

Minutes
Parish Pastoral Council Meeting
11th June 2019

1.	Welcome: Chairperson Attendance: Domenic Cavuoto, Michael Flavel, Therese Meyers, Louella Walker, Rony Abraham, Fr Manu, Jen Sherlock, Carolyn Ost,
2.	Prayer: Carolyn
3.	Apologies: John Jarrad; Shannon Bertram; Marie Haydon; Ashwin Benny; Dianna Panicker
4.	Minutes of Last Meeting: Accepted - moved by Therese and seconded by Louella
5.	Business Arising from Previous Minutes:
	<ul style="list-style-type: none"> • Query regarding inaccuracies in item 6.3 Vinnies PH Conference Update. Carolyn & Fr Manu clarified that the concerns raised by Michael were about statements attributed to David Wark and that we could therefore not amend his comments. • Fr Manu clarified that the need for the parish leadership to meet with Vinnies Head Office was as a result of a complaint of bullying on parish property made by a parishioner. As Fr Manu was unable to attend the meeting, he requested Carolyn do so. • Fr Manu asked group to consider what our response would be should Vinnies ultimately decide against merger. He posed two questions for further discussion at the next meeting
6.	Standing Items:
	Time Allocated: 30 Minutes
	<p>1. Reports:</p> <p>a) Pastoral – Jen Sherlock (circulated separately and accepted)</p> <p>b) Parish Finance Committee – no report as no meeting</p> <p>c) Liturgy Committee – Therese Meyers (attached and tabled)</p> <ul style="list-style-type: none"> - Current Liturgy Rosters to be left up until the end of roster period - Some confusion surrounded collection of yellow forms – perhaps we needed to make importance of new one clearer. - Important that any notes for Commentator are approved by priest – these are to be read by Fr Manu before inclusion in Mass folders – no additional notices to be added prior to Mass. - Check with priest before any prayers are added into PoF <p>d) St Francis Xavier School Liaison – no report, liaison person to be appointed</p> <p>e) Gleeson College – no report, Shannon an apology</p>
	<p>2. Correspondence</p> <ul style="list-style-type: none"> • Parish Pastoral Visitation Materials
	<p>3. Child Protection – dates coming for July and August – will be published in the Bulletin. 7th/8th Sept is Child Protection Sunday (corresponds with visitation)</p>
7.	New Business
7.1	Planning Parish Pastoral Visitation- 7th / 8th, 10th and 15th September
	<ul style="list-style-type: none"> • Program up to us – looking to see us as we are • Vicar General and Team will attend all Masses on opening weekend • Long Day on 10th will include meeting with various groups and finishing with PPC Meeting • Final day 10am Mass at HT – followed by cuppa and Q&A session – will answer any questions asked – nothing off agenda. • We need to prepare a response to the ‘Additional questions for Leadership and Clergy’ and forward to visitation team with our Program 4 weeks prior to visitation, that is before our August meeting. • PPC members to bring answers to consultation questions to next meeting.

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	<ul style="list-style-type: none">Parishioners to be given opportunities to respond to the questions – pens, post it notes to be available with cuppa at both ends of the parish this month.	
7.2	Our Plenary Council Submission – What can be actioned now?	
	<p>Therese reminded us that not all items on our submission need ‘official’ authority for us to act.</p> <p>Items that can be acted on:</p> <ul style="list-style-type: none">Educate 1st Communicants more fully in their faith – Fr Manu explained plans for changes in next preparation group.Suggestions for Bulletin – include faith stories from identified individuals, and a possible Q&A column, opportunities to comment on homilyOptions for people to be actively welcomingProvide feedback to parishioners on what we are doingTherese outlined the themes for discernment – some concern expressed about how we engage parishioners in the next stage – will they feel cynical about the themes if there is not greater opening up of the themes.	
7.3	Staffing of Parish Office	
	<ul style="list-style-type: none">Fr Manu raised the Staffing of Parish Office and Parish FinancesDecision has been made to reduce staff hours by 6 hours6 hours will be added to Sindi for 1 month while situation is assessedSome duties could be done by volunteers – eg weekly Bulletin – a notice will be placed in the Bulletin seeking a volunteer with office skills.Archiving includes confidential documents and must be done by a staff member	
8.	AOB	
	<ol style="list-style-type: none">Therese talked about the Southern Deanery Meeting – both affirming and instructive – Therese would like us to discuss what we can learn from other parishes at a future meeting.Extraordinary Ministers of Holy Communion to be commissioned on the weekend of First Holy CommunionFr Manu gave an update on Craft Market – Lea would be contacting the PPC regarding help she needs from us – most important aspect of Market is Community and involvement of whole community, fundraising though important is secondary.	
9.	Summary of Key Points and Actions	
	<ol style="list-style-type: none">PPC members to prepare answers to the Additional Leadership and Clergy Consultation questions.Carolyn to contact both schools re their involvement in the Visitation ProgramVinnies Para Hills Conference – our response to SVdP head Office response to be put on the agenda for discussion.Flip charts / notice boards to be prepared for parishioners’ responses to Visitation questionsBulletin notice regarding proposed changes to Bulletin to be preparedBulletin notice to be prepared regarding call for a Volunteer in the Parish Office	
10.	Next Meeting:	Prayer:
	9 th July 2019	
11.	Concluding Prayer led by Fr Manu Meeting Closed at 8.50pm	