

MINUTES AND ACTIONS (MEETING 5)

21 FEBRUARY 2024 / 615pm to 730pm / PARISH MEETING ROOM ST RAPHAELS

ATTENDEES

APOLOGIES

Tony Carey	Chair	Janine Deakin Sybil Busby
Father Tony Percy	Priest	
Father Josh Scott	Priest	
Selina Stanford	Member	
Nick Pelle	Member	
Kripa Antony	Member	
Anthony Stanislaus	Member	
Gretchen Bell	Member	
Glenda Chapman	Member	
Rebecca Gillett	Member <i>(nominated secretary)</i>	
Tony Wood	Member	
Sheryl Reyes	Member	
Benjie Reyes	Member	
Dylan House	Member	
Jaynel Estrella	Member	

AGENDA NOTES

ITEM 1: WELCOME AND PRAYER TIME

- Father Tony provided the welcome, opening prayer and reflection.

ITEM 2: ATTENDANCE AND APOLOGIES

- Noted.

ITEM 3: OBSERVATIONS FROM PARISH PRIEST

- Father Tony provided the following update:
 - PPC has been 12 months in operation
 - Good community, good music, good preaching and teaching and everyone experiencing love and beauty. A lot is going right, community is there, mass numbers are up by 150+
 - PPC to remain focussed on a few key things to be successful

ITEM 4: ACTION ITEMS UPDATE

A) UPDATE: Visitation program

- There is a volunteer list of approx 18 people for Warrigal House; George Forbes; Heritage Nursing Home. It was agreed, 2 volunteers would visit together for every 6 people.
- There are approx 20 people in the community outside nursing homes who would like visitors.
- This will commence from 1 March 2024, Wednesdays for George Forbes, every third Wednesday each month for Warrigal.

B) UPDATE: Youth ministry

- First Youth meeting/gathering held on 24 January 2024. A total of 16 youths were there - a good first turnout. Ongoing feedback of what they want, how frequent etc
- Keeping the youth informed through social media, Instagram.
- Gatherings are set for the first Wednesday of the month (next one, Wednesday 6 March 2024).

C) UPDATE: Young Adults ministry

- These gatherings recommenced a fortnight ago; new adults integrating - approx 6-10 young adults.
- Key things change/add-on and exploring other activities such as hikes, linking in with faith, mass and prayer.

D) COMMUNICATION: Written and verbal updates to parish

- Improve on the communication to the rest of the parish - after each meeting, brief minutes out quickly.
- PPC members to provide verbal update at church. It was agreed the script used previously was the way to do this.
- Written update to be provided in the bulletin.

E) OTHER ITEM:

- Missing age group is children/primary aged - how do we do it? There is a need across the Queanbeyan community as well as Canberra - not just schools, looking further than this. Possibility of using time after Sunday 9am Mass; further discussion needed.

- New action items were added (*see table below, purple highlighted*)
- Action items were noted as completed/closed (*grayed out below*)

<i>Reference</i>	<i>Description</i>	<i>Due</i>	<i>Assigned to</i>	<i>Date closed</i>
20230624/5	All PPC members to provide a photo for parish communication	At next meeting - 26 Oct 2023	Bec Gillett and Janine Deakin	

20230824/3	Roster for PPC members to be considered - talk/speaking at the conclusion of mass for any parishioners to approach/get to know you as PPC member	For discussion at next meeting 26 Oct 2023	Janine Deakin	
20231026/1	Deferred Item 4 from meeting 20230624: PPC members on safeguarding - Maria from Institute Professional Standards and Safeguarding - defer to the new year 2024	Next meeting - 21 February 2024	Tony Carey	
20231026/3	Date to be finalised with Father Tony; 3 mass times for short open meetings (25 minutes, throughout Lenten period)	By next meeting - 21 February 2024	Father Tony/Bec Gillett	
20231026/4	More thought for the community priorities before next meeting	Next meeting - 21 February 2024	Tony Carey	
20231026/5	Cultural music weekends	Next meeting - 21 February 2024	Tony Carey	
20240221/1	Meeting to discuss visitation program commencing from 1 March 2024; assign volunteers ready to go, provide update in bulletin	1 March 2024	Tony Wood and Father Tony	
20240221/2	Talk through options for children/primary aged children ministry	By next meeting - 4 May 2024	Father Josh, Jaynell Estrella and Sybil Busby	
20240221/3	Divine Renovation - get together to explore this concept for the parish	By next meeting - 4 May 2024	Tony Carey	
20240221/4	Talk through the initial concept for young couples theology of the body.	By next meeting - 4 May 2024	Kripa Antony	
20240221/5	Look into options for more handouts, laminated instead of tv screens; approachable and schmick is the preference	By next meeting - 4 May 2024	Father Josh and Selina Stanford	
20240221/6	Script to be finalised for PPC members to speak at Mass in order to provide update on discussions at meetings	Ongoing	Janine Deakin	
20230520/4	Proposed dates/times for meetings to be circulated for vote	31 May 2023	Bec Gillett	Completed - 23 May 2023
20230520/5	Responses for proposed meeting dates/times	11 June 2023	All	Completed - 11 June 2023
20230520/6	@parish email account to be explored if this is an option for contact for all PPC members	Before next meeBefore next meeting - 26 Oct	Chair - Tony Carey	Completed - 11 June 2023

