

PPC June - Meeting Minutes

****Meeting Held:**** Wednesday 14 June 2017

****Start:**** 07:00pm / ****Finish:**** 09:00pm

****Where:**** Carmel Room

****Next Meeting:**** Wednesday 12 July 2017

Minutes Send Out - Monday 26th June 2017

Present : Grace Dodson, Father Percy Kimble, Father Mike Wooller, Anthony Fenwick, Anita Tofaeono, Heta Dawson, Brad Michelle, Alan Mitchell, Anne Milliken, Semisi Peter Semisi, Theresa Chungsum

Apologies : Lafaele Baice, Tanupo Faasea, Tina Shore.

Absent : Matalena Luteru

Opening Prayer/Break Open the WORD: Tony Fenwick

Last Months Minutes (May)

Amendment 1: Delete name Luni Faasea on list present.

Amendment 2: Amend Tanupo Luni Terry to read Tanupo Faasea on list present.

Amendment 3: Delete Alejandro Brizuela on list present.

Amendment 4: Change "Office Lounge" to "Carmel Room"

****Motion tabled to adopt the May minutes as a true and accurate record. This was moved by Fr Percy Kimble, seconded by Tony Fenwick.****

Correspondence

****Inwards:****1- Voluntary Euthanasia: How will your MP Vote? - NZ Herald

ACTION POINT: Matter forward to Alan await recommendation of what action to take next.

****Outwards: 1****Letter to Diocese Property Manager

*****ACTION POINT: Chair & PP to complete draft by 30th June to send to Property Manager. Seeking expertise to assist in what is feasible, to maintain and repair work on current building vs replacing the building.***

New Agenda Items (submitted before Meeting)

****Executive / PPC operations.**** - PPC practises to put in place. Executive meet first Wednesday of each month, Agenda to be sent by first Friday of each month. PPC meeting held every second Wednesday of the month, minutes to be sent by second Friday of each month. Chair to introduce "Trello" method PPC to use. *****Action Point - Heta to present at next PPC meeting Trello.*****

****Discussion change of Saturday mass time from 5:30pm to 5pm - Anne.****

Acknowledge this would be a significant change, recommend raising at AGM and note feedback from those who attend if favourable or not. *****Action Point - Add to AGM agenda - Executive.*****

****Meeting the Needs of the Parish - Pastoral Care.****

Fr Mike concern of addressing how can we support our parishioners, eg. Bereavement team able to follow up families who have suffered a loss, Family groups - engaging with new young families to the parish etc. Other matters raised (refer attached Parish Priest report), Nominations for a Catechist to assist RCIA program, Support for Music Ministry - to put in place a Music Ministry Co-ordinator. To address the issue of Baptismal font not suitable for babies and young children.

****AGM Planning.****

AGM agenda and date to be confirmed – Dates to put to finance committee, 20th Aug or 27 Aug start time 2pm. Note to add to next PPC meeting agenda.

****PPC Photo - Marketing PPC where to from here?*** Group photo to be placed in frame in atrium ****Action Point Grace to print off group photo, Fr Mike to obtain a frame.****

Parish Priest Update - Please refer to the attached report

Matters Arising with Action Points Carried Over

Greetings at Masses - Acknowledge Tony & Anne for continuing this practise at 8am mass. Encourage all PPC members if possible to greet at mass they attend to. This being another method of being visible to parishioners of St Anne's. Name tags lanyards can be picked up from a basket in the sacristy.

Brad provided Positive Parenting flyers, Key point how to market this resource to families of St Anne's Parish. ****Action Point - create a register of young families that can be approached - Brad/Anita.****

Actions Points Closed

****ACTION POINT: Positive Parenting – Brad & Tanupo**** (carried over till June Meeting)

****ACTION POINT: Mission Statement and objectives placed in weekly church notices – Executive**** (carried over from March Meeting)

****ACTION POINT: Heta to draft and send this out for comment the speaking & engagement points for PPC member for there allocated****

****ACTION POINT: Heta & Fr Mike to meet with Diocesan office re this matter**** (carried over from April) Correspondence to be sent.

****ACTION POINT: Calendar of events – Theresa**** (carried over from March Meeting).Dates loaded on Trello for PPC to access

Strategic Area of Focus

1. Pastoral Care - (Fr Mike, Fr Percy) - refer parish priest report
2. Maintenance (Fr Mike, Heta) - Letter to diocese

3. Financial (Fr Mike, Heta) - Financial Accounts audited, to attend next meeting 20/6/2017 to introduce PPC member to attend Finance committee meetings, and to confirm AGM date.
4. Caring & Service Hospitality (Tina, Tony, Semisi & Anne), great progress towards planning of celebration of St Anne's Feast day.
5. Communication (Anita & Lafaele), directory 150 copies to be printed. Review the whole communication plan, planning effective communication with all parish groups and PPC. *****Action Point - Anita & Lafaele to make contact with Theresa Parish secretary and Karen at Diocesan office to investigate various communication practices that would benefit the parish.*****

General Business / Agenda Items

St Anne's Shaping our future further discussions on Pastoral Planning, investing in our Lay people. Add as an agenda item for next meeting.

PPC members are assigned to groups to build a work with, recommendation a form of communication be reported to PPC meetings. *****Action Point Executive to prepare a process how communicated with a simple template.*****

Closing Prayer

Toni Fenwick