

PARISH OF THE HOLY FAMILY NELSON/STOKE
MINUTES OF THE PARISH LEADERSHIP TEAM
HELD ON THURSDAY 25 FEBRUARY 2021,
AT THE PRESBYTERY, SAXTON ROAD, STOKE

1. ATTENDANCE AND APOLOGIES

Attendance: Noeline Grant (Chair), Father Joy, Kathy Mardon (Secretary), Sarah Menzies, Shelley Hills, Dolly Meria, Sam Maria, Belinda Mellor.

Apologies: Jordan Fernandes

2. OPENING PRAYER: Father Joy opened the meeting with a prayer

3. Fr Joy's Welcome Mass

Father Joy expressed his sincere appreciation to the members of the PLT and other parishioners who were involved in organising his Welcome Mass and the hospitality afterwards. He was very touched by the Welcome, and wanted to acknowledge all the work and energy that went into organising this very special event.

4. CORRESPONDENCE

Inwards:

- (a) 15/2/21 from Cardinal John: re closure of Churches during current Level 2
- (b) Cardinal John: re re-opening of Churches and protocols under Level 1
- (c) From Sarah Menzies, advising of resignation from Parish Leadership Team. Sarah has requested that this be her last meeting. She is keen to continue her involvement with SPCA fundraising on the feast day of St Francis of Assisi. A huge note of appreciation was extended to Sarah for her contribution to the Parish whilst on the PLT. Sarah advised that she has prepared name tags for Greeters and Eucharist Ministers. She will forward these to Kathy for follow up. **Action: Sarah, Kathy**
- (d) From Kathy Mardon, advising of her intention to step down from the PLT. Kathy will continue to attend meetings until April.

Outwards:

- (a) Thank you notes, emails, texts, to the various Parishioners who were involved in the farewell Mass for Fr Bill.
- (b) From Anne Kennedy asking the PLT to submit any budget requests within the next 2 weeks. **Action: Noeline**

Father Joy advised that at the recent meeting of the Finance Team, it was agreed that the Finance Team would meet with the PLT twice yearly, for a briefing, with the meetings to be held in June, and December (or last meeting of the year for the PLT).

5. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of 3 February 2021 were accepted as a true and correct record, with the following amendment recorded:

Item no 5 to be reworded as:

“Noeline noted that sub-committees of the PLT had met 6 times since the last formal PLT meeting, to plan for and communicate information at Mass re Father Bill’s farewell, and the Welcome to Father Joy. Thanks to all the team for their attendance and commitment to supporting these two special occasions”.

6. PLT GOALS

Noeline explained that the current PLT goals had been agreed at the PLT workshop in July, but felt that it was prudent to review these goals, and for Father Joy to have his input. The following points were noted/agreed:

- (a) This year is the Year of St Joseph (starting 19 March) and the Year of the Family. Fr Joy would like to see a focus on family, and asked for ideas on how to celebrate family in a meaningful way.
- (b) The concept of celebrating a group of families at each Mass during the year was proposed by Father Joy, and agreed on. It was noted that “family” has a range of meanings, according to the family’s culture, and does not have to be restricted to the nuclear family, but can include the extended family and those who associate with a family.
- (c) It was agreed that families in the parish be invited to fill in a form to be prayed for at a Mass during the coming year. The form will be made available in the church foyers. Parishioners are asked to nominate their preferred Mass time. Belinda offered to create a form. **Action: Belinda**
- (d) It was agreed that children be invited up to the altar for a Blessing immediately after Communion at each Mass.
- (e) Father Joy suggested celebrating significant milestones in parishioners’ lives, e.g. significant wedding jubilees (60th, 50th, 40th, 30th 25th etc). Other significant events could include those families welcoming their first child. This initiative will be started at a later date.
- (f) It was noted that the World Day of the Elderly is to be celebrated later in the year. A suggestion as to how to celebrate this was to invite grandchildren to attend the Mass with their grandparents. This will be brought forward to the next meeting. Father Joy will check on the date. **Action: Father Joy**

The existing goals were discussed:

Goal 1: Outreach

- (a) Kai Kete. Noeline is keen to grow this programme, especially involving schools. It the Kai Kete team is to follow up on this.
- (b) Laudato Si: it was agreed that this be put on hold for this year, in order to focus on the Year of the Family. Shelley is keen to keep a focus on ecological awareness. It was suggested that there be a monthly eco-awareness project be

set up at each Church, with simple but effective ways for parishioners to contribute, e.g. recycling, re-use projects.

Action: Shelley

Goal 2: Spiritual

- (a) Retreat In Daily Life: Fr Joy suggested that a retreat relating to the Year of Families might be appropriate. Options could include inviting a member of the Diocesan Church and Family Ministry to do a presentation. He will also check with Father Tony, a very accomplished Indian preacher, to see if he would be available to lead a family retreat. **Action: Fr Joy**
- (b) The suggestion of a combined Parish Mass was put forward, and the concept of a retreat for children. These ideas are to be brought forward to subsequent meetings.

