



Parish of St Columba and the Holy Souls, Leichhardt North
Pastoral Council

MINUTES of meeting on 1 December 2015 7:30 pm

Venue: St Columba's Parish Demountable

Meeting opened: 7:35 pm

No	Item	Action to Do	By
1.	Opening Prayer – Read by Therese Briggs		
2.	Present: Therese Briggs (chair), Margaret Perry, Peter Smith, Dan O'Brien, Adrian Overs, Amanda Sapienza, Sue Draysey, Frances Stewart Apologies: Mark Breen		
3.	Minutes from previous meeting: <ul style="list-style-type: none"> • Motion to accept: Margaret Perry • Motion seconded: Dan O'Brien • Motion carried Business arising: <ul style="list-style-type: none"> • Pastoral Council continuity – Therese Briggs <ul style="list-style-type: none"> ○ The Minutes of the last meeting and this meeting are to be published on the website ○ The "invitation" message for the Bulletin can be re-worded to reflect publication of minutes • Church sound system – Peter Smith <ul style="list-style-type: none"> ○ Peter had the technicians out; they went through the whole thing and couldn't find anything wrong. ○ The following Sunday and at the school Mass there were more problems. ○ Catherine Funston (school REC) had the technicians out again – this time it malfunctioned while the technicians 	Circulate the minutes for this meeting in Word format, so that changes after Friday can be made by Therese Review minutes and get back to Amanda (by Friday) or Therese (by Tuesday) Upload minutes onto website Put invitation message in bulletin Investigate options for sound system	Amanda Sapienza Everyone Adrian Overs Therese Briggs Peter Smith

	<p>were there.</p> <ul style="list-style-type: none"> ○ Diagnosis: an old system, part analogue part digital, so different parts may be having trouble communicating, also poor speakers. <ul style="list-style-type: none"> ● Christmas gathering – Margaret Perry <ul style="list-style-type: none"> ○ Confirmed for Saturday, 19 December at 6:00pm (following 5:00pm Mass) in the parish hall. ○ Parish bulletin and church noticeboard Invitations to parishioners and email invitations to school staff and other priests have issued. ○ This weekend's bulletin and noticeboard will have an updated invitation and advise of catered fingerfood and drinks, with a suggestion to bring along a sweet treat to have with tea/coffee. There will also be a request to complete an attendance sheet for catering purposes. ○ The attendance sheet has been placed on the noticeboard. RSVP date is 13 December. ○ Catering company for last year's event is unavailable - alternatives being considered, including another company or Margaret will coordinate the purchase of refreshments similar to that served at the Listening Assembly. ○ Gail, who organised last year's event, has offered to assist Margaret. A number of parishioners have volunteered to help in the lead up to and at the gathering. Margaret will develop a to-do list and liaise with the helpers and keep Fr Peter informed. ○ A final reminder invitation will be placed in the bulletin on the weekend of 12-13 December. ● Training for new ministers – Amanda Sapienza <ul style="list-style-type: none"> ○ This has occurred. ○ There are differences in roles of ministers between each Mass, which complicates training somewhat. ○ There are still issues with getting rostered ministers to turn up, even though most readers now have a hard copy roster, hard copy contact list, and repeated instructions to arrange replacements when they are not available – this will be considered further by the Liturgy Committee 	<p>Arrange for Christmas carols to be played at the gathering</p>	<p>Adrian Overs</p>
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	<ul style="list-style-type: none"> • Beautiful Mass was held on 24 November to celebrate Fr Peter's 30th anniversary of Ordination – parish and parent community were well-represented • New P&F for 2016. Current P&F presented school \$20,000 and another \$5000 is anticipated • End of year and Graduation Mass, and presentation of Awards, is on Friday 4 December • Christmas Assembly, telling the Christmas story, will be in the hall on Wednesday 9 December • Last day for students is 11 December; last day for staff is 17 December • Staff return 27 January, years 1-6 return 28 January, Kinder begins 1 February • Written report on file with Secretary 		
<p>5.</p>	<p>School reconstruction programme – Frances Stewart</p> <ul style="list-style-type: none"> • New premises very close to completion • She will not receive the keys next week because a decision has not been made about fencing in front of the infants' outdoor learning space. <ul style="list-style-type: none"> ○ Architect is sketching some designs this week ○ Occupation certificate and keys cannot be issued until CEO is satisfied site is secure for students. ○ Hopefully a decision is close so move can go ahead. 		
<p>6.</p>	<p>St Vincent de Paul report – Therese Briggs</p> <ul style="list-style-type: none"> • Christmas hampers: there were none left for 10am Mass, but people can contribute to the SSI food collection if they wish • Food hampers are attached to the parishioners' hampers, and they will be delivered to the parish hall on Friday 11 December. • Christmas Appeal is this weekend – the money raised generally goes to people within Leichhardt 	<p>Check the hall to ensure there will be space for the hampers from 11 Dec to 13 Dec</p>	<p>Frances Stewart</p>
<p>7.</p>	<p>National Church Life Survey</p> <ul style="list-style-type: none"> • Therese reviewed brochure on leadership products: products to assist people identified as leaders in developing leadership skills <ul style="list-style-type: none"> ○ Margaret suggested it could tie in well with the Building Stronger Parishes Report (next item), which sets out what a strong parish is – the leadership resources could help us get there ○ Peter has had experience with these products: outcome differs depending on parish and parish numbers <ul style="list-style-type: none"> ▪ At some point all Pastoral 		

