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

**Parish Pastoral Council Meeting Minutes**

Meeting held on Wednesday 7 March2018

**Start:** 7:15pm / **Finish:** 9:00pm

**Where:** Carmel Room, Parish Office

**Opening Prayer & Break Open the Word:** Grace Dodson

**Present:** Grace Dodson, Father Percy Kimble, Anita Tofaeono, Heta Dawson, Alan Mitchell, Tina Shore, Lafaele Baice, Anne Milliken, Tanupo Iuni Terry, Semisi Peter Semisi, Tino & Gina Tofaeono, Brad Frost (arrived 7.31pm)

**Apologies:** Matalena Luteru, AJ Scorringe

**Absent: -**

**Correspondence**

* + Inwards: nil
  + Outwards: nil

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

* + Amendments as advised by the PPC

Amendment 1: **ACTION: Anita to correct spelling and grammar in February Minutes**

* + A motion was tabled to adopt the 7 February 2018 minutes with amendments as a true and accurate record. This was moved by Semisi Petelo Semisi and seconded by Tina Shore

**Action Points Carried Over from February**

* + Fr Percy to add ‘New Co-ordinator for Ministry to the Sick’ to his to do list – carried over
  + Heta to invite Tino and Gina to attend next PPC Meeting – done
  + Heta to invite AJ Scorringe onto the PPC – done
  + Heta to provide AJ with an Induction – carried over
  + Heta to distribute calendar of events for the year – carried over, awaiting key dates from Fr Percy after Easter
  + Fr Percy to get key dates for Parish to add to calendar – carried over till after Easter
  + PPC to be assigned to specific events – carried over
  + Hospitality Committee to find extra helpers – done
  + Heta to review PPC attendance – carried over
  + Fr Percy to talk to priests re Priorities for Pastoral Care
  + Fr Percy to organise a Finance Committee Meeting – done
  + Heta to pass on PPC requests to new Finance Committee – carried over
  + Hospitality Committee to have a planning meeting – done
  + Fr Percy to approach Fr Kerry re starting a Bereavement Group – carried over
  + Anita to work on Communication Strategy
  + Anita to schedule Parish Directory Update for April – underway
  + Heta to confirm venue and facilitator for combined PPC/Finance Committee day – done
  + Anita to name cleaning gear – carried over
  + Lounge Upgrade – carried over
  + Finance Report – carried over
  + Power Brokerage – carried over
  + Heta to schedule Parish Appreciation Certificate for Feast Day in July – done
  + Website changes to photo and contact details – carried over
  + Anita to organise Website permission form
  + Anita to draft Social Media Policy Form
  + Anita to add –welcome pack to Communications Strategy – done
  + List of Tradespeople – carried over
  + Fire Policy – carried over
  + Advertise Social Services available over Christmas – carried over till next Dec
  + Opening Office over January to be added to Restructuring Notes – done
  + Parish Meetings re Restructuring – on hold

**Agenda Items –** approved, no New Agenda Items added

**AGENDA ITEMS**

1. **Combined Finance Committee & PPC Hui (Heta)**
   * Date changed and confirmed: Saturday 17 March, 9am to 1pm
   * Venue to be confirmed. **ACTION: Heta to confirm venue for Hui asap**
   * Facilitator has been engaged
   * Draft Agenda tabled. **ACTION: Heta to confirm final agenda for Hui by 14 March**
   * Attendees - Confirmed –Fr Percy Kimble, Paul Speechlay, Hazel dela Cruz, Tanupo Iuni Terry, Anne Milliken, Semisi Peter Semisi, Heta Dawson, Anita Tofaeono, Brad Frost, AJ Scorringe, Allan Mitchell. Apologies – Lafaele Baice, Grace Dodson, John Thurston, Tina Shore, Tino and Gina Tofaeono, Fr Robert Devlin, Fr Kerry Prendeville. Awaiting confirmation of attendance –Matalena Luteru
2. **Homework for Combined Finance & PPC Hui (Heta)**

A Pre Meeting Survey has been designed by the Facilitator. All Finance Committee and PPC Members are asked to complete this survey prior to the meeting. **ACTION:** **Heta to advise survey return date**. This will be an on-line Survey and **ACTION: Heta will email a survey link to everyone**. All responses to the survey will go directly to the facilitator and will remain anonymous.

Draft of Survey questions was tabled. After discussion regarding the suitability of some questions it was agreed the **ACTION:** **Exec would make necessary amendments to survey prior to the link being sent out.**

1. **Reporting on Strategic Areas of Focus moving forward (Heta)**

To enable our meetings to flow more effectively, Heta has requested that the monthly reports from the Strategic Areas of Focus be written, printed and tabled at each meeting with discussion and clarification to follow if needed.

