**St Anne’s Catholic Parish, Manurewa**

**Parish Pastoral Council Meeting**

Meeting held on Wednesday 11 April2018

**Start:** 7:10pm / **Finish:** 9:00pm

**Where:** Carmel Room, Parish Office

**Opening Prayer & Break Open the Word:** Tina Shore

**Present:** Grace Dodson, Father Percy Kimble, Anita Tofaeono, Heta Dawson, Alan Mitchell, Tina Shore, Lafaele Baice, Anne Milliken, Matalena Luteru, AJ Scorringe, Brad Frost, Sanele Poluleuligaga

**Apologies:** Iuni Tanupo Terry, Semisi Peter Semisi

**Absent:** nil

**Correspondence**

* + Inwards:

- Couples for Christ Invitation to Christian Life Programme

- South Auckland Rep needed on the Diocesan Pastoral Council – **Action: Fr Percy to make nomination to Diocesan Pastoral Council**

* + Outwards: nil

**Last Month’s Minutes – February and March 2018**

* + Anita amended spelling and grammar in February Minutes. Asked for minutes to be reapproved
  + One amendment to March Minutes: Brad Frost was not absent – arrived at 7.31pm. A motion was tabled to adopt the February and March 2018 minutes as a true and accurate record. This was moved by Tina Shore and seconded by Lafaele Baice. **ACTION: Heta to forward Feb and March Minutes to Parish Secretary for uploading to website**

**Action Points Carried Over**

**Carried over from February**

* **Fr Percy to add ‘New Co-ordinator for Ministry to the Sick’ to his to do list – carried over –** Done – Fr Rob Devlin has begun working on this
* **Heta to provide AJ with an Induction –** Done
* **Heta to distribute calendar of events for the year –** carried over again, awaiting key dates from Fr Percy
* **Fr Percy to get key dates for Parish to add to calendar – carried over till after Easter** - Fr Percy to email through dates for Calendar
* **PPC to be assigned to specific events –** carried over again
* **Heta to review PPC attendance – carried over -** Done
* **Fr Percy to talk to priests re Priorities for Pastoral Care –** Done – Fr Rob Devlin
* **Heta to pass on PPC requests to new Finance Committee –** Done
* **Fr Percy to approach Fr Kerry re starting a Bereavement Group –** carried over
* **Anita to work on Communication Strategy –** Anita and AJ to meet next week
* **Anita to schedule Parish Directory Update for April –** underway
* **Anita to name cleaning gear – carried over -** Done
* **Lounge Upgrade – carried over –** Anita to hand over details to Finance Committee
* **Finance Report – carried over –** First Meeting of new committee to be held tomorrow night
* **Power Brokerage – carried over –** to be handed over to Finance Committee
* **Website changes to photo and contact details – carried over -** Done
* **Anita to organise Website permission form -** Done
* **Anita to draft Social Media Policy Form –** Carried over
* **List of Tradespeople – carried over –** Parish Secretary has a list
* **Fire Policy – carried over –** handed over to Finance Committee
* **Advertise Social Services available over Christmas – carried over till next Dec –** Heta to add to Trello Board for November meeting

**From March Meeting**

* **Anita to correct spelling and grammar in Feb Minutes** - Done
* **Heta to confirm venue for Hui asap -** Done
* **Heta to confirm final agenda for Hui by 14 March -** Done
* **Heta to advise survey return date -** Done
* **Heta will email a survey link to everyone** - Done
* **Exec would make necessary amendments to survey prior to the link being sent out -** Done
* **Plan needed to cope better with future large Ash Wednesday crowds. Fr Percy to pass this on to the Liturgy Committee –** carried over
* **Lafaele to submit his suggestions in writing, to be passed on to the Liturgy Committee –** carried over
* **Heta to approach the School and Liturgy Committee re PPC Reps –** Exec decided against permanent reps in the interim**.** Fr Percy to talk to Liturgy Committee and School Senior Management re Members attending PPC Meeting on a rotating basis
* **Heta and Fr Percy to pass on request from the PPC to the Finance Committee that a Building Inspection/Report on all the church facilities by an independent entity be given the highest priority -** Done
* **Percy to confirm names of those remaining on the Finance Committee to Heta asap so that he can invite them to the Combined Finance Committee & PPC Hui -** Done
* **Heta & Fr Percy to table Hospitality budget at Finance Committee –** to be done at tomorrow night’s Finance Committee Meeting
* **Anita to come up with Permission Template for those to sign -** Done
* **Anita to complete PPC Photo Board –** carried over
* **Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday -** Done

