

**MINUTES OF THE PARISH LEADERSHIP TEAM
PARISH OF THE HOLY FAMILY NELSON/STOKE
HELD ON THURSDAY 26 NOVEMBER, AT 7.00PM
AT THE PARISH OFFICE, MANUKA STREET, NELSON
Followed by a meeting with the Resource Team**

1. ATTENDANCE AND APOLOGIES

Attendance: Noeline Grant (Chair), Alice Joseph, Sarah Menzies, Shelley Hills, Kathy Mardon (Secretary);

Father Bill was in attendance at the meeting of the Finance and Strategic Committee, being held at the same time.

Apologies: Sam Meria, Dolly Meria

2. OPENING PRAYER: Sarah

3. CORRESPONDENCE

Inwards:

- (a) 28/10/20 – from Mary-Ann Greaney – Advent Pandemic Resources
- (b) 30/10/20 – from Mary-Ann Greaney – Prayer for Parish Councils
- (c) 13/11/20 – from Frances O’Leary – comments on the PLT report
- (d) 13/11/20 – from Cardinal John – invitation to Tautoko presentation
- (e) 15/11/20 – from Alice – resignation from PLT, re-locating to North Island
- (f) 18/11/20 – Invitation to Jubilee celebrations for Sister Colleen and Sister Maria – 20 Dec after 10.30 Mass

Action: Alice to advise that 4 members of the PLT will be attending

- (g) 19/11/20 – from the Cardinal – re Zoom meeting update on Royal Commission of Inquiry
- (h) 23/11/20 – From Cardinal John – re Royal Commission of Inquiry – Memo and Resources for Catholic Schools and Parish leaders

Outwards:

- (a) From Noeline to Frances O’Leary, acknowledgement of email of 13 Nov

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of 29 October 2020 were approved, with an amendment noted: In item 10, no. 4 to be changed to “Parish Information Chart”

5. PLT GOALS FOR 2020

Refer to the additional minutes dated 1 December 2020.

6. FOLLOW UP FROM PLT WORKSHOP GROUPS

- (a) Kai Kete -Noeline reported that the Team met for goal setting for 2021. Noeline to write up a report, which will go on the Parish noticeboard. Noeline to put item in Welcom about the Parish’s involvement in Loaves & Fishes during the World Day of the Poor. Alison from Loaves & Fishes to speak at all masses on 13 December. Agreed that the surplus money raised is to be donated to the

Christmas dinner at Anzac Park and the balance to go to Loaves & Fishes for them to use/distribute.

Action: Noeline

- (b) Laudato Si – Shelley to create slides to be shown over the Christmas period. Shelley to follow up with the people at each Church who build the PPTs

Action: Shelley

- (c) Lenten Programme - Shelley has approached a few people to be involved in this. Options include a 3 or 6 week programme. To date no feedback has been received from parishioners, but Shelley will try to get 2 representatives from each Church community.

Action: Shelley

- (d) Alice advised that there is to be a Christmas Mass for the Indian community on 25 December at 3.30pm at St Mary's

7. MATTERS ARISING FROM PREVIOUS MINUTES

- (a) Shelley advised that she has followed up on item 3(a) (1) of the October Minutes, re a standing order of Laudato Si and Fratelli Tutti. Sarah to liaise with librarians at each church.

Action: Sarah

- (b) PLT Report – Shelley has prepared and presented this. Congratulations and thanks to Shelley for an excellent and thorough report. An initial response has been sent to Frances O'Leary in relation to her feedback on the PLT report. The Actions from the Report will be taken up in the PLT Parish Goals for 2021.

- (c) Celebration of the Parish Feast Day: suggestion of a Parish picnic, to be held at Broadgreen on New Year's Day. PLT members had differing opinions on the practicality of arranging this, given the tight timeframe. In light of all the other commitments that the PLT is facing, it was decided not to proceed with this for 2021, but the PLT would seek feedback from the Parish as to a suitable way to celebrate our Feast Day.

- (d) Valentine's Day Mass 14 February – Shelley is organising this, to liaise with Liturgy Committee.