Basic Format –

1. What has been completed this month
2. What is to be completed this month
3. What is to be completed next month
4. Any outstanding issues
5. **Pastoral Care** (sub-committee assignment: Father Percy Kimble)
   * **Parish Priest Report** - refer to the attached report

Discussion:

* + Ash Wednesday Large Crowds. **ACTION: Plan needed to cope better with future large Ash Wednesday crowds. Fr Percy to pass this on to the Liturgy Committee**
  + Our Lady of Fatima Statue. Reasons behind the cancellation of this meeting were discussed. Diocese and Parish Priest were not approached for approval which does not follow church processes and procedures for this type of event. Concerns were held over the suitability of material to be presented.

Added items discussed

* + Church Etiquette – the reasons behind why we do things. Lafaele suggested there needs to be some clarification/education to mass goers about how/why we do things here at St Anne’s as different ethnicities seem to do things differently. Liturgy Committee would need to confirm the Diocesan Protocol before proceeding further.

**ACTION: Lafaele to submit his suggestions in writing, to be passed on to the Liturgy Committee.**

* + Group Representation on the PPC. Great to have Tino and Gina Tofaeono at our meeting representing the Youth. Anne suggested that we should have a representative from the School and Liturgy Committee on the PPC. All agreed. **ACTION: Heta to approach the School and Liturgy Committee**

1. **Maintenance** (sub-committee assignment: Anita)
   * Roof repairs are desperately needed. It is likely the entire roof may need replacing. Maintenance is actually a responsibility of the Finance Committee. **ACTION: 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**
2. **Financial** (sub-committee assignment: Heta & Father Percy)
   * Please refer to the attached report
   * **ACTION: Fr 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**
3. **Caring & Service, Hospitality** (subcommittee assignment: Tina Shore, Semisi Peter Semisi & Anne Milliken)
   * In the process of inviting others to join the Hospitality Group. They have a core committee and a list of helpers.
   * Hospitality Budget for the year tabled. See attached. **ACTION: Heta & Fr Percy to table Hospitality budget at Finance Committee**
   * Challenge of sharing foods in different cultures was discussed and a new plan has been formulated
   * Suggested adding a Social Event into the calendar. Open to suggestions
   * Want to raise awareness that the Hospitality Group are happy to provide hospitality services to other groups in the parish that may need it.
4. **Communication** (sub-committee assignment: Anita Tofaeono & Lafaele Baice)
   * Anita is beginning the annual renewal of the Parish Directory

**ACTION: Anita to come up with Permission Template for those to sign**

**ACTION: Anita to complete PPC Photo Board**

**PPC Update Notice for Parish Bulletin**

* + This month:
  + Great news!! Testing for Asbestos in our Hall Wall & Ceiling Panels has come back negative
  + We welcomed our iRise Youth Group Parent Couple, Tino and Gina Tofaeono to our meeting this month representing our youth
  + A combined hui between our new Finance Committee and Parish Pastoral Council Members will take place on 17 February with the aim of working more closely together heading towards the future.
  + **ACTION: Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday**

1. **ACTION POINTS**

**Carried over from last month**

* **Fr Percy to add ‘New Co-ordinator for Ministry to the Sick’ to his to do list – carried over**
* **Heta to provide AJ with an Induction – carried over**
* **Heta to distribute calendar of events for the year – carried over, awaiting key dates from Fr Percy after Easter**
* **Fr Percy to get key dates for Parish to add to calendar – carried over till after Easter**
* **PPC to be assigned to specific events – carried over**
* **Heta to review PPC attendance – carried over**
* **Fr Percy to talk to priests re Priorities for Pastoral Care**
* **Heta to pass on PPC requests to new Finance Committee – carried over**
* **Fr Percy to approach Fr Kerry re starting a Bereavement Group – carried over**
* **Anita to work on Communication Strategy**
* **Anita to schedule Parish Directory Update for April – underway**
* **Anita to name cleaning gear – carried over**
* **Lounge Upgrade – carried over**
* **Finance Report – carried over**
* **Power Brokerage – carried over**
* **Website changes to photo and contact details – carried over**
* **Anita to organise Website permission form**
* **Anita to draft Social Media Policy Form**
* **List of Tradespeople – carried over**
* **Fire Policy – carried over**
* **Advertise Social Services available over Christmas – carried over till next Dec**

**New this Month**

* **Anita to correct spelling and grammar in Feb Minutes**
* **Heta to confirm venue for Hui asap**
* **Heta to confirm final agenda for Hui by 14 March**
* **Heta to advise survey return date**
* **Heta will email a survey link to everyone**.
* **Exec would make necessary amendments to survey prior to the link being sent out**
* **Plan needed to cope better with future large Ash Wednesday crowds. Fr Percy to pass this on to the Liturgy Committee**
* **Lafaele to submit his suggestions in writing, to be passed on to the Liturgy Committee.**
* **Heta to approach the School and Liturgy Committee re PPC R eps**
* **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**
* **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**
* **Heta & Fr Percy to table Hospitality budget at Finance Committee**
* **Anita to come up with Permission Template for those to sign.**
* **Anita to complete PPC Photo Board**
* **Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday**

1. **Closing Prayer: Grace Dodson**

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Next Meeting: **Wednesday 13 April 2018**

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

**Where:** Office Lounge

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