Minutes of Meeting of the Parish Pastoral Council
Parish of The Holy Spirit | Te Wairua Tapu
Tuesday 13 April 7pm - Our Lady of the Rosary Church

Present: Chrissie Locke (Chair), Fr Marlon Maylon, Chaucey Ellis (minutes), Michael Blackman, Ursula Muavae, Karolina Surynt-Tapiki, John Callaghan, Bernadette Patelesio (speaker on one topic)

Apologies: Alex Edmonds, Salote Raiwalui

Meeting opened with a karakia led by Ursula.

Minutes from the previous meeting on 16 March were accepted (Chrissie/John). Thank you to Karolina for preparing them.

Committee updates

- Alex Edmonds resigned from PPC, effective 13/4/21. Chaucey Ellis attended representing OLRC community. *Action Point:* Chaucey to report to OLRC Stewardship committee and advise PPC the new, ongoing replacement for Alex.
- Salote Raiwalui was to join PPC but now unable to do so.
- Discussion held on factors and alternatives regarding Property Review.
- Cardinal John and Archbishop Paul Martin to speak with Priests of Archdiocese on 14/04/21 about property matters.
- Recent communication from Cardinal John to be shared with Parishioners.

Database

Bernadette Patelesio spoke about progress with implementing database to manage data regarding our parishioners. Work started on a custom built MS Access Database, but a commercially available product better meets needs of Parish:

- Product is “Breeze CHMS”.
- Web-based. Password protected. Can have multiple users. We would retain ownership of data.
- Subscription service, $50 USD per month. No other fees. Free data migration. No data cap.
- Recommendation from experienced IT person who is using it for an Anglican Parish in Nelson.

Breeze is more user friendly and better suited as is web based; would not need ongoing IT support from Bernadette, whereas the MS Access Database would likely need ongoing support. Discussion about the low amount of data we currently hold and need to undertake census to gather more data. Bernadette to design a paper form to collect data.
It was confirmed that there is no data management strategy for the Archdiocese.
Action Point: The PPC support the adoption of Breeze database and recommends this to the Finance committee for <u>approval</u> (their Consent).

(Bernadette left the meeting)

Community Reports

<u>Sacred Heart Petone - John C</u>

- Had Stewardship meeting on the 23/03/2021.

- Roberta McBryde to create list of contact people involved in groups/ministries for noticeboard.
- To a workshop in June to create plan for future disruptions such as lockdowns/ natural disasters etc.
- Not currently running Children's Liturgy due to lack of volunteers. Fr Marlon has names of parents from SH school to approach about volunteering.

Schools – Karolina

- Eleven children baptised at OLRC through school sacramental programme on 13/04/21;
- Karolina thanked Sarah Saunders for her work running the programme. Karolina has recently received some new sacramental programme materials, which will be integrated into the materials already in use. Action Point: Karolina will share these materials with Ursula;
- Therese Young has resigned as Principal at San Antonio School, and this has been communicated to their school community.

Our Lady of the Rosary Church – Chaucey

- Discussion re communication breakdown between OLRC Stewardship Group and PPC, due to lack of continuity and attendance of OLRC reps at PPC meetings and lack of sharing meeting minutes. OLRC Stewardship team committed to overcoming these issues. Next Stewardship meeting is Monday 19th April.

San Antonio Eastbourne - Michael B

- Excellent Ecumenical service in Eastbourne for Good Friday; well done and well attended with around 100 people;
- No recent Stewardship meeting; no school representative in Stewardship group and would like to get rep for that role;
- Nine students recently baptised through school Sacramental Programme.

St Patrick's Wainuiomata – Ursula

- Five Catechumens welcomed to church at Easter Vigil through RCIA programme;
- Youth performed dramatisation of Passion of Christ on Good Friday, restarting an old tradition;
- Stewardship committee have been reviewing committee processes especially relating to appointment terms and nominations, and undertaken a survey of the community's priorities to discuss at next Stewardship meeting;
- Children's Liturgy still running; Sacramental Programme going to run through church rather than the school this year.

Whole Parish Business

Whole Parish Mass - on Christ the King Sunday in previous years; need to decide which Sunday this year. Christ the King Sunday (21 Nov) clashes with OLR School Kotahitanga Fair. Mission Sunday on 24 October could be suitable date (Note: Māori Miha in October at Sacred Heart still to be confirmed also).

Event Plan - Ursula co-ordinating whole year plan for parish events. Send all information re upcoming events to Ursula for parish website.

Safeguarding - All our churches need to display safeguarding information in a prominent location, including information on Royal commission, and who to contact with safeguarding issues.

Thanks - Thank you to Martin Ryan for preparing the update shared with our communities in the newsletter 21/03/2021 on the topic of Parish Property Review.

Parish Website - Gerard Duignan is seeking photos and news to share on the parish website. Gerard to provide information on photo publishing permissions process.

Communications received

Petone Parish Hall - Liz Heatley, Principal at Sacred Heart Petone School has written to alert the PPC that the Parish Hall sited at the school has hazardous glass shattering from the windows and rotting window frames. The school has ceased to use the hall due to the dangers and are concerned for the safety of children using the playground.
Discussed factors - heritage building, school use, immediate actions/longer term actions, financing of window repairs. Fr Marlon suggested that a school parent could volunteer their labour to do the repairs, with the Parish paying for materials.
Action: Chrissie/Marlon to reply to Liz, acknowledging letter. DONE

OLRC Easter Mass - Emily Su'a-Dunn, Liturgy Chair, Stewardship Chair at OLRC, had written to request that OLRC host one of the Easter Masses. A similar correspondence on the topic of locations of Triduum Masses was also sent by Susanna Van der Gulik. Fr Marlon responded that the planning was already complete and that it was 'Liturgically correct' that these services be held in one church.

Church Closure Process Letter 9/4/21 from Cardinal John Dew -
Fr Marlon received a letter from Cardinal John outlining the process for closure and sale of a church with some guidelines from the church law 'Canon Law'. The PPC will continue to work with Martin Ryan to communicate next steps for the parish while ensuring pastoral care for all.

Meeting closed at 9:45pm with a Karakia led by Ursula.

Next meeting at St Patrick's in Wainuiomata on the 11th of May. Meeting may be brought forward if there is a full agenda. Michael given apologies for next meeting.

Prayer and Venue Roster (please advise us if a date doesn't suit your venue)

13 April Ursula – Our Lady of the Rosary church, Waiwhetu
11 May Marlon – St Patrick's, Wainuiomata
8 June Michael – San Antonio, Eastbourne
13 July Karen – Sacred Heart church meeting room, Petone
10 Aug Karolina – Our Lady of the Rosary, Waiwhetu
14 Sept Chrissie – St Patrick's church, Wainuiomata
12 Oct John – San Antonio, Eastbourne
9 Nov Ursula – Sacred Heart church meeting room, Petone
14 Dec Marlon – tbc