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

**Parish Pastoral Council Meeting**

Meeting held on Wednesday 9 May 2018

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

**Where:** Carmel Room, Parish Office

**Opening Prayer & Break Open the Word:** Heta Dawson

**Present:** Father Percy Kimble, Anita Tofaeono, Heta Dawson, Tina Shore, Lafaele Baice, Anne Milliken, AJ Scorringe, Brad Frost, Iuni Tanupo Terry (left 8pm)

**Vistors:** Daniella Rudolph, Serena Rouse

**Apologies:** Semisi Peter Semisi, Matalena Luteru, Sanele Poluleuligaga, Grace Dodson, Alan Mitchell

**Absent:** nil

**Correspondence**

* + Inwards: nil
	+ Outwards: nil

**Last Month’s Minutes – April 2018**

* + A motion was tabled to adopt these minutes as a true and accurate record. Moved by Lafaele Baice and seconded by Tina Shore

**ACTION: Heta to forward March and April Minutes to Parish Secretary for uploading to website**

**Action Points Carried Over**

**Carried over from February Meeting**

* **Fr Percy to confirm key Parish Dates to add to calendar** – date for Parish Feast Day confirmed but other dates awaiting Fr Brian’s arrival - carried over
* **PPC to be assigned to specific events –** carried over
* **Fr Percy to approach Fr Kerry re starting a Bereavement Group –** carried over
* **Anita to work on Communication Strategy –** done
* **Lounge Upgrade –** Anita to hand over to Finance Committee – carried over
* **Power Brokerage** – Hetato hand over to Finance Committee – carried over
* **Draft Social Media Policy Form –** Carried over, AJ and Anita to work on this
* **Advertise Social Services available over Christmas – carried over till next Dec –** Heta to add to Trello Board for November meeting -done

**Carried over from March Meeting**

* **Plan needed to cope better with future large Ash Wednesday crowds. Fr Percy to pass this on to the Liturgy Committee –** done
* **Lafaele to submit his suggestions in writing, to be passed on to the Liturgy Committee –** done in person
* **Liturgy Committee & School re PPC Reps –** Fr Percy to talk to Liturgy Committee and School Senior Management – done, will send reps of needed
* **Heta & Fr Percy to table Hospitality budget at Finance Committee –** done

**New this Month**

* **Fr Percy to arrange for Anniversaries and Liturgical Year to go back in bulletin asap –** Liturgical Year has been added, Anniversaries to follow
* **Fr Percy to advise those affected by the new Bulletin Insert trial this week –** not done due to school holidays. Heta to take over this task
* **Heta to add Bulletin Trial Review to June PPC Agenda** – Heta to change to July Agenda
* **Heta to hand out Permission Slips to Finance Committee** – done, just need Niko’s form
* **All PPC Members - please check details on you Permission Slips are correct, sign and hand back to Anita asap** – still awaiting forms from Brad, Semisi and Alan
* **Anita to have all Permission Slips back by the end of April –** carried over
* **Anita to place photoboard in Atrium once all Permission Slips have been returned** – awaiting last Permission Slips
* **Heta to take photos of Finance Committee Members** - carried over
* **All PPC Members to read the latest PPC Guidelines before the next meeting**
* **Heta to distribute resources to Finance Committee -** done
* **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** - done
* **Heta to give copy of draft Roles and Responsibilities of PPC and the Finance Committee document to FC** - done
* **All PPC Members to read draft Roles and Responsibilities of PPC and the Finance Committee document over the next month** - done
* **All PPC Members to read draft Standing Committees document over the next month** **and make comments to Anita** - done
* **All PPC Members to read draft Complaints Procedure document over the next month** **and make comments to Anita** - done
* **Anita to draft up St Anne’s Complaints Procedure** – Heta to do this after current complaint is resolved
* **Heta to add Election to the Agenda for our May Meeting** - done
* **Fr Percy to find a date for Commissioning of PPC** – now same date as EXPO
* **Fr Percy to set date for a Hospitality Event in June for parish to welcome RCIA Members** – now to be included in EXPO
* **Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday -** done

**AGENDA ITEMS**

1. **Annual Office Holders Election – Fr Percy**

Election held. Results - Chairman – Heta Dawson. Deputy Chairperson – Tina Shore, Secretary – Anita Tofaeono

Executive Team - Council agreed to continue having a Communications Person on the Exec Team as well. As Anita is now Secretary, AJ Scorringe has agreed to take on this role. These 4 people along with the Parish Priest make up the Executive Team who meet on the first Wed of the month at 7pm in the Carmel Room

Terms of Membership – Brad and Iuni both come to the end of their initial 3-year term this time next year. Exec will ask for indications in December 2018 of whether they wish to continue for a second term. This will give us time to recruit new members if necessary. **ACTION: Heta to add Terms of Membership dates to Trello**

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

No comments received from PPC Members who were to review this draft document by 30 April. Document discussed at meeting.