Goal 3: Pastoral/Community

- (a) Life Teen programme: Belinda advised that she has made contact with Philippa McManus and while there is nothing to report as yet, she understands that Philippa is still willing to be involved. It was agreed that the Life Teen programme needs to be up and running so that once young people have attended a camp, there will be follow up for them. It was agreed that there is an urgent need for a Youth Leader. **Action: Father Joy to follow up with Jordan**
- (b) Safeguarding workshops: Kathy advised that the administration team (herself, Rex Morris and John Auld) had actioned the police vetting forms, but that there was a lot more work to do, to get the Safeguarding programme fully operational in the Parish. To be forwarded to next meeting.

It was agreed that ideally there should be a dedicated Safeguarding Officer. In the meantime, Father Joy is to meet with current admin team.

Action: Kathy to set up meeting

- (c) Passionist Family Group: Noeline to check out annual admin subscription of \$1200 – what the subscription goes towards etc **Action: Noeline**
- (d) Celebrating cultural diversity: The concept of the Prayers of the Faithful being presented by a particular cultural group on a monthly basis was discussed. Father Joy would like this concept extended to that of having the whole of the Liturgy being presented by the various cultural groups.
- (e) Other suggestions to enable cultural diversity to be introduced into the Liturgy included more use of Te Reo, and having a Mass with someone who could use NZSL (New Zealand Sign Language).

7. General Business

- (a) PPT: Father Joy has requested that the Prayer to St Joseph be displayed on the PPT each week. Kathy advised that she has contacted all those involved in the Music Ministry at St Mary's. Fr Joy would like to meet with all those involved in preparing the PPT in both Churches, to ensure consistency. **Action: Kathy to organise meeting.**
- (b) Sam advised that the subscription to run PPT at St Mary's has expired, and that it's not possible to update the OHP at this stage. **Action: Francis Meria to**

check with Kim and Sarah in the Parish Office, to arrange for the subscription to be renewed.

- (c) Parish Review: Noeline gave a recap on the current process, advising that at this stage the Interim Amalgamation Steering Group is still taking small steps. The next stage will involve planning the scope of a feasibility study. Each Parish has been asked to contribute a sum of \$5000 towards consultancy fees and feasibility studies.
- (d) Updating the Parish database: Kathy advised that there are still a large number of out of date or incorrect entries. The suggestion of paying someone to complete the update was raised. It was agreed that Kathy would discuss with Sarah and Kim in the Parish office, as to whether they would have the capacity to do this, and how many extra hours it might involve, to establish what amount of budget might be required. Updating the database will require a lot of phone calls to people whose details haven't been updated for many years. Kathy and Shelley would be willing to assist with this.
Action: Kathy to follow up with Sarah and Kim initially
- (e) Telephone Trees: The proposed clusters for St Francis of Assisi have been drawn up. Noeline showed the meeting the display that would be presented this weekend at St Francis. It was agreed that names be displayed, but no phone numbers. Noeline is to speak at the Masses at St Francis, and explain the process. In this initial stage, parishioners are only being asked if they want to be included in the telephone tree, if they have internet, and if they prefer to be contacted by phone or by email. The question of how to set up phone trees and clusters for parishioners living in rest homes and retirement villages was discussed at some length. Further decisions need to be made as to the best process.
- (f) Telephone Trees at St Mary's: Kathy is to start the process, with help from Dolly Sam and Jordan.
Action: Kathy
- (g) PLT Membership: It was agreed that elections be held for up to 4 new members. Parishioners are to be asked to nominate someone, or to put themselves forward for nomination. The deadline for nomination is 28 March. Reminders are to go out in each newsletter, with Father Joy supporting this from the pulpit. **Action: Kathy to create a form and arrange for a nominations box in each Church.**
- (h) Encouraging parishioners to not sit in the foyer at St Francis of Assisi, when there are seats available within the main body of the Church: It was agreed that ushers are required to encourage this
- (i) Opening of St Mary's during daytime: Fr Joy would like to have St Mary's church open during the hours of 9-12 on weekdays, to allow parishioners to pray in the church. It was agreed that the side door would be opened at 9am and closed at 12 each week day by Kim or Sarah. It was felt that there was no security or safety risk involved, but that this would be closely monitored. The Thursday weekday Mass will be celebrated in the Church (rather than the convent chapel). It was possible that groups of children from the school could start attending the Thursday mass. The concept of "guardian angels" was discussed, whereby parishioners volunteered to be present in the Church during opening hours, to provide security. It was agreed that this concept could be put into practice if there is a request for the opening of St Francis of Assisi church.
- (j) Noeline advised that she would be away for the whole of March, and wouldn't be available to attend to PLT matters during that time.

Date of next meeting: Thursday 26 March, at 7pm, in the meeting room of St Francis.

Action: Shelley to book meeting room.

Chair for next meeting: Dolly

The meeting closed at 9.55pm.

Minutes confirmed as a true and correct record



(Chair)

25-03-21

Date

