

MINUTES AND ACTIONS (MEETING 13)

4 OCTOBER 2025 / 1015am to 1130am / PARISH CENTRE MACQUOID STREET

ATTENDEES

Janine Deakin	Chair	Jaynel Estrella
Nick Pelle Glenda Chapman Nisha Joseph Manoj Jose Benji Reyes Sheryl Reyes Ralph Frank Gretchen Bell Selina Stanford Sybil Busby	Members	
	Attended online	
Anne Alexander	Chair PFC	
Rebecca Gillett	Secretary	

APOLOGIES

OPENING PRAYER

ACTION ITEMS REGISTER

- New action items were added (see table below)
- Action items were noted as completed/closed (grayed out below) – removed after one meeting

Reference	Description	Due	Assigned to	Date closed
20231026/5	Cultural music weekends	2025-2026	Tony Carey	
20240221/5	Look into options for more handouts, laminated instead of tv screens; approachable and schmick is the preference	Dec 2025	Selina Stanford	Consider formation weekends, mass explanations, advertise RCIA

<i>Reference</i>	<i>Description</i>	<i>Due</i>	<i>Assigned to</i>	<i>Date closed</i>
20240706/3	Parish Safeguarding Checklist to be completed	Sept 2024	Parish Safeguarding volunteers	In progress with Mal Harrison
20240706/4	Parish to be accredited against safeguarding standards	Dec 2024	Parish Safeguarding volunteers	In progress
20250201/1	Draft a proposal of how we might introduce a conversation in the spirit in our parish.	PPC mtg December 2025	Janine, Glenda, Ralph and Selina	
20250201/2	Draft a proposal around introducing a short time for discussion within the mass.	August 2025	Sybil and Glenda	On hold
20250802/1	Organise for Maria Hicks, Archdiocese Safeguarding, to come and talk to PPC	August/Sept 2025	Nick	Completed 11/9/25
20250802/2	Organise safeguarding training for all staff/parishioners working with youth	December 2025	Nick	Link to be distributed to relevant parishioners and will track completion
20250802/3	More copies of confession guide for children to be printed by parish office	31/12/25	Nisha	
20250802/4	St Gregory the Great feast day powerpoint slide for inclusion at the beginning of mass	6/9/25	Bec	Completed
20250802/5	Set up parish calendar, and possibly a meeting room booking system	Christmas '25	Fr George, Janine & Glenda	
20250802/6	Give PPC Chair access to the PPC email box	30/9/25	Bec	In progress
20250802/7	Update bulletin options with office staff	Christmas '25	Fr George, Selina	
20250802/8	See if padlock used for Macquoid St gate could be updated to accept current	Oct PPC mtg	Nick	A new key system to be introduced in the parish in 2026

Reference	Description	Due	Assigned to	Date closed
	parish master keys, instead of using different keys for this.			– add this issue to that project
20250802/9	Notice in the bulletin to raise money for Fr Peter Day's request for new shoes for prisoners to attend court.	Oct PPC mtg	Nick	Completed – generous response received
20251004/1	Introduce ushers at 9am mass Sunday to assist those standing to a seat			
20251004/2	Hold a workshop for readers and acolytes		Fr George	
20251004/3	Introduce parishioners with key roles to the parish, website / back of church etc		Janine	
20251004/4	Communication strategy – to be discussed at next PPC meeting	Dec 2025 PPC meeting	All PPC	
20251004/5	Set up group to start planning Parish Assembly. Meet and report back to dec PPC mtg	Dec 2025 PPC meeting	Selina, Nisha, Janine, Ralph, Nick and Glenda	
20251004/6	Shorten parking communication proposed by Glenda and include in bulletin and mass commentary	Dec 2025 PPC meeting	All PPC	
20251004/7	Organise a children's mass for the first week in Advent	30/11/25	Sybil, Nisha, Nick	
20251004/8	Set up an area inside the church for young children and parents during mass	31/3/26	Bec	

ITEMS DISCUSSED:

1. Safeguarding update - Nick

- Maria Hicks came to talk to us about safeguarding issues
- Live matter still being worked on in the parish

2. Fr George update

- Would like to have ushers in the church to assist with seating during mass
- Workshop with the readers and acolytes – need more acolytes
- Communicate / introduce parishioners in specific roles and their functions: update website, physical copies on noticeboard in church, maybe a booklet for distribution
- Parish website (Archdiocese website links to Parish) - need to be kept up to date. Ralph happy to assist the set up for ease of updating. There is also a need to create a Communications Strategy – to be discussed in the next PPC meeting

3. Parish Assembly

- Document was sent out for PPC members review – what it is for, prayerful assembly, where our parish is going, a strategy for the future in a prayerful way.
- What key things do we want for our parish?
 - Archbishop wants the focus on discipleship, encounter and mission; report before Pentecost; using Lent to prepare for the Assembly
 - Set up a group to plan and lead the assembly – sub group to be set up; aiming for before June 2026, resources are available
 - Next steps: group together, what's next for the 2 months – PPC members: Nisha, Janine, Ralph, Nick and Glenda

4. Parking issue

- Disabled parking – being mis-used inside the parking grounds, Sunday 9am mass
- Letter proposed by Glenda – shorten to place into bulletin and commentary
- Orange pop-up bollards to be placed out to help, who will do this?