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20230624/1	All upcoming PPC meeting dates to be circulated to members	30 June 2023	Bec Gillett	Completed - 06 July 2023
20230624/2	Nursing homes - follow up with all the points of contact to see how time is currently being spent with the elderly.	Before 24 August meeting	Gretchen Bell	Completed - 24 August 2023
20230624/4	WhatsApp group created for PPC members - RSVP's and general updates	Before next meeting - 26 Aug 2023	Janine Deakin	Completed - 15 July 2023
20230520/2	Finalise the right avenue for sharing the categorisation of ideas under the Three Pillars with the Parish for feedback. Follow up action: Chair will circulate draft to PPC members for comment.	October meeting	Tony Carey	Completed - 26 October 2023
20230624/3	SUB-COMMITTEE (Elderly) - Champion: Tony Wood (voluntold), Gretchen Bell and Kripa Antony to meet to progress this work, identify roles and responsibilities.	Before next meeting - 26 Oct 2023	Tony Wood Clare Hobbs	Completed - 26 October 2023
20230824/2	Parish procedure for volunteers and send website details to members for police check	Before next meeting - 26 Oct 2023	Bec Gillett	Not required
20231026/2	Warrigal list of people who would like a visit	By 3 Nov 2023	Gretchen Bell	Completed November 2023
20230520/3	Discuss with Elizabeth for rosters RE: morning tea options for PPC to host	Spring (Sept/Oct)	Father Tony	Completed
20230520/1	Explore options for parish website layout/design	Ongoing	Dylan and Father Josh	Discussed and closed at meeting 21 Feb 2024
20230824/1	Nursing homes - My Aged Care, hard copies to be collected from Kirsty McBain's office	Before next meeting - 26 Oct 2023	Gretchen Bell	Closed

ITEM 5: NEW BUSINESS

- a) **Hospitality** - greeting people as they come to Mass; PPC members to be welcomers, suggestion of name badges i.e. Rebecca - Pastoral Council; ok to tap regular parishioners on the shoulder for this as well; discussion around rosters and being mindful some people are coming to church to worship.
- b) **Effectiveness of Parish Council and member participation/commitment**
(Ministry leaders required to commit) - Visitation roster ready to go; PPC to be the leaders when parish priests move on; commitment to youth, elderly, young adults

- c) **Divine Renovation** - key ideas for parishes to renew, what makes sense for us. The book can be purchased from parish shop; *Noting: direct link for series was later shared by the chair (via email)*
- d) **PPC to host morning tea** on Sunday 3 March and then regularly, first Sunday of every second month (i.e. May, July, September and November) - Nick, Jaynel and Kripa to lead, Nick to coordinate.
- e) **Day, time and frequency of PPC meetings** - it was discussed and agreed that the ongoing PPC meetings would be held on Saturdays, at 930am straight after Mass. This will precede the scheduled morning tea PPC are rostered on for. The next meeting, Tuesday 23 April has been rescheduled to Saturday 4 May at 930am.
- f) **Other business:**
- Resources - young couples learning about the theology of the body. Idea of a 1 day program, wealth of knowledge through Father Tony, shared meal etc. further discussion needed.
 - Baptismal preparation: Thursday weekday mass; Father Tony encourages PPC members to provide a presence at this mass to help with young parents.
 - Masses:
 - Providing the mass readings; mass for today; mass - app version are all options. It was noted, templates are already there and available - we could copy/paste and laminate these to leave around the church.
 - Help parishioners to participate especially when English is their second language.
 - Overall comment: rushing through the prayers especially the teachings of the church; idea raised of a 'teaching mass' which is slowed down and takes longer. i.e. explanation along the way of why the priest does each part. More to discuss on this. In the meantime, slowing down The Creed and Our Father was agreed to.
 - *Report back:* Novena at Christmas was very successful for the first one; last one landed on Christmas Eve; embrace the Filipino part of the parish; reaching out to different ethnic groups across the parish.
 - Rosters are being prepared by Anne Alexander. Names need to be checked they are current and updated please.

ITEM 6: CLOSING PRAYER

- Nick provided the closing prayer.