Action: Shelley

- (e) Parish Register & Phone Trees: Noeline advised that 10 preliminary phone trees have been drawn up for the St Francis community (Stoke geographical area), but that there are a number of forms still to be collated. Noeline will obtain the rest of the forms from the office, and work with Shelley to add these names to the preliminary phone trees. Aim to trial by February.

Kathy advised that there are still a number of forms to be entered. She'll follow up with Sarah and Kim.

Action: Noeline and Kathy

8. GENERAL BUSINESS

- (a) Suggested that early in the new year, parishioners be asked to indicate if they would be interested in taking part in any Ministries.

- (b) 28 January – PLT workshop to formulate goals for 2021.

- (c) 31 January, commissioning of PLT at all Masses.

NOTE: the remainder of the Agenda items were held over – refer to Minutes of meeting 1 December.

COMBINED MEETING WITH THE PARISH STRATEGIC TEAM:

At 8.00 pm members of the Resource Team (Jerry Quinn, Gwen Hall and Peter Palmer) joined the meeting for a combined meeting. Refer to the Minutes of the Resource Team.

1 DECEMBER 2020: MINUTES OF EXTRA MEETING FOR COMPLETING PLT AGENDA FROM 26 NOVEMBER

Attendees: Fr Bill and Noeline
Date: Tuesday 1 December
Venue: Parish Centre
Agenda: Item (7) from the original agenda

MINUTES OF PREVIOUS MEETING (OCTOBER 29)– MATTERS ARISING

(a) Nomination of some parishioners for the Fitzgerald Awards

Action: Noeline to email Mary-Ann in Wellington to

- ask for the criteria for the awards
- ask her to check the records to find out if any parishioners were awarded it in 2000 and 2010
- criteria to be shared with PLT members so nominations can be made at PLT meeting on 28 January 2010

(b) Money from Jubilee 2000 Youth fund

Fr Bill advised that the money had been put into the Holy Family account and tagged for Youth Projects in 2021

(c) Yearly liturgy calendar to be made available

Fr Bill advised that the Liturgy calendar is created on a monthly basis

Action: This is to be put the Foyer noticeboard in both churches (Fr Bill)

(d) Feedback to Parish on PLT goals

Shelley wrote a comprehensive annual PLT report.

Action: This is to be put the Foyer noticeboard in both churches (Shelley)

(e) Eucharist Ministers formation

Fr Bill noted that approximately 80 forms were sent to Wellington but there was a long delay (about 6months) in getting these actioned due to Covid. The forms are now back and this process has been completed.

Actions: For EM who has missed out on the police vetting process, please note:

- All Eucharistic Ministers will be contacted by their team leaders as a follow up with any parishioners who missed out on the vetting process. (Gertrude and Peter)

- These parishioners need to contact Rex Morris to get the paperwork completed and sent. (rex.jomorris@gmail.com)
- The Liturgy team will organise a practical session early in the new year (Fr Bill)

(f) Co-ordinators for Passionist Family Groups

Fr Bill advised he has approached two parishioners to take on the role of coordinating the PFG.

(g) 2021 Life Teen Project

Fr Bill advised the 2021 Life Teen Project is embedded in the Parish Goal for 2021 and will be combined with Our Lady of the Bay.

(h) Involvement of cultural communities in Liturgy – Alice and Dolly to work with Fr Bill on how this can happen

Alice has resigned from the PLT as from the end of December. She is shifting with her family to Palmerston North. The PLT thanked her for her valuable contribution to the team.

Actions:

- Ask Dolly to be the liaison link with the Liturgy committee (Fr Bill)
- Ask Liturgy team to share copies of their minutes with the PLT (Fr Bill)

(i) Visit from Fr Marlon

Fr Bill has re-scheduled this for 2021

(j) Update of Parish Register/ Phone trees

Action: Noeline and Kathy to update the parishioners via the newsletter with this message:

PARISH REGISTER UPDATE

Parishioner details are still being entered in the database. The task is reasonably complex and unfortunately has taken much longer than we expected. The new data now needs to be checked against the older entries. We hope to be able to trial the telephone trees in February. Thanks for your patience.

Minutes confirmed as a true and correct record

(Chair)

Date