



Parish Pastoral Council Meeting Meeting Record

Wednesday, 20 July 2022

7pm

Opening Prayer	Fr Gayan
Present	Jacqui Morley (chair), Fr Gayan, Fr Thomas, Trish Maguire (notes), Mary McGuinness, Cathy Hey, Emma Mizzi, Darrell Grima
Apologies	Rhonda Jones, Melissa Beggs, David Pritchard
Minutes of previous meeting	Sent by email Accepted.

MATTERS ARISING FROM THE MINUTES:

- **QR codes:** Cathy Hey has converted to QR codes the addresses of Catholic web pages supplied by Darrell. Cathy has spoken with Teshana who will include one QR code in the Bulletin each week for parishioners to use as a means of faith formation. Our thanks to Cathy and Darrell for this work.
- **Welcome Brochure:** A tri-fold brochure welcoming new parishioners was tabled for review. Some small amendments, including mention of the Parramatta Diocese, were agreed. An initial run of 300 will be distributed to B&Bs, new housing developments, aged care facilities etc. Thanks again to Cathy Hey preparing the brochure.
- **Parish assembly feedback:** This has been produced on a double sided A4 sheet for insertion in this week's Bulletin. Trish to email document to Teshana for printing and to Peter Buckley for uploading to the website. Fr Gayan recommended the link to the document be added to the Facebook page.
- **White Elephant / book / cake stall feedback:** Approximately \$12,000 in total was raised over the three days. It was suggested that should the event go ahead next year the book and white elephant sales be held on different dates. Fr Gayan will hold a debrief with the organisers on Friday where he will discuss this and the possibility of holding another book stall in September. He will report back to the next PPC meeting.
A thank you will be forwarded to the ladies who have worked so hard on the event to produce this outcome.
- **Wedding Vehicles:** At the previous meeting concerns were raised regarding a wedding arranged for the same date as the Parish fund-raiser. Of particular concern was the number and size of vehicles to be used. Subsequently, arrangements were made to close the carpark and monitor traffic during the ceremony. Lachlan O'Donohoe, a parishioner asked to provide car monitoring, wrote a letter to Fr Gayan describing the events on the day; this letter was distributed to council members for information. As a result, it was agreed that no overweight vehicles will in future be allowed on church property. This decision has been relayed to holders of future wedding bookings; the wedding information brochure will be updated to reflect this.
It was suggested that a checklist be devised to ensure all requirements are covered off at the time a booking is made. Whilst it was understood that a "risk assessment" would not apply for a wedding, it would be necessary for future parish events which were not considered "liturgical". Jacqui will update the current wedding brochure and devise a set of items for the checklist.
Mary McGuinness noted that parents using the church carpark when collecting children from school presented a risk and recommended that the carpark be closed to all traffic when other events are being held. Fr Gayan will speak with the school principal regarding this.
Jacqui expressed thanks to Fr Thomas, Mary McGuinness and others who managed the situation.

AGENDA ITEMS:

BBQ for Volunteers – Friday 14 October.

Darrell will work with Fr Gayan to organize this event. Additional helpers will be sought from the congregation. Jacqui will draft a note for the bulletin.

Fr Gayan will speak with BPC principal re use of the BBQs. It was suggested that students undertaking hospitality courses and / or Duke of Edinburgh Award may be able to assist on the day.

It is proposed that the event will commence at 5.00pm and be held in the school undercover area.

Developing role in the Parish Council: developing or coordinating initiatives

Jacqui suggested each Council member give some thought to adopting a project for the benefit of the Parish. All ideas welcome.

OTHER BUSINESS:

- Members of the cleaning / maintenance ministries will host the next **morning tea** to be held after the 9.30am Mass on Sunday 31 July. *(It was subsequently decided that the Eucharistic Ministers group will host on this occasion.)*
- Mary McGuinness reported the **liturgical training workshops** held to date had gone well, although registrations had been poor. Five new data projectionists have joined the group; initially they will be “buddied up” with existing projectionists to become familiar with the task. Two more workshops are planned in coming weeks. Mary noted the training provided by Ann Moloney had been excellent and the parish was very fortunate to be able to draw on her expertise.
Martin Crew will commence training five new junior altar servers this week.
- The arrangement with the Department of Corrective Services will be extended to include **church cleaning** once per month on a Thursday. This is in addition to the gardening services provided.
- Frank McGuinness will construct **suggestion boxes** (letter boxes) to be placed in the foyer at both churches. Thank you Frank for your generous assistance.
- Cathy Hey suggested the Parish become involved in the **Laudato Si’** initiatives recommended by Bishop Long. Cathy offered to prepare a presentation for the next meeting; Fr Gayan will contact the Diocese re resources.
- The Parish **website** needs updating. Fr Gayan asked that any identified deficiencies be notified to him and he will take the matter up with Peter Buckley. The Parish Handbook file is too big to be uploaded; ways of reducing the file are being investigated.
- There is a serious **mold problem in the old church** which needs rectifying. Fr Gayan will attend to this.

Meeting Closed	8:25pm
Concluding Prayer	Fr Thomas
Next meeting:	Wednesday 17 August at 7:00 pm