

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

Date: Wednesday 3 March 2021
Location: Zoom call
Time: 7pm

Attendees: Dave Wood (Chair), Anna Jared (Secretary), Clara Fernandes, Fr Carlo Cruz, Joanna Travasso and Lovlin Franswah.

Apologies: Dianne McArdle, Rick Mumford, Paul Marshall, Sr Marie Therese and Lisa Day.

1. Welcome / prayer

The meeting opened at 7.05pm with a prayer led by Dave, noting that a quorum was not achieved.

2. Confirmation of previous minutes / matters arising

Matters arising:

- At the November 2020 meeting, an action was agreed for Lovlin to discuss the format of the greeting at the beginning of mass with the Liturgy Committee. *Lovlin advised that no discussion has taken place on this to date, it will be taken to the next Liturgy Committee meeting.*
- At the February 2021 meeting, an action was agreed for Anna to contact Dianne McArdle regarding the upcoming safeguarding review to offer the assistance of the PPC in preparing for the review. *Completed*

3. Correspondence in/ out

An email was received on 18 February from Joe Brownfield regarding the parish youth group. The email outlines the challenges that Joe and Joanna Travasso have faced in running the youth group. The youth group is currently 'on hold' and regular activities will not be held until the future direction of youth activities in the parish has been determined. The PPC discussed the email and Father Carlo shared his experiences of youth ministry in other parishes. Joe has provided several recommendations for future youth activities and has offered to speak at the April PPC meeting on this topic, which will be arranged.

An email was received on 3 March from Kirsty McArdle, the parish safeguarding coordinator. The email provides details of activities undertaken to date to ensure that the parish meets safeguarding guidelines. ACTION – Anna to contact Kirsty to offer the assistance of the PPC in preparing for the parish safeguarding review (which is scheduled for July 2021), and to query any further actions required.

4. PPC planning for 2021

a. Acknowledge the year of St Joseph

Lovlin advised that 19 March is the feast of St Joseph, and 1 May is the feast of Joseph the Worker. The Liturgy committee has organised a novena that will conclude on 19 March. The Liturgy Committee will also consider other celebrations for May. Father

Carlo suggested a morning tea for all parishioners on Sunday 21 March and Sunday 2 May. He also noted that the year of St Joseph ends on 8 December, and consideration should be given to planning other community-building activities. A parish hospitality committee could be instrumental in coordinating these activities. ACTION – Dave to arrange a request in the parish notices for volunteers to assist with hospitality.

b. Auckland Diocesan Mission Map

Father Carlo summarised the three key priorities in the Auckland Diocese Mission Map, which are:

- Strengthening our Catholic communities for missionary discipleship.
- Building up the spirituality of our young people
- Care for the poor.

He suggested focusing on one in each of the next three years, whilst maintaining a commitment to all three priorities. PPC members are to consider the key priorities in the Diocesan Mission Map with a view to formulating plans at the next PPC meeting.

c. Subscription to “Formed” website

Anna summarised the previous discussions of the PPC on this topic, and the offer received last year for a discounted subscription. In response to question from Father Carlo, Anna confirmed that the PPC has viewed a demonstration of the website offering. Dave shared the feedback he obtained from other parishes last year about their experiences with using “Formed”. Discussion took place regarding the benefits, cost and time involved in the parish taking a subscription to “Formed”.

The meeting adjourned at 7.36pm due to issues with the zoom platform, and recommenced at 7.40pm.

It was agreed that Anna will follow-up with the Augustine Institute to confirm the pricing that would apply to a subscription, given that the discounted offer is not expected to be available now. If a discounted subscription is not available, then the parish would not proceed with a subscription, given the significant cost. Father Carlo noted that we need to be prudent with parish funds.

d. Parish AGM

Dave noted that the parish AGM is normally held in August or September, but we are looking to more closely align it with the parish financial year end, which is December. It was suggested that the AGM be held in May. In response to a question from Father Carlo, Dave outlined how the AGM typically functions. Father Carlo is keen to have a majority of parishioners attending so they get involved and know what is happening.

It was agreed to hold on the parish AGM on Sunday 2 May to combine with the feast of St Joseph. ACTION – Dave to arrange an insert in the parish notices to advise parishioners of the upcoming AGM.

5. Update from Parish Priest

Father Carlo advised that mass at Unitec and meetings to prepare for Easter celebrations were cancelled due to the Covid lockdown. Three people will be welcomed into the faith at Easter, so Father is preparing for those celebrations as well as Holy Week and Rite II reconciliation. In response to a question from Fr Carlo, Dave confirmed

that we typically have about four priests in attendance at Rite II reconciliation. The parish will host Rite II reconciliation on Tuesday 30 March.

Father Carlo noted that whilst he has not had the opportunity to meet with the Property & Finance Committee yet, he has noticed that some trees and plants require attention. Dave advised that the parish office staff will be able to confirm the arrangements for garden maintenance. Father Carlo suggested a working bee on Saturday 20 or 27 March. It was agreed to hold this on Saturday 20 March after the morning mass. ACTION – Dave to arrange an insert in the parish notices to advise parishioners of the upcoming working bee.

Father Carlo noted that when we return to Covid alert level two, parishioner need to sign-in when arriving for mass to confirm that we do not exceed the gathering limit of 100 people. Dave advised that this will be addressed when we return to level two.

6. Fit for Mission / Caring Committee

Father Carlo acknowledged the efforts of the office staff in coordinating food parcels, and noted that organising a parish hospitality committee to assist with food parcels will enable Johanna to focus on her role as parish secretary. Father noted the ongoing generosity of the parish in providing food and delivering it to those in need.

7. Update from youth representative

The earlier discussion regarding the future of the youth group (**Agenda item 3**) was noted. Dave acknowledged Joanna's contribution to date with youth activities.

8. Update from Finance & Property Committee

Dave reported that income of \$6,400 and expenses of \$6,300 were recorded in February. Due to Dianne's absence, no further update was available.

9. Update from Liturgy Committee

Lovlin reported that the Liturgy Committee is focusing on the Feast of St Joseph celebrations planned for this month.

10. General business

Dave reported that he has been in contact with Marist primary school and college requesting a representative from each to attend PPC meetings. Marist College will consider this when their currently vacant Director of Religious Studies role is filled. The Primary School will respond regarding this and school involvement in Sunday masses.

Rick has resigned as Deputy Chair but will remain a member of the PPC. Dave noted the need for succession planning for key PPC roles (Chair, deputy and secretary) and to have more PPC members.

11. Next meeting

The next meeting will be held on Wednesday 7 April 2021.

12. Closing prayer

The meeting closed at 8.19pm.