**Parish Priest Update: Report tabled by Fr Percy. See attached.** Parish Council adds its thanks to the wonderful work done by all the ministers and volunteers over the Easter season. The work of the Youth and the fantastic flowers done by Ana Kiely were noted. The Passion Play by the youth on Good Friday was wonderful and very moving however parish should have been warned that it was not very suitable for young children due to violent scenes.

Dates noted: Fr Rob Devlin – on sabbatical from the beginning of June

Fr Brian Prendeville – arrives end of June

**AGENDA ITEMS**

1. **Church Bulletin – Tina**

Several comments have been received by Parish Council members about the new bulletin format. While easier to read, some things have been removed including Anniversaries and the Liturgical Year. These are important for parishioners and the PPC recommends they be reinstated to the weekly newsletter. **ACTION: Fr Percy to arrange for Anniversaries and Liturgical Year to go back in bulletin asap**

**Third Page of the Bulletin –** Many PPC Members and parishioners do not know that extra parish notices that do not fit into our bulletin are posted to the noticeboard in the atrium and visible on the website. The latest ‘Third Page’ was presented and council agreed that many of these notices are very important and should reach a wider audience. Many are our only connection with events in the wider Diocese.

**Motion tabled by Tina that the ‘Third Page’ be printed as a doubled sided A5 insert to the current bulletin.** Council agreed that a month-long trial of this should happen beginning 22 April. Those affected by this decision are Vicki (secretary who currently types up the Third Page), the School (who prints our bulletin), the newsletter folders (Legion of Mary youth) and the Finance Committee (re cost of printing). **ACTION: Fr Percy to advise those affected by this new Bulletin Insert trial this week.** Review of this trial to be discussed at the June PPC Meeting. **ACTION: Heta to add Bulletin Trial Review to June PPC Agenda**

1. **St Anne’s Parish Directory Annual Renewal – Anita**

According to the Catholic Diocese of Auckland, one of the tasks of the PPC is to produce a Parish Directory; include parish groups and contact information; give every family a copy, post it to our Parish Website and give it to new parishioners to help them become familiar with the parish and leave copies in the Church foyer for visitors and potential new parishioners.

The annual review of our Directory takes place in April. In response to feedback last year regarding use of personal information, we have created Permission Slips to be signed by those appearing in the Directory. Permission Slips for the PPC and FC will include permission for photos in the atrium and website. **ACTION: Heta to hand out Permission Slips to Finance Committee. ACTION: All PPC Members - please check details on you Permission Slips are correct, sign and hand back to Anita asap**

Similar Permission Slips will be given to all other people included in the Directory minus the info re photos. **ACTION: Anita to have all Permission Slips back by the end of April**

1. **Photoboard –** Anita now has all photos of PPC Members. **ACTION: Anita to place photoboard in Atrium once all Permission Slips have been returned. ACTION: Heta to take photos of Finance Committee Members at meeting tomorrow night**
2. **Diocesan Resources – Anita**

Anita has liaised with the Diocese of Auckland to get the latest information and diocesan resources for both the PPC and Finance Committee including…

* Newest PPC Guidelines (2017) – copy for all PPC Members
* Finance Committee Guidelines, Diocesan Norms and Property Guidelines - copy for all FC Members
* Also: Diocesan Policies (Personnel) and Health & Safety Policy

