

Minutes of Holy Trinity Parish Pastoral Council Meeting

Held at St Anthony's Meeting Room, 7.30pm Tuesday, 2 October 2018

Present: Barry Brook (Acting Chair), Pat Dunn, Fr Ephrem, Fr Gregory, Fr Paul, James Heffernan, Justine Samson (at 8:15pm) , David Sullivan

Apologies: Ray Whelan, John Rogers

Absent: Andrew Gunn

ITEM OF DISCUSSION	ACTION
<p>The meeting opened with Prayer from Barry then an individual prayer contributed from each PC member in attendance.</p> <p><i>Prayer for 7 November meeting to be arranged by James Heffernan.</i></p>	<p>N/A</p> <p>James</p>
<p>Minutes of last meeting/matters arising: <i>Minutes were approved – James/David - Carried</i></p> <p>News and Views Kim has indicated that he wishes to relinquish the role of editor by November 2018 It was suggested that we seek a replacement editor and that the News and Views be published as a quarterly magazine. 2/10/18: <i>Ray to follow up with Kim Von Lanthen with regard to replacement editor</i></p> <p>Parish Register – Little progress has been made on the parish register, however there is a need for it to be updated. It was suggested that a parishioner from each church in the parish should meet and go through the role online, amending names that they recognise. The roll could then be distributed to some of the parish groups for similar scrutiny. Finally members of the Parish Council (PC) and Finance Committee (FC) need to look at it for final scrutiny. The Alpha group mailed to approximately 850 households in the parish and some that were returned unopened have already been amended.</p> <p>Police Vetting: It was emphasised that ALL parishioners who are involved with younger parishioners MUST be police vetted. Anyone who refuses to be vetted must not be allowed to be involved and especially where unsupervised. 2/10/18: <i>Still incomplete. 5 people yet to complete – Fr. Ephrem to follow up with Marianne as to progress to date for those who have not completed vetting process.</i></p> <p>India Flooding: It was agreed that we would arrange for a collection at all Masses on Sunday 16 September in aid of</p>	<p>Ray</p> <p>Justine/Marianne and possibly Maureen Folan 2/10/18: <i>Justine to provide an update to PC via e-mail</i></p> <p>Fr Ephrem</p> <p>Ray</p>

<p>those suffering from the recent devastating floods in India. Funds would be channelled through St Vincent de Paul. 2/10/18: <i>Raised and being forwarded to St Vincent de Paul.</i></p> <p>Parish Manager – This position has been advertised in our weekly newsletter and some surrounding parishes with applications closing Friday 21 September. It unfortunately missed the deadline for publishing in the September issue of the Welcome magazine. A Job Description and Employment Agreement have been finalised. 2/10/18: <i>two candidates have submitted applications. CVs to be sent to Justine. Barry to forward questions to Fr. Ephrem and Justine prior to interviews which are scheduled to take place Friday 5/10/18 from approx. 1:30pm.</i></p> <p>St Vincent de Paul – No progress has been made on this fundraising project for the refugee re-homing projects. An annual report has been received from Brendan Quirk and will be displayed on our church notice boards.</p>	<p>Barry/Fr Ephrem/Justine will handle interviews (Pat on standby).</p> <p><i>Fr. Ephrem, Barry & Justine</i></p> <p>2/10/18: <i>Andrew to be contacted to provide update to Parish Council via e-mail</i></p>
<p>Holy Cross Church upgrade: A quantity Surveyor has supplied estimated costings for work required to improve the earthquake standard of Holy Cross church to a level of 67% New Building Standards—with a maximum capacity of 300. Announcements were made at all Masses on the weekend of 1/2 September. It was agreed that a small separate working group from across the parish should be established to establish some options for all parish properties. This group should have a Terms of Reference and a strict timetable to ensure that this essential task does not stagnate. 2/10/18: <i>Ray sent an e-mail to Nick re joint group from FC and PC – still no response. Pat and James may be representatives from PC.</i></p>	<p>Ray to discuss with Nick</p> <p><i>Barry to follow-up</i></p>
<p>Correspondence: Mass for the World Day of the Poor – Sunday, 18 November. 2/10/18: <i>PC agreed we would support sponsoring a meal at Compassion Soup Kitchen. Marianne to contact Karen Holland to inform her of the Parish's intent and find out what action is required to be done to support this.</i></p> <p>Cardinal John's Letter - Parish self-review resource</p>	<p><i>Marianne</i></p>

