

Minutes of the Parish Pastoral Council held Tuesday 13 August 2019

Present: Zac Culican, Mary McGuinness, Cameron Lievore (School Principal) Fr. Clifford, Fr. Jessie, Trish Maguire (Chair) David Ryan, Martin Crew, Laurence Peril, Scott Buchan, Peter Buckley (updating information on Website) Ben & Susan (reps from Shalom world media group) and Margaret McMahon (minutes).

Shalom world media group (shalomworld.org) Susan & Ben were invited to give their presentation. Shalom World is a network providing Catholic views and prayer programs for people of all ages. It is a media ministry sharing the peace of Christ. There is no charge and can be received on different appliances - smart TV, laptop, computer and phone. It was also suggested that it could be linked through parish website. Established in 2004 it has been in Australia since January 2018; Bishop Anthony Fisher endorsed the benefits of using electronic media along with other Church Leaders. It was generally agreed that this be promoted through the Bulletin, and the group be given an opportunity to speak and advertise at Masses on an appropriate weekend. Susan and Ben were thanked for their time and information. **Action** Promotion date to be confirmed with Fr. Clifford.

Parish Website Peter Buckley reported on the new Parish website saying that it is ticking along with positive feedback. Information is directed to Peter or Teshana (Parish Office) and downloaded through the Diocese with 5 days to a week turnaround. Peter also reported that the Parish has a number of Facebook pages including one established by Facebook themselves due to the number of enquiries. The others are administered by HYPA-R (junior), HYPA-R young adults and St. Paul's Festa. Peter is currently administrator of the Parish of Richmond Facebook page and reminded us of the need to be aware of the Privacy Laws. Peter has been in contact with Holy Spirit Parish in A.C.T. who are going through a similar process to ourselves and have developed an App for Ministries and is looking at what application it may have here. Zac commented that we need to be aware that we don't overload people and thanked Peter for his work. Peter commented that St. Monica's School's Facebook page is excellent. Cameron Lievore stated that it was designed by the C.E.O.

Business arising for previous Minutes

Maintenance- Bill Jansen. Fence at St. Monica's has been repaired but further work is required. Roller Shutters- repairs in progress. Light outside toilets has been repaired. Trevor Jansen to fill crack in hallway and painting to be undertaken by Joe Portelli. Quotes are being obtained for new carpet in Parish Administration Office Priests' units and Bethany. In the old Church, 3 windows made by Peter Humphrey have been installed. Still waiting for a response from the Heritage Council re grant for repairs to large windows. Men's group looking at replacing timber slats above Meeting Room/Office.

Ground and Garden Maintenance at St. Monica's. Charlie Moir, who (together with Gus & Maria Feher) has done an excellent job over the years, is retiring at the end this year. There is an urgent need to form a group to take over this work. Names put forward include Frank McGuinness and David Ryan. Bill Jansen to contact and confirm. A notice to be placed in the Bulletin inviting people to participate. Mary McGuinness stressed the importance of a phone

call or a tap on the shoulder to get a better response. Bill to follow through. Grateful thanks on behalf of the Parish were extended to Charlie for work he has so generously given.

Parish Information Brochure. Mary McGuiness to check Ministries information before printing is done.

Fete Outcome. Scott reported that he had met with Cameron. Rather than put out figures at this stage it is proposed to have an Evaluation Meeting on Wednesday 28 August at 6.30pm in St. Monica's Meeting Room where a full financial statement will be made available. Everyone is encouraged to attend. A preliminary report to go in Parish Bulletin front page this week. There are a number of issues to be addressed. It has become extremely difficult to get an overall co-ordinator and there have been some concerns expressed regarding signage and the naming of the Fete. Scott asked Cameron to convey the thanks to the School Staff for their support and acknowledged the hard work done by a few preparing for the Fete.

Parish Assembly Trish reported the Assembly will take place at St. Monica's on October 20 from 10.30am-1pm. Trish, Scott, Mary and Margaret had met to start looking at format. It is suggested that it is similar to last year. It was agreed that there is no need for an external convenor. Group discussion needs to be focused not a free for all. Strategic Plan action and responses to be presented. Abbreviated outline of Plan to be included in the Parish Bulletin front page possibly over two weeks. Trish to forward to Teshana, Margaret to follow through. Plan ongoing: are we getting it right? Booklet with main input to be printed similar to last year. Zac suggested a small visual of Ministries e.g. Welcomers at door of Church. It is proposed to hold a 'Thank you' afternoon tea for all volunteers on the Sunday afternoon Feast of Christ the King. Next Step: Sub Committee taking things forward Zac Culican, Mary McGuiness, Laurence Peril & Trish Maguire.

Strategic Plan Review. Trish presented an update of the Strategic Plan. **Goal 1- communication, welcoming and hospitality:** A number of issues have been addressed and some still on-going. Areas requiring clarification:

- ✓ Inclusion of educational webinars- **Action:** Zac to source material and present to Fr. Clifford for approval before submitting to Web.
- ✓ Pastoral Council Minutes approved to go on website.
- Financial statements not approved for inclusion on website.
- Redesigning Bulletin ongoing.

Goal 2: nourishing and compassionate community positive signs of action. A Number of areas ongoing. Questions arise-

- ✓ Mary McGuiness will contact Mary Clark & Marissa Gallo re plans for Adult Faith Formation
- Father Clifford will give further consideration to additional members for Finance Committee. He did not feel it necessary for a member of the Pastoral Council to be represented at meetings or vice versa. Bill Jansen and Fr Clifford will present maintenance expenses.

- ✓ Mary McGuiness to ask groups e.g. music ministry, children's liturgy, SRE and Pastoral care to prepare an annual budget guideline. Fr. Clifford will take to Finance.
- ✓ Appointment of full-time Parish Ministry Co-ordinator. Four people had applied but none was found suitable. It is strongly advised that the position be re-advertised and consideration given to longer hours. Mary is currently giving 30+ hours per week and the original job description was for 28 hours and this seems to be the best offer to attract suitable applicants. **Action:** Father Clifford and Mary to meet and discuss further. Mary will circulate job description to Council members. It is hoped that a suitable person will be found before end of the year. Thanks to Mary for the work she is continuing to undertake.

Goal 3: rich heritage and faith:

- Clarification sought re liturgies for special groups e.g. youth, families.
- Increase membership of Liturgy Group.

Ministries: Mary reported that a Leadership Team for the Music has been established, Jonathan Lewis, Leanne Ryan and Colin Smith. Mary Mooney is the liaison for St Gregory's and St. John of God wishes to remain as is. Now focusing on hospitality at Richmond.

Mary expressed concern re HYPA-R and asked who had responsibility for organising the members' participation in the Saturday evening Mass. Who is training the readers? Fr. Jessie stated that HYPA-R is struggling - there seems to be structural problems. Fr. Jessie suggested there was an overall problem with communication in the Parish and suggested Organisational Chart be drafted. *(NB: this is an action in the Strategic Plan)* Father also asked how we sustain our Ministers. Mary reported that eight Senior Servers had attended a seminar held by the Diocese and she had received very positive feedback. Pastoral Care has two guided Retreat gatherings during the year as well as a weekly prayer meeting. The Diocese holding seminar for Pastoral Care workers in September.

Elections: Zac is working on timelines and promotions for Council elections to be held prior to First Sunday of Advent.

Next meeting October 8 at 7pm. Meeting closed at 9.30pm. Father Clifford gave a blessing.