p>Parish Review</p> <ul style="list-style-type: none"> - Action from the initial review with the PFC is as follows: <ul style="list-style-type: none"> - Share findings with the PFC (Action – PRT team) - PRT to use initial session towards continuous improvement (with noted areas identified from the PFC meeting).
6.4	<p>Craft Market update</p> <ul style="list-style-type: none"> - In preparation for the 2019 market Carolyn, Fr Manu, Catherine Kerslake, Katherine Hudson and Lea Crosby have met and discussed key points including the following: - Parish stall holders have been approached - Volunteers for Italian and Filipino cuisine for the international food stall have been confirmed - WH&S and other areas identified from the last craft market are to be taken into consideration in the running of the kitchen this year - Lea has welcomed ideas and support from the PPC and individual parishioners towards making this year's market a success - The re-iterated aim of the craft market is that it is a fundraising activity but has to include the active engagement of the parish community - Next step is to draw up a layout for the stall locations (including setting some up in the outside compound) to ascertain the number of stalls that can be
6.5	<p>Parish Retreat</p> <ul style="list-style-type: none"> - To be held at HT on 13.04.19 after the 9.15am mass. This is to be mentioned in all notices as the start of the retreat. (Action – parish office) - Sign-up sheet to be placed at both mass centres
6.6	<p>Keys/Key copies</p> <ul style="list-style-type: none"> - A list of who requires keys to the photocopy room is to be made - A copy of the key to the AV cupboard is required to be made and placed in the master key location (Action Carolyn)
7.	AOB
	NIL
8.	Close of Meeting – 8.30pm
	Father Manu led closing prayer
9.	Next Meeting – 9th April 2019 Opening Prayer - Therese