

## **March - Parish Pastoral Council Meeting Minutes**

in list [St Anne's PPC Meeting Minutes](#)

Description [Edit](#)

**Meeting Held:** Wednesday 8 March 2017

**Start:** 07:00pm

**Finish:** 09:00pm

**Next Meeting:** Wednesday 19 April 2017 @ 7pm

### **Opening Prayer**

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### **Welcome**

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### **Present**

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Grace Dodson

Theresa Chungsum

Father Percy Kimble

Father Mike Wooller

Anthony Fenwick

Anita Tofaeono

Heta Dawson

Brad Michelle

Alan Mitchell

Matalena Luteru

Tina Shore

Alejandro Brizuela

Anne Milliken

Semisi Peter Semisi

Tanupo luni Terry

**Apologies**

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Lafaele Baice

**Absent**

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**Last Months Minutes**

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Amendments: Note Lafaele name to Youth Portfolio

Motion to pass minutes – Fr Percy

Second - Tina Shore

**Correspondence**

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Inwards & Outwards - None

**Parish Pastoral Council**

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Heta welcome to the Parish Pastoral Council new representative from St Anne's Samoan Community: Matalena Luteru.

**Action Point: Theresa to forward copy of Pastoral Parish Guideline to Matalena**

Received verbal confirmation from Fr Mike that Fina Hale has officially stepped down from PPC.

**Action Point: Theresa to organise thank you card and gift on behalf of the PPC to Fina for her services to PPC**

**Parish Priest Update**

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Please refer to attached report received from Fr Mike

Key concern raised on Doors behind the altar, feedback has been received that some like not having wooden doors behind the altar area as made those from outside feel part of the mass.

Other feedback received not favourable as the distraction of have people be seen walking behind the altar affected the liturgy of the mass received.

Suggestions made that if wooden doors be behind the altar area only, or alternatively look at having etchings on the windows or have panels frosted when powered on and frost disappear when powered off.

PPC request that a member look into the options of what can be done and sight what physically can be done now with the panels.

**Action Point: Peter to check what can be done with panels and tracks behind altar and give an update**

## Matter Arising - Actions Points

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**Action Point: Mission Statement and objectives placed in weekly church notices – Executive** (carried over from Feb Meeting)

**Action Point: Calendar of events – Theresa** (carried over from Feb Meeting)

**Action Point: Positive Parenting – Brad & Tanupo** (carried over from Feb Meeting)

## General Business / Agenda Items

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Chairperson shared a vision and direction that the Parish Pastoral Council will take for 2017, following from "the Pulse" Survey" it has been raised that it is important for the PPC to be transparent in its communication to the parish.

With all tasks that have been raised from the survey it is also important we discern and act on five areas that has been raised of concern for PPC to act on for 2017. They are as follows:

1. Maintenance
2. Finance
3. Caring/Service/Hospitality
4. Health & Safety/Pastoral Staff
5. Communication

Feedback received from the PPC.

• Fr Percy agreed that our communication be transparent and available to all parishioners to access requested that we have minutes that are ratified be posted on parish website and eventually made available in the atrium. Tina suggested electronically, we may look at what options can be made available for our atrium area. Currently all agreed minutes be made available on website.

**Action Point: Theresa to post February minutes that have been ratified onto Parish website**

• St Anne's Feast day 26th July, recommended Tina and team to provide suggestions at next meeting date confirmed i.e. weekend before or after date, not a week day for celebrations, and how we would celebrate this day.

**Action Point: Tina to provide update at next meeting**

- It has been acknowledged that greeters, ushers and wardens are also a ministry where numbers are few, to assist in greeters PPC members as part of presenting themselves to the parishioners on a regular basis, suggested that PPC members in attending their normal Parish mass wear their name tags and arrive earlier to mass to greet people and if possible to meet and greet parishioners post mass for 10minutes. This practise to continue right up to Easter and will be reviewed at next PPC meeting.

**Action Point: Theresa to have made available name tags in sacristy for PPC members**

- Anita currently working on Parish Directory a project that keeps growing, Anita will make contact and issue a portion that relates to the portfolios that PPC members have taken up to update information. (Please refer to previous minutes what portfolios each PPC member as has been designated. It is important to note that nothing to be released without prior permission of person concerned... not personal addresses, emails, landlines nor mobiles.

**Action Point: Anita to issue draft sections of directory to PPC members**

- Raised that a PPC member be nominated to attend Finance committee meetings to ensure an open communication between PPC and Finance Committee this role will be seen as an observation role. PPC member appointed Heta Dawson. Also recommend a finance member report three monthly to the PPC Executive. Next Finance meeting will be held on Thursday 6th April. PPC requested that Finance Committee to have a finance report ready for AGM set for August 2017 date to be confirmed.

**Action Point: Heta to attend next finance committee meeting with Fr Mike and to inform committee month AGM will be held**

- Brad has raised a concern of a shortage of musicians available to serve at the masses. A notice to be made of a need of musicians to assist in this ministry. A recruitment drive plan to be put in place. Fr Mike to raise with Liturgy committee.
- Parish Priest Report has raised an issue of the maintenance of the building and site of the foundations as it becomes increasingly a health and safety issue. It has been recommended that the Diocesan Office be approached to share of the plans St Annes Parish future and that it is important to make contact with a Building Inspector. Building Inspector to provide a full independent report, this will help decide what recommendations that can be put forward

**Action Point: Heta & Fr Mike to meet with Diocesan office re this matter**

A reminder next meeting photo of parish council to be completed please come prepared dress to impress

**Action Point: Grace to organise camera/photographer for photo**

**Closing Prayer**

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Grace Dobson

 **Activity**

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