5. Kids Mass, parish function

- Sybil proposed this idea – beginning of advent; 9am mass, kids to do readings, offertory etc - Nick and Nisha to help
- Father George is supportive to proceed; could be held once a month
- Parish function – bush dance, dinner or something for next year; propose a survey to be sent out to parishioners, after Assembly; part of the parish as well, not PPC

6. Other business

- Children's liturgy
 - bring back something for children who are old enough to be away from parents
 - Bec has 2x volunteers to help run it
 - Set up of ministry; safeguarding comes into it – who takes them out?

- Dedicated area for children and mums inside church; Bec to take action to come back with options
- Morning Tea roster
 - Regular bookings until December
 - Unsuccessful with Oct/Nov
 - Lent – just do tea/coffee without food; gold coin donation for project compassion
- Letterbox drops
 - Father George has had discussions with secretaries are underway
- Finance Committee update
 - Waiting on quote to update the PA system
 - Dinosaur laptop that links to the projector has been successfully replaced
- All Souls Day – 2 November – falls on a Sunday
 - 3 masses – midday mass at the cemetery
- Welcome/commentary / communications – main topic of conversation; PPC members to come to next meeting with ideas

CLOSING PRAYER

MINISTRY UPDATES

RCIA update – Janine

The RCIA program is currently on pause while we take time to reassess its structure and format. We have a diverse group of candidates: three have been journeying with us for about a year and are ready, or nearly ready, to receive the sacraments, while others are just beginning their faith exploration.

We recently held a meeting to discuss the best way forward. One candidate shared that part of their reason for joining RCIA was the desire to experience a sense of community in today's world. In response to this, we're considering holding RCIA sessions after the 9:00 am Sunday Mass, allowing candidates to first enjoy a cup of tea and connect with parish members. Sessions would then run from 10:15 to 11:00 am, fostering both formation and fellowship. Sessions would be open to all members of the parish. We could even have the topic of the sessions announced in the welcome at Mass each week.

Sacramental program – Sybil

Another big year for the Sacramental Programme (Reconciliation, Eucharist and Confirmation) We had over 200 candidates who received a Sacrament. The programmes ran quite smoothly even though we had no Parish Priest for most of the sessions/programmes. The Sacramental team, Lisa Mudge, Kiralee Noolan (St Gregory's Religious Education Coordinator), Fr George and myself will meet in October to review the programmes. I will propose that the programmes be shortened to make them more family friendly.

I'm frustrated that the School Religious curriculum does not align with Parish sacramental programmes; students aren't given a deeper understanding and appreciation of the sacraments. But that's how it is, and I can't change it.

Alpha – Selina

We have decided to not hold an Alpha in 2025.

Planning to start the next one in Feb 2026.

I will be attending the Alpha Catholic conference in Sydney on 31 Oct/ 1 Nov. Not sure if anyone else from our parish will be attending with me.

The Chosen – season 4 – Selina

The group watched episode 1 of season 4 last week.

Hospitality – Sybil

It has been a busy time, with farewells, welcomings and sadly the passing of treasured people. Thank you to all who have been helping in organising and assisting in making sure that these functions have been a success.

Morning tea- the new arrangements for setting out the tables (ie, food tables parallel with the tea and coffee tables and having the milk and sugar away from the drinks table) has improved the speed and ease of catering.

We have tried having people accessing the food table from both sides and serving themselves. This has made it quicker, but we can't monitor health and food safety issues eg using the tongs to serve and people using their hands to get their food.

It would be good to have a parish social function. We have had several in the past (a bushdance, dinner). We could ask the parishioners (survey), what they would like. The function could be organised by a parish committee.

Caring for Creation – Nick

Ecumenical Prayer Service or gathering during the coming Season of Creation.
Caring for Creation group will be holding an ecumenical prayer service for the Season of Creation on 4 October.

C4C Garden – Glenda

Vinnies – Glenda

- The Vinnies collection occurred last weekend
- Another meeting was held on Monday 29 September 2025. Potential volunteers are completing their paperwork online, some are starting to go out with current volunteers to find out how everything operates. Potential volunteers have been asked to consider office bearer positions and another meeting will be held on Thursday 16 October 2025.
- At this stage Vinnies has no place for storage of donations of food/xmas gifts. All of the items that were in the QBN Conference Office have been removed. Current parish donations are being given to the Missionaries of Charity as requested by Canberra Vinnies staff.