	<p>Councils ask what are we doing and why are we doing it?</p> <ul style="list-style-type: none"> ▪ Thinks a priority should be for Pastoral Council to develop its leadership skills, considering things such as how we run our meetings: should they be all business? Half devoted to growth? Prayer? ▪ In every parish he has been in, the priest has taken the Pastoral Council away for a few days to work on these issues <ul style="list-style-type: none"> ○ Peter said the hall, once complete, will have a new meeting room and that SVDP can meet there, if that's appropriate for them <ul style="list-style-type: none"> • Adrian reviewed brochure that was selling surveys to parishes to gauge matters such as parish attitudes: Church Life <ul style="list-style-type: none"> ○ Did not think it would be of great value at this time • Margaret reviewed brochure selling demographic information: Community Connections Pack <ul style="list-style-type: none"> ○ Provides information about a neighbourhood from the national Census – current profiles are based on 2011 data ○ Explores population structure, employment and income, housing, education, households and families, and culture and religion. ○ The package helps parishes to identify opportunities arising from these categories. ○ Peter: the Archdiocese provides a parish breakdown of census data, containing information such as age, nationality, education and income. 	<p>Obtain a copy of the parish's Census report</p>	<p>Peter Smith</p>
<p>8.</p>	<p>Building Stronger Parishes report – Peter Smith</p> <ul style="list-style-type: none"> • Margaret read the report and found much of value in it. • Summer Hill's profile was interesting, as it is a nearby parish with similar demographic • They seemed to achieve great cohesion simply by buying a good coffee machine and inviting parishioners to stay for coffee after Mass. • It was recognised that this is something we can easily do once the hall is back and that might lead to other kinds of engagement between parishioners and Peter. 	<p>Read chapters 1, 2 and 3 of the Report for the next meeting</p>	<p>Everyone</p>
<p>9.</p>	<p>The bus – Therese Briggs</p>		

	<ul style="list-style-type: none"> • Therese has not been able to investigate arrangements as yet 	Investigate and report back to next meeting	Therese Briggs
10.	<p>Parish sub-committee updates</p> <ul style="list-style-type: none"> • Reaching out to others – Therese Briggs <ul style="list-style-type: none"> ○ Committee met 3 weeks ago ○ Committee is collecting food items for refugee families, to SVDP timetable ○ Belinda will be contacting Ravi of Parliament on King (employing and training refugees) re whether he would be willing to work with the Parish on a social event ○ They will be seeking a gold coin donation at the Christmas gathering to support the work of SSI and RACS <ul style="list-style-type: none"> ▪ Sue will email Tanya at RACS regarding this • Social – Margaret Perry <ul style="list-style-type: none"> ○ See item re Christmas gathering ○ Parish will buy a good coffee machine • Communications – Adrian Overs <ul style="list-style-type: none"> ○ See item re Parish Information sheet ○ Will review tasks in coming weeks • Liturgy – Amanda Sapienza <ul style="list-style-type: none"> ○ Committee met 26 November ○ New altar servers have been trained and a roster is up and running ○ Christmas liturgies were discussed: getting ministers, making sure they know when to go up, what they are reading etc ○ Catherine Funston has agreed to run the Christmas Play at 5pm Mass ○ Music at Christmas liturgies: <ul style="list-style-type: none"> ▪ 5pm: CD ▪ 7pm: the Sat 5pm group ▪ 10am: Joy on piano ○ Next meeting: shortly after Lent starts, February ○ Also discussing changes that can be made to general liturgies. ○ Sue: she held an Advent SPaR on Monday evening, which was a very touching session on peoples' values at Christmas, followed by bracelet making for hampers. 	Investigate coffee machines	Therese Briggs
11.	<p>Other business</p> <ul style="list-style-type: none"> • Margaret presented Peter with a token of our congratulations on his 30th anniversary of ordination. 		

	<ul style="list-style-type: none">• Peter requested that, when we send emails, the subject heading reflects the conversation in the email, rather than the conversation from several emails ago.		
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Meeting closed: 9:30 pm
Next meeting: Tuesday 2 February 2015, 7:30 pm
Venue: Parish Meeting Room (new offices)