**ST ANNES PARISH COUNCIL MEETING**

**Wednesday 7th February 2018**

**Carmel Room**

Opening Prayer and Break open the Word: Heta Dawson

(Meeting opened 7.05pm)

Welcome: Heta Dawson

Present: Heta Dawson, Fr Percy Kimble, Grace Dodson, Anita Tofaeono, Tony Fenwick, Anne Milliken, Semisi Peter Semisi, Tina Shore, Lafaele Baice, Brad Frost (arrived 7.31pm)

Minutes: Marianne Dawson

Apologies: Alan Mitchell

Absent: Matalena Luteru, Iuni Tanupo Terry

|  |  |  |  |
| --- | --- | --- | --- |
| AGENDA ITEM | WHO | DISCUSSION | ACTION |
| Previous Minutes | Heta | Tina did not recall volunteering to advertise services available for parishioners in need over Christmas/Holiday period, and if she did, she did not do it, so apologizes. | *Meeting accepted the November 2017 minutes as a true and accurate record.*  *Moved: Anne Milliken*  *Seconded: Tony Fenwick* |
| Correspondence Inwards | Heta | Tony Fenwick submitted his resignation. |  |
| Parish Priest Update | Father Percy | Report attached.  Tina Shore asked if Father Mike had organized a new Coordinator for the Ministry to the Sick.  Father Percy said it hasn’t been done  Funerals: Tina asked if the funeral held, were for parishioners. One was a Catholic (not able to attend mass) and the family had been promised a Requiem Mass. The other was a parishioner and her brother in law presided at the funeral. | *Fr Percy to add - organize a new Ministry to the Sick Co-ordinator to his to do list* |
| New Agenda Items:   * Joint PPC and Finance meeting 2018 * Review Sub Committee Assignments * Youth Representation on PPC * PPC Commitment for 2018 * Hospitality * What’s up with Trello? | Heta  Heta | See below in Finance Section  Lafaele feels that if there is an actual youth representative on the PPC then there is not a need for him to be on the Youth sub-committee.  Father Percy felt that youth members would find these meetings non-applicable. It was felt that young people in their 20’s would be more beneficial.  **iRise Youth** - Tino and Gina are the “youth parents” to support the other leaders. The core team are the ones that actually run the sessions. Should approach Tino and Gina, they would attend the initial meetings and bring along others in future  **ACTS** - AJ Scorringe from ACTS is willing to come on the PPC. meeting.  **Induction:** New people brought onto the committee need to be inducted, so they understand the commitment and issues that will be addressed.   * Tony would like to resign from the PPC but still be involved with the Hospitality Committee. Tony would really like to see some more youth and young people involved on the Parish Council. * PPC Members need to be committed to the council by attending the meetings and AGM as a minimum. * What is our responsibility to attending the events that are held in the parish community? Semisi expressed that is was really important for the PPC to attend events, be visible so that the community gets to know the members. Have all hands on deck. Wear name tags, be visually there. * Anita felt that it is important that there needs to be a clear distinction between the PPC and Hospitality group. She felt that you need to set a calendar for the year and indicate where PPC members must attend.   Eg: AGM, St Annes Feast day.   * Heta also noted that this would be helpful in order to budget for all those events * Lafaele said you also need to have people talking to the people, assign people to specific events, note this is not Hospitality; it is being the face of PPC. * Tina said that Hospitality need to know the events. * Ann said the Hospitality need to find the people that are interested and get that sorted. * Lafaele asked if PPC need to be greeting people and talking to people. Father Percy said that a Parish our size needs more Greeters to be on the roster. * Anne and Tony greet people at the 8am and find that it is a great way to work. * Anita asked what the actual commitment to the meetings is. The PPC guidelines state that you must stand down after 3 consecutive meetings, without apologies.   Heta will do another training event for Trello, but he is quite happy to be the only person using it, but he will use screen shots in email to inform people. | *Heta to invite Tino and Gina to attend next PPC Meeting*  *Heta to invite AJ onto the PPC & to attend the next PPC Meeting and joint PPC /Finance Day*  *Heta to provide AJ with an induction*  *Heta to distribute Calendar for the*  *year to be distributed.*  *PPC Members to be assigned to specific events*  *ALL to commit to attending these events.*  *Fr Percy to try and find out key dates*  *Hospitality Committee to find extra helpers*  *Heta to review attendance and contact any PPC Members that have not been attending meetings to discuss their ability to commit to PPC this year.*  *Father Percy will also check in and see if further support is needed.* |