**ACTION: All PPC Members to read the latest PPC Guidelines before the next meeting**

**ACTION: Heta to distribute resources to Finance Committee tomorrow**

1. **St Anne’s PPC Guidelines – Anita**

In light of the new documentation Anita tabled draft document (sent previously via email) based on the Diocesan Guidelines but adapted for us at St Anne’s which confirms the expectations on PPC Members and the Council itself. Mostly includes things we have talked about over the last year. **ACTION: All PPC Members to read draft St Anne’s PPC Guidelines over the next month. Back page is for comments. Please return to Anita by 30 April**. Will look to confirm these at our May meeting

1. **PPC & FC Roles and Responsibilities – AJ and Anita**

As an action from the Joint PPC and FC Hui, AJ and Anita met to work through the latest resources to come up with a clarification between the Roles and Responsibilities of PPC and the Finance Committee. Draft copy of document distributed to PPC. **ACTION: Heta to give copy of draft Roles and Responsibilities of PPC and the Finance Committee document to FC.** AJ talked to this document and stressed that it is a working document which may need amending as we go along **ACTION: All PPC Members to read draft Roles and Responsibilities of PPC and the Finance Committee document over the next month.**

1. **Standing Committees (PPC Communication with our Parish Groups)** **– Anita**

The new PPC Guidelines promotes the idea of Standing Committees. (Similar to portfolios) – ie. **Liturgy, Religious Education, Caring & Service, Youth & Young Adult Ministry, Bi-Cultural and Multicultural Committee, Justice & Peace Committee, Ecumenical and Interfaith Committee**

The Exec believe it would be a good idea to run with these committees. We are also advised we can set up additional committees specific to the needs of our parish. The suggested additions are - **Communications & Policies Committee, Facing the Future Committee**(looking at church structures, shortage of priests etc), **Safe Church Committee** (recommended by Diocese looking at police vetting etc, differs from Health and Safety), **Health and Safety Committee** – in the interim until the FC can take it over. We need to collate whatever info we already have for handing over.

Anita tabled the draft document ‘Standing Committees’ where our own Parish Groups have been listed under the umbrella of the Standing Committee they relate to.

The idea is that one PPC Member takes responsibility for each committee from a communication perspective only. This role is not to take over the groups in the parish. It is to make contact or gather the groups once or twice a year, to talk to, liaise with, get to know their struggles, ideas, hopes etc and build better communication between them and the PPC and also with each other. PPC Member will provide a written report once or twice a year to the PPC on a rostered basis. Agenda items can be added if needed at any time

PPC Members have initially been assigned to Standing Committees based on their previous portfolios/interest shown. These are highlighted in yellow. Of course these are yet to be confirmed and are up for discussion.

**ACTION: All PPC Members to read draft Standing Committees document over the next month** **and make comments to Anita.** Will look to confirm these at May meeting

1. **Complaints Procedure – Anita**

Need for clear and effective procedure for handling complaints noted. Anita tabled a copy of the Catholic Diocese of Auckland Complaints Procedure. Council agreed that we adopt it as the basis for our St Anne’s Complaints Procedure however additional information needs to be added to make it specific to St Anne’s ie. timeframe, who complaints are addressed to, actioned by etc

**ACTION: All PPC Members to read draft Complaints Procedure document over the next month** **and make comments to Anita. Anita to draft up St Anne’s Complaints Procedure**

1. **Annual Election of PPC Office Holders – Anita**

According to the PPC Guidelines this should happen annually. Last done in Oct 2016 so well overdue. **ACTION: Heta to add this election to the Agenda for our May Meeting.**

1. **Commissioning of PPC –** to be held after election at one Sunday Mass perhaps in June. **ACTION: Fr Percy to find a date for Commissioning of PPC**

Also noted that Fr Kerry is very good at refresher courses for other ministries and that we could look into this and the recommissioning of other ministries in due course.

