

Attendees: Fr Joy (FJ), Belinda(BM), Shelley(SH), Petrus (PE), Merlin(MF), Noeline (NG, Chair/Zoom host)
 The Host recorded the meeting with agreement of the group. This minutes were written by the Zoom Host.

7:30pm – 8:10pm

Topic	Points of discussion	Decision/outcome	Who
1 Opening prayer	Fr Joy opened with a prayer asking that we put our trust in the Lord and not rely on our own insights, to surrender ourselves into the hands of the Lord, be guided by the spirit of God, discerning the will of God, keeping in mind the spiritual care of those who are entrusted to our responsibility.		
2 Check in with each other	Members shared how they are coping in the lockdown – joys and challenges of being in L4.		
3 'Parishioner care' during the next levels of lockdown. What do we need to be aware of?	<ul style="list-style-type: none"> ▪ Phone trees now established for SFA – not yet done for SM (needs to be done as well as updating Parish register). ▪ Discussion about setting up livestreaming of masses – short video message from Fr Joy link on newsletter. ▪ Patrick Cronin been sending out emails to SM parishioners for long time. Gives messages/advice re lockdown, RCIA etc ▪ Possible to follow Cardinal's page on Facebook – links uploaded for YouTube streaming ▪ Consider those without internet - drop newsletter into their letterbox. ▪ Preparing the churches for funerals – Detailed protocols, hand sanitiser etc should still be in folder in sacristan in SM/SFA. ▪ Email received from Peter Gillin - SM Eucharistic ministers visiting the sick can make a pastoral phone call, ask if they want a prayer, read the readings etc. Suggested SFA could do the same. 	<ul style="list-style-type: none"> ▪ Continue to work with small team from SM to establish phone trees and update parish register. ▪ Follow up with Patrick re how many parishioners on his email distribution list. ▪ Add info re accessing Cardinal John's masses etc on Facebook ▪ During Stewardship week, collect info from parishioners who have no internet access. ▪ Insert message into newsletter re no masses/liturgical celebrations until L1. ▪ Contact Allison Oertly to check Covid protocols are still in Sacristan ▪ Contact EM at SFA and ask them to make a pastoral phone call, ask if they want a prayer, read the readings etc ▪ SFA phone cluster leaders to check in with parishioners re needing support. Note to go into newsletter. 	<p>NG</p> <p>NG</p> <p>BM</p> <p>SH</p> <p>FJ</p> <p>SH</p> <p>SH/FJ</p> <p>NG</p>

4	Fitzgerald awards - agreeing on a Parish process	<ul style="list-style-type: none"> ▪ Overview and process clarified. Two attachments emailed to PPC members for review (14 Aug): <ul style="list-style-type: none"> - ADW: Information letter from Cardinal John - Draft nomination form for Fitzgerald awards ▪ Nominations to be in the hands of the parishioners. ▪ Noted that timing is tight - constricted by ADW timeline of 1 Oct 	Process confirmed: <ul style="list-style-type: none"> - Insert information in newsletter and website - Upload nomination form to website - Parishioners fill out form – put completed form in box in foyers OR email to Parish Office ▪ Email ADW to ask if extension to tight deadline of 1 Oct. possible. 	NG
Part 2: Sunday 29 August (7:30pm – 8:10pm) Attendees: Fr Joy (FJ), Belinda(BM), Shelley(SH), Petrus (PE), Pujith (PU) Noeline (NG, Chair/Zoom host) The Host recorded the meeting with agreement of the group. This minutes were written by Zoom Host.				
	Opening prayer	<p>Thanked the Lord for the gifts of the day – for all His blessings - for the responsibility of caring for our parishioners, asking for guidance of his Spirit, so that what we do is under inspiration of His spirit.</p>		
4	Fitzgerald awards	Discussion re early involvement of PPC <ul style="list-style-type: none"> ▪ At L3 & L2 church won't be open. Do it all online ▪ Online nominations to be shared with PPC as they come in ▪ Nominations into Fr Joy's letterbox (196 Songer St) or handed into Parish office 	<ul style="list-style-type: none"> ▪ PPC members to peer review Fitzgerald docs ▪ Final version on website & newsletter asap ▪ PPC members circulate potential names ▪ Nominations to be forwarded to PPC via NG 	SH-PE NG All PPC Office/NG
5	Approval of Safeguarding Labels	Changes shared as per Fr Joy's request. Lots of discussion followed. Main points raised were: <ul style="list-style-type: none"> ▪ Delete HF picture from letterhead. Keep cross format (amalgamation logo). Suggest they use 2020 PLT name template. ▪ Is wording (Authorised visitor) needed? People may have several roles so just add name, not role ▪ Helpful to have 'Catholic' identification i.e. HFP - Catholic ▪ Keep: Holy Family Parish Nelson-Stoke. 	Final decision <ul style="list-style-type: none"> - Remove icon of the Holy Family - Keep Parish logo - Name in large font - Title of parish: Holy Family Parish Nelson-Stoke - Check if wording (Authorised visitor) required ▪ Email feedback to Kathy Mardon 	NG

6	<p>Stewardship lists</p> <p>Summary points:</p> <ul style="list-style-type: none"> ▪ Contact list is only for coordinators ▪ Safeguarding team - go to coordinators to contact them for the list of parishioners in their teams ▪ Thanks to the team for the work gone into this 'project'. ▪ Noted that cultural groups are part of their parish so don't have to disseminate to different groups. 	<p>Final decisions</p> <ul style="list-style-type: none"> ▪ Team to prepare next stage of this for Stewardship month (Oct) ▪ Information to be put in parish office - church foyer + sent to coordinators + website+ newsletter ▪ Send list to Safeguarding coordinator 	SH SH NG
7	<p>Agree on next meeting date et al</p> <p>New PPC member (Claire Dwyer) volunteered to be on PPC.</p> <p>Next meeting date – last Thurs of Sept.</p> <p>Feedback re new format of meeting notes – all liked the new format as long as information aligned.</p>	<ul style="list-style-type: none"> ▪ Contact Claire to invite her to next meeting ▪ Next meeting confirmed – Thurs 30 Sept ▪ Keep this meeting notes format but email as pdf so all information remains aligned. 	FJ/NG

Minutes of meeting held on 27 & 29 August 2021 confirmed as a true and accurate record.

..... *N.M. Grant* (Chair)

..... *23-09-21* (Date)