Amendments made:

* Term of Membership is 3 years (not 2) with an option to continue for a 2nd term
* Addition of a Communications Rep onto the Executive Team
* Annual Office Holders Election will take place in May

Tina Shore moved to ratify this document pending the ratification of the Standing Committee’s Document. Seconded by AJ Scorringe

**ACTION: Anita to make amendments to PPC Guidelines document and distribute. For Ratification in June**

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

No comments received from PPC Members who were to review this draft document by 30 April. Document discussed at meeting. Point emphasised that these roles are only to encourage communication from parish groups to the PPC and are not governance roles. The following people have confirmed they are happy to take on the roles as proposed in the draft document - Liturgy - Lafaele, Religious Education – AJ, Caring & Service – Anne and Tina, Ecumenical and Interfaith Committee - Heta, Safe Church Policy – Brad (on hold till more info available from Diocese later this year), Communications & Policies – Anita and AJ, Facing the future – Exec Team

**ACTION: Grace (Youth & Young Adult Ministry), Iuni, Matalena, Semisi (Bi-Cultural and Multicultural Committee) and Alan (Justice & Peace Committee) to confirm whether they are willing to take on these roles**

**ACTION: Heta to add ratification of Standing Committees Document to June Agenda**

1. **Draft St Anne’s Complaints Procedure – Heta**

A complaint has been received and is currently going through the process as per the Diocesan Guidelines. Heta and Fr Percy are actioning this. A more detailed procedure will be compiled at the end of this process once a review has been made. **ACTION: Heta to draft a St Anne’s Complaint Procedure once current process complete**

1. **Pulpit Talking – Marriage Encounter – Heta**

Heta and his wife Marianne are on the Marriage Encounter Auckland Team and have requested to be able to talk at Masses at a weekend in July to promote these weekends for married couples. **ACTION: Heta to arrange Marriage Encounter Pulpit Talks with Fr Brian** (who is also a Marriage Encounter Priest)

1. **Farewell to Father Rob – Heta/Fr Percy**

3 June, Cup of tea after 10am Mass. Hospitality Team to put on refreshments.

**ACTION: Fr Percy to arrange gift for Fr Rob.**

**ACTION: PPC to attend Fr Rob’s farewell function if able to**

1. **Third Page of the Bulletin – Heta**

The trial period as agreed at the last meeting did not proceed due to school holidays.

**ACTION: Heta to take over the co-ordination of the Third Page of the Bulletin Trial with the aim of getting the first edition out by 20 May**

**ACTION: Heta to add ‘Review of Third Page of the Bulletin Trial’ to July Meeting agenda**

1. **St Anne’s Parish EXPO – Heta**

With lots of ideas and discussions over the last few months on possible alternatives to the annual AGM, the Exec Team have come up with the following idea. **When:** a Sunday in August/September (dependent on when the Bishop is available). **What:** 10am Mass celebrated by the Bishop at which the PPC and FC are commissioned. **Followed by** St Anne’s EXPO in the Hall and in front of the Church (Opened by the Bishop). Each group in the parish will be invited to have a stall/stand at the Expo to promote their groups/membership. PPC and FC to have info available on Parish Planning & Finances and be available to answer questions and take feedback. Ethnic Groups could be invited to have Food Stalls (night market style), Bouncy Castles/Games for kids. This would run for 3-4 hours to cater for those that can’t make it straight after mass. Parish Directories will also be launched and given out

**Why:** to get as many people involved as possible and to celebrate the many groups we have in the parish; to especially invite new parishioners, RCIA candidates and the wider community to see what we have to offer; to improve communication and share information

**How:** There will be a marketing campaign over the coming months to build interest. Will probably need a sub-committee to oversee it and PPC Members will need to work closely with their Standing Committee Groups to action this. More info next meeting.

**ACTION: Fr Percy to confirm date of Parish Expo with Bishop Pat**

**STRATEGIC AREAS OF FOCUS**

1. **Finance and Maintenance Report - Heta**

Report tabled of Meeting held on 12 April. See attached. Next meeting: 15 May

1. **Caring & Service, Hospitality - Tina**

Report tabled of Meeting held on 17 April. See attached.

Clarification – Tina has been reimbursed for purchasing cutlery and plates

**ACTION: Fr Percy to talk to office staff and review how Hospitality Cupboards came to be left open and tablecloths not returned in timely manner. What measures can be taken to avoid this happening again?**

1. **Parish Priest - Fr Percy.**

Report tabled. See attached.