**STRATEGIC AREAS OF FOCUS**

1. **Pastoral Care** (Father Percy Kimble) – as per Parish Priest Report
2. **Finance and Maintenance** (Heta and Fr Percy) – report tabled of Meeting with current team held on 1 March. See attached. Heta will continue to sit on the Finance Committee as a PPC rep.
3. **Caring & Service, Hospitality** (Tina Shore, Semisi Peter Semisi & Anne Milliken)

Tina tabled a ‘Hospitality Committee Update’ and an ‘Overview of the lunch following the Anointing Mass in March’ (see attached). Having a meeting next week to discuss ideas for a Parish Function. **ACTION: Fr Percy to set date for a Hospitality Event in June for parish to welcome RCIA Members**. Other upcoming dates include:

* 1 May – Deanery Meeting at St Anne’s. St Anne’s hosting lunch. Money to come from House Budget not Hospitality Budget
* 22 May – Bishop’s Forum at St Anne’s, 7.30-9pm. Light supper to be provided

1. **Communication** (Anita Tofaeono)

**PPC Update Notice for Parish Bulletin this month**:

* + Welcome AJ
  + Update of Parish Directory
  + Complaints Procedure
  + Thankyou to ministers and volunteers over the Easter celebrations

**ACTION: Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday**

1. **ACTION POINTS**

**Carried over from February**

* **Heta to distribute calendar of events for the year –** carried over again, awaiting key dates from Fr Percy
* **Fr Percy to get key dates for Parish to add to calendar – carried over till after Easter** - Fr Percy to email through dates for Calendar
* **PPC to be assigned to specific events –** carried over again
* **Fr Percy to approach Fr Kerry re starting a Bereavement Group –** carried over
* **Anita to work on Communication Strategy –** Anita and AJ to meet next week
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* **Anita to draft Social Media Policy Form –** Carried over
* **Advertise Social Services available over Christmas – carried over till next Dec –** Heta to add to Trello Board for November meeting

**From March Meeting**

* **Plan needed to cope better with future large Ash Wednesday crowds. Fr Percy to pass this on to the Liturgy Committee –** carried over
* **Lafaele to submit his suggestions in writing, to be passed on to the Liturgy Committee –** carried over
* **Liturgy Committee & School re PPC Reps –** Fr Percy to talk to Liturgy Committee and School Senior Management re Staff Members attending PPC Meeting on a rotating basis
* **Heta & Fr Percy to table Hospitality budget at Finance Committee –** to be done at tomorrow night’s Finance Committee Meeting

**New this Month**

* **Fr Percy to arrange for Anniversaries and Liturgical Year to go back in bulletin asap**
* **Fr Percy to advise those affected by the new Bulletin Insert trial this week.**
* **Heta to add Bulletin Trial Review to June PPC Agenda**
* **Heta to hand out Permission Slips to Finance Committee.**
* **All PPC Members - please check details on you Permission Slips are correct, sign and hand back to Anita asap**
* **Anita to have all Permission Slips back by the end of April**
* **Anita to place photoboard in Atrium once all Permission Slips have been returned.**
* **Heta to take photos of Finance Committee Members**
* **All PPC Members to read the latest PPC Guidelines before the next meeting**
* **Heta to distribute resources to Finance Committee**
* **All PPC Members to read draft St Anne’s PPC Guidelines over the next month. Back page is for comments. Please return to Anita by 30 April**.
* **Heta to give copy of draft Roles and Responsibilities of PPC and the Finance Committee document to FC.**
* **All PPC Members to read draft Roles and Responsibilities of PPC and the Finance Committee document over the next month.**
* **All PPC Members to read draft Standing Committees document over the next month** **and make comments to Anita.**
* **All PPC Members to read draft Complaints Procedure document over the next month** **and make comments to Anita.**
* **Anita to draft up St Anne’s Complaints Procedure**
* **Heta to add Election to the Agenda for our May Meeting.**
* **Fr Percy to find a date for Commissioning of PPC**
* **Fr Percy to set date for a Hospitality Event in June for parish to welcome RCIA Members**.
* **Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday**

**Closing Prayer: Tina Shore**

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Next Meeting: **Wednesday 9 May 2018**

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

**Where:** Carmel Room, Parish Office

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