| Strategic Areas of Focus:   * Pastoral Care * Maintenance * Financial * Caring & Service Hospitality * Communication |  | Father Percy sitting down with the new priests to discuss what needs to be done and what the priorities are. Focusing on Father Kerry who is not well.  On hold until the Finance Committee is up and running.  There have been new appointments to the Finance Committee - Paul Speechlay, John Thurston, Hazel De la Cruz. Current member Bev Glass will remain for a short time during transition, Pat O’Connell, (he is now in palliative care, staying on for a couple of meetings, while the new committee transitions),  Accounts are being audited by the diocese, and when they are back, the new team will meet. This will be within the next two weeks. Pat O’Connell’s really not well; he needs to be able to hand over on his own terms. The initial meeting will be an opportunity to talk about the combined meeting. Father Percy said that movement will be at a pace that is acceptable to all. There is a need to be diplomatic that upholds the integrity of the parish, and the dignity of the individual’s and teams involved.  Ann would like to see a budget for the hospitality group and needs to know what is available for the year.  Father Percy noted that all areas need to have budgets that teams are accountable for.    The people have said they want clear and visible accountability  School involved with the anointing mass which was great.  Will have a planning meeting.  Need a bereavement group in the parish. Fr Kerry Prenderville has a gift for helping prepare people for this ministry, and will be called to assist with that.  More members needed. How do we drive membership for Hospitality across all cultures? Simisi said it is word of mouth, just go up and ask people, keep on asking. Ask other people to ask. It turns into a roll on effect. Island culture ask for the help and then the message gets out there.  Anne asked if the group meets as is, make decisions for the future, and then invite people in? Meeting felt the team set the direction then let other people know. Start with the schedule events, then decide what will happen and communicate. Set direction but be transparent.  Tony would like to inform the parish in the newsletter of issues that were brought up in the survey that have been addressed. Father Percy would like to see other methods of communication to the parish community used, as many people do not read the bulletin.  Heta noted that a communication strategy needs to be in place for different areas.  Directory will need updating | *Fr Percy to talk to priests about priorities*  *Fr Percy to organize a Finance Committee meeting within the next two weeks*  *Heta to add the need for Group Budgets to the brief for the new Finance Committee , as well as clear and visible accountability*  *Hospitality Committee to have a planning meeting*  *Fr Percy to approach Fr Kerry about starting to organize a Bereavement Group*  *Heta will send out a draft schedule, for people to feedback and add too. It will be published to the community*  *Communication Strategy pending*  *Anita to schedule update of Directory for April* |
| Matters Arising with Action Points Carried Over |  | **Retreat day** – changed. Please feedback if you haven’t already. Venue is only available the 24th March. *Address to be supplied*. Please try and carpool. 10-5pm. Heta sourcing a facilitator.  **Commitment/Resignations**: As previously discussed.  **iRise Invite to PPC:** Done  **ACTs Invite to PPC:** Done  **Ministry to sick Co-ordinator appointment:** carried over  **Working Bee** was a success, two more have scheduled.  **Cleaning gear** – Anita – open.  **Lounge Upgrade:** Can’t action until finance committee is formed and funds are available.  **Asbestos** **Testing:** Results Negative  **Finance Report:** not available, carried over  **Power Brokerage :** carried over  **New Members for Finance Committee:**  done  **Bereavement Mass** – Follow up on how invites are done. Office does them. As the numbers come from various sources it is not possible to get and accurate number for catering, so will not continue to pursue this. Funeral Directors give office info, Anne noted that the date of death needs to be accurate, not the date of funeral. The numbers are not just the ones that are buried from St Annes; they are also people who have had other bereavement. Catered for 150, but there was not 150 there.  **Parish Appreciation Certificates**: Certificates looked really great. Using the same for the mid-year presentation.  Midyear needs to be scheduled – combine it with the Feast Day. Tina Moves, Brad second.  **Website :** photo onhomepageneeds updating, as well as removing school details from front page  **Website Permission form**: Get PPC members to sign permission forms.  **Draft Policy /Social Media** – Anita to do  **Welcome Pack** – need identified  **List of Trades People** – Not done. Father P said the secretary has list of who is used.  **Fire Policy**  **Advertise Social Services available over Christmas**  **Opening of Parish Office over January**  **Organisation of Parish Group Meetings re Restructuring** | *Heta to confirm venue and facilitator*  *Anita to name cleaning gear*  *Carried over*  *Heta to schedule Parish Appreciation Certificates for 26 July Feast Day celebration*  *Carried over*  *Carried over*  *Carried over*  *Anita to add to Communications plan*  *Fr Percy to follow up*  *Carried over*  *Carried over*  *Heta to add to notes on restructuring*  *Carried over* |
| Meeting Closed |  | Next Meeting: Wednesday 7th March at 7pm |  |