

**St Mary's Parish, Mt Albert  
Meeting of the Parish Pastoral Council**

**Date:** Wednesday 2 September 2020  
**Location:** Zoom meeting  
**Time:** 7pm

**Attendees:** Dave Wood (Chair), Anna Jared (Secretary), Fr Philip Lakra, Fr Albertus Suprpto, Clara Fernandes, Dianne McArdle, Joanna Travasso.

**Apologies:** Paul Marshall, Sr Marie Therese, Rick Mumford (Deputy Chair), Lisa Day, and Lovlin Franswah.

## 1. Welcome / prayer

The meeting opened at 7.00pm with a prayer led by Dianne, noting that a quorum was not achieved.

## 2. Confirmation of previous minutes / matters arising

Matters arising:

- Anna to forward the correspondence received about the Liturgy Conference to be held in October 2020 to the Liturgy Committee for consideration.
  - *Completed. Attendance at the conference has been considered by the Liturgy Committee.*
- Anna to follow up with the facilitator of the Diocesan PPC formation workshop to identify if there are any insights from the workshop that we could learn from.
  - *Completed. On 24 August Sister Sian provided materials from the workshop and has offered to attend a future PPC meeting to talk about the materials.*
- Anna to follow up with Dianne regarding the offer from Family Life International, to replace the green and white 'Pregnant and Worried?' sign at the front of the presbytery with a newer sign.
  - *Completed. On 22 August, Anna emailed Simon Archer at Family Life International to accept the offer to replace the sign.*
- Dave to send an email to a parishioner who has written to him, acknowledging the parishioner's concerns and offering to discuss these if and when the parishioner is ready.
  - *Completed. Dave emailed the parishioner on 13 August.*
- Dave to liaise with those who will speak at the AGM on behalf of various groups.
  - *On hold due to COVID-19 disrupting the planned AGM.*
- Anna to draft a message about the AGM and arrange for PPC members to deliver this at mass on Sunday 16 August.
  - *On hold due to COVID-19 disrupting masses and the planned AGM.*
- Anna to communicate to the representatives of the Caring Committee, Finance & Property Committee, parish youth and Liturgy Committee who attend the PPC meetings, that if they are unable to attend the scheduled PPC meetings, they provide a written update on their area(s) of responsibility prior to the meeting.
  - *Completed.*
- Anna to arrange a request in the parish newsletter for new PPC members and to include this in the update by PPC members at mass on Sunday 16 August.
  - *On hold due to COVID-19 disrupting masses and the planned AGM.*

- Anna to send a thank you to Joe Brownfield for his contribution to the PPC.
  - *Completed. An email was sent on 22 August.*

*Clara joined the meeting at 7.10pm*

### **3. Correspondence in / out**

In addition to correspondence detailed in **Agenda item 2** (Matters arising), Dave sent an email to Marist Primary principal, Carolynn Phillips, on 13 August regarding various matters including having a representative of the school speak at the parish AGM and attend the PPC meetings, and developing a closer relationship between the school and parish. Carolynn responded on 17 August to acknowledge the support provided by the parish to the school, and to suggest ways to further the relationship.

### **4. PPC planning**

#### **a. Parish AGM**

The AGM was deferred from 23 August due to the COVID lockdown. The attendees discussed rescheduling the AGM, but it is challenging to make decisions about scheduling events in the current environment. Anna noted that we would need at least three weeks to publicise the AGM to parishioners once it is scheduled. Dianne advised that the financial statements are already dated, and she is keen to share these with parishioners as soon as possible.

*Father Philip joined the meeting at 7.15pm.*

It was agreed that reports that would have been shared at the AGM will be circulated to parishioners by email. The parish newsletters for the next two weeks will request parishioners to email any general questions to the office by 14 September. Dave and Anna will write responses to the questions to be included with the reports. A decision on how to respond to any further questions from parishioners about the reports will be addressed after their distribution, taking into account the COVID alert levels in place at the time.

#### **b. Parish hall**

No action has been taken in relation to this initiative in the last month.

### **5. Fit for Mission / Caring Committee**

Dianne advised that the Caring Committee has been extremely busy preparing and distributing food parcel, meals, clothing and blankets. The Committee is working six days a week to meet demand for their support. They are continuing to assist a young family whose mother was in hospital and has now passed away, including providing meals and helping with funeral arrangements.

Other support provided has included phoning older persons and helping with shopping where required; supporting a family with food parcels and meals after the sudden death of the father; and supporting a parishioner with meals, shopping and cleaning after the person suffered a stroke. Dianne acknowledged a donation of face masks from St Vincent de Paul, which has enabled these to be included in food parcels.

A meeting about foster care is being arranged and will be held at Marist College.

## **6. Update from Priests**

Father Philip advised that due to the lockdown, spiritual activities have been limited. He has been saying mass with parishioners on request (for groups of less than 10 people), receiving prayer requests, and signing school preference forms. Father Albertus noted that both priests are continuing to pray for all at this time of uncertainty.

## **7. Update from youth representative**

Joanna advised that the youth group meetings have been shifted from Sunday evenings to Sunday mornings, which is more convenient for the group leaders.

Joanna is looking to attend the Diocesan Liturgy conference in October, which would incur a cost of \$150 to the parish.

## **8. Update from Finance & Property Committee**

Dianne reported that in August, income of \$4,800 and expenses of \$5,100 were recorded. The parish is applying for the wage subsidy extension for the office staff.

In relation to property, the main focus is cleaning the church and ensuring appropriate hygiene practices are in place. COVID QR codes are displayed in the church and presbytery.

The Property Committee has considered obtaining quotes for painting and carpeting of the church interior, but this is currently on hold until there is more certainty.

## **9. Update from Liturgy Committee**

In Lovlin's absence no update from the Liturgy Committee was available. Dianne noted that if the COVID alert levels permit opening of the church with 100 persons, the Liturgy Committee's involvement will be required to ensure that any re-arrangement of seating to enable adequate social distancing is liturgically correct.

## **10. General business**

Dave acknowledged the work of the parish office staff in compiling regular newsletters during the COVID lockdown, including distributing hard copies to those without access to email. He also noted the additional work required to regularly clean the church while it has remained open.

Dianne advised that the COVID lockdown has resulted in the sacramental programme being deferred again, although the Confirmation classes have been completed. The Bishop is now available on 31 October for Confirmation, and First Eucharist would be held on 1 November. Dianne suggested proceeding with Confirmation on 31 October when the Bishop is available, but if there is insufficient time to complete the classes for First Eucharist by 1 November, this could be held at a later date.

## **11. Next meeting**

The next meeting will be held on Wednesday 7 October 2020.

## **12. Closing prayer**

The meeting closed at 7.40pm with a prayer led by Dianne.