<p>- Archdiocese Stewardship Month of October. 2/10/18: <i>this letter to be sent to all those people who attended the Stewardship event in 2017 at Holy Cross. This year, scheduled for Sat 27/10/18 from 9:30am – 3:45pm, Sacred Heart Church, Britannia St, Petone.</i></p> <p>-</p> <p>Our Changing Parishes 2/10/18: <i>Agreed this should occur during 3rd week of March 2019. Fr. Ephrem to make contact with Chris Walkerdine.</i></p> <p>Young Church Catholic Leader 2018. 2/10/18: <i>this letter to be distributed with newsletter for those <u>not</u> at a Catholic College.</i></p> <p>Fr Ephrem presented his report to PC which covered off Priests' Assembly in Christchurch, Parish Manager role and a number of Liturgy matters.</p> <p>Priests' assembly in Christchurch 10-14 September 2018. (item 1 from Fr. Ephrem's report). 2/10/18: <i>this paragraph from Fr. Ephrem's report to be placed in the newsletter as a thank you to the Parish for their support of our Parish Priests at this event.</i></p> <p>2/10/18: <i>Fr. Ephrem to order two books including work books of "Bringing your Parish from Maintenance to Mission"</i></p>	<p>Fr. Ephrem/Marianne</p> <p>Fr. Ephrem</p> <p>Marianne</p> <p>Marianne</p> <p>Fr. Ephrem</p>
<p>St Anthony's Bazaar: The bi-annual Bazaar is planned to be held at St Anthony's on 3rd March 2019. The church is traditionally used for storage and some selling activities and it is important that the sacred spaces within the church are respected. The committee need the Saturday to organise the event. There is a proposal to cancel the Sunday Mass and this will require extensive discussion. 2/10/18: <i>before any decision can be made, a <u>formal proposal</u> from the organising committee needs to be presented to Fr. Ephrem outlining the rationale for moving Bazaar from Saturday to Sunday.</i></p>	<p>Needs discussion with St Anthony's Liturgy Group and Bazaar Committee. Ray to advise Andrew.</p> <p>Barry to follow up with Andrew Gunn</p>
<p>Liturgy Report 2/10/18: <i>Update from David Sullivan. In brief, combined liturgy meeting last week. While small in terms of numbers attending, key people were in attendance and a good outcome achieved. Terms of Reference document was</i></p>	<p>David Sullivan</p>

<p><i>discussed last night. Overall, received positively with a few minor changes required i.e.</i></p> <ol style="list-style-type: none"> <i>1. A Liturgy representative to form part of PC;</i> <i>2. Under the title 'Building' this paragraph to be changed by David to better reflect Liturgy Committee (LC) 'providing input into design and renovation of churches' rather than LC being responsible for design.</i> 	
<p>Holy Cross Wednesday Mass often has an attendance which is too great for the small chapel. A suggestion was made that the Wednesday morning Mass should be held at St Patrick's and another weekday Mass at St Patrick's should be transferred to Holy Cross to keep the balance.</p> <p>3/10/18: <i>Fr. Ephrem – what progress has been made here?</i></p>	Fr Ephrem
<p>Hearing Loop; A question has been asked if any of our churches have special facilities to assist parishioners who may have hearing difficulties,</p>	Ray to check
<p>Sacramental Programme—Holy Communion; Justine advised the programme was underway with the following known numbers; St Patrick's 4, Holy Cross 9, St Anthony's 18. Ray will check why the numbers at St Patrick's is so low. Justine will discuss with Nick if it is ok to use Holy Cross church given the relatively small number of children</p>	Justine & Ray
<p>Thank you notes: Discussion on how to thank those parishioners who help with many tasks in our churches during the year. It was agreed that individual "thank you" cards were impractical but we should identify a particular Sunday during the year which can be dedicated to this band of volunteers. Possibly at a joint parish Mass. Further discussion required.</p> <p>2/10/18: <i>Justine will arrange thank you cards to Kim Von Lanthen and the Alpha team for their work with the Alpha programme recently completed at St Anthony's. Thank you card also for Tony Sutcliffe who is stepping down from St Anthony's liturgy group activity.</i></p>	Justine

The meeting closed at 9.45 p.m.

The next meeting will take place at 7.30 pm on Wednesday, 7 NOVEMBER 2018 at **Holy Cross Parish Centre, Miramar.**