* Items to note:
* 9 funerals, 15 baptisms and 1 wedding conducted in March and April
* Fr Kerry should be back with us toward the end of May
* Fr Brian Prendeville – arrives end of June
* Dates to note
* 13 May - Confirmation – Bishop Pat coming. Over 60 young people
* 22 May – Bishop’s Forum 7.30-9pm. St Anne’s are hosting. Hospitality Team to put on refreshments **ACTION: PPC to attend Bishop’s Forum. Anita to txt reminder**
* 3 June – Farewell to Fr Rob – Cup of tea after 10am Mass. PPC to attend if able
* 3 June – First Communion Mass
* 29 July – St Anne’s Feast Day Function
1. **Communication Update – AJ & Anita**

Communication Plan – AJ. Draft document presented. See attached. Needs amending now that the Commissioning Mass will take place in August/September.

St Anne’s Parish Directory Annual Renewal– Anita

Publication Date has been pushed out till after Fr Brian arrives as we need to his confirmation of roles and responsibilities. Collection of Permission Slips going well. Draft document will be available to PPC Leaders ahead of general launch at EXPO.

**ACTION: Anita and AJ to meet to create Draft Social Media Policy**

**Notice for Parish Bulletin this month**:

* + Visitors welcome
	+ Annual Election of Office Holders
	+ Something New Coming – teaser for PARISH EXPO
	+ Contact details for PPC incl new PPC email address

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

**GENERAL BUSINESS**

Very warm welcome to two visitors - Daniella Rudolph and Serena Rouse came to voice their concerns at the new bulletin format and not being able to put notices for their groups into the Parish Bulletin over the last couple of months. They and other groups they know of rely on the newsletter as an important form of communication with their members and prospective members. Also noted that the noticeboards are no longer available to put information on either. They were thanked for their feedback which we value very much. They were happy with the Trial printing of the 3rd page of the bulletin as a first step to remedy this. Communications Committee have noted down their concerns and ask if anyone hears of any others with concerns or feedback to direct them to make contact with Anita or AJ.

**ACTION: Fr Percy to arrange meeting with Fr Kerry, Anita and AJ before any further changes are made to the bulletin**

**ACTION POINTS**

**Carried over from February**

* **Fr Percy to confirm key Parish Dates to add to calendar** – date for Parish Feast Day confirmed but other dates awaiting Fr Brian’s arrival - carried over
* **PPC to be assigned to specific events –** carried over again
* **Fr Percy to approach Fr Kerry re starting a Bereavement Group –** carried over
* **Lounge Upgrade –** Anita to hand over details to Finance Committee – carried over
* **Power Brokerage** – Hetato hand recommendation over to Finance Committee
* **Draft Social Media Policy Form –** Carried over, AJ and Anita to work on this

**From March Meeting**

* **Fr Percy to arrange for Anniversaries to go back in bulletin asap**
* **Heta to get Niko’s Permission Slip**
* **Brad, Semisi and Alan to hand in Permission Slips**
* **Anita to have all Permission Slips back by the end of April –** carried over
* **Anita to place photoboard in Atrium once all Permission Slips have been returned** – carried over
* **Heta to take photos of Finance Committee Members** - carried over
* **Heta to draft up St Anne’s Complaints Procedure** after current complaint is resolved

**New this Month**

* **Heta to advise those affected by the new Bulletin Insert trial this week**
* **Heta to add Bulletin Trial Review to July Agenda**
* **Heta to forward Feb, March and April Minutes to Parish Secretary for uploading to website**
* **Heta to add Terms of Membership dates to Trello**
* **Anita to make amendments to PPC Guidelines document and distribute**
* **Heta to add ratification of Standing Committees Document and PPC Guidelines Document to June Agenda**
* **Grace (Youth & Young Adult Ministry), Iuni, Matalena, Semisi (Bi-Cultural and Multicultural Committee) and Alan (Justice & Peace Committee) to confirm whether they are willing to take on these roles**
* **Heta to arrange Marriage Encounter Pulpit Talks with Fr Brian**
* **Fr Percy to arrange gift for Fr Rob.**
* **PPC to attend Fr Rob’s farewell function if able to**
* **Heta to take over the co-ordination of the Third Page of the Bulletin Trial with the aim of getting the first edition out by 20 May**
* **Heta to add ‘Review of Third Page of the Bulletin Trial’ to July Meeting agenda**
* **Fr Percy to confirm date of Parish Expo with Bishop Pat**
* **Fr Percy to talk to office staff and review how Hospitality Cupboards came to be left open and tablecloths not returned in timely manner. How can we ensure this doesn’t happen again?**
* **PPC to attend Bishop’s Forum. Anita to txt reminder**
* **Anita and AJ to meet to create Draft Social Media Policy**
* **Anita to email PPC Update to Fr Percy, Vicki and Theresa by midday Thursday**
* **Fr Percy to arrange meeting with Fr Kerry, Anita and AJ before any further changes are made to the bulletin**
* **Anita to email copy of February, March and April Minutes to the Diocese**

**Closing Prayer: Heta Dawson**

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**Next Meeting:** Wednesday 13 June 2018

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

**Where:** Carmel Room, Parish Office

**Prayer Roster:** Matalena Luteru

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