

St Francis of Assisi, Ohariu Parish

Leadership Formation Team - Minutes of meeting on Monday, 16 December 2019, 7pm at Johnsonville Presbytery

Present: Paul Betham, John Kleinsman, Sr Judith McGinley, Anna Mika-Hunt, Kitty McKinley, Thomas Davis, Pete Roe, Tim Gordon

Apologies: John Lawson, Shane Dinnan, Marushka Caldeiro

1. Opening prayer/reflection
2. 21 October 2019 meeting minutes confirmed
18 November 2019 meeting minutes confirmed
25 November 2019 meeting minutes confirmed
2 December 2019 meeting minutes confirmed
3. Action log
Paul will look into adding an Action Log as part of future minutes of meeting.
4. Interim Parish Transition Manager
Tim Gordon was welcomed and his Job Description was signed off by LFT subject to amendments discussed. Tim expressed thanks for the welcome noting that it was a privilege for him to be undertaking this role and thanked LFT for entrusting him with this important task.

Tim noted the following for the LFT's attention since starting in the role of Interim Parish Transition Manager:

- * Brenna McSweeny-Harte has been contracted as an Admin Assistant who will, amongst other various tasks, help with compiling the parish database with information collected from the parish census;
- * the parish census was promoted well and will help Tim with his role in relation to developing a new parish model;
- * it is proposed that an audit will be undertaken in the new year to test where things are working out, or not, in relation to the current roles within the parish, eg Parish Administrator, and what learnings we can discern going forward from here;
- * developing and growing the Sacramental Programmes for the parish will be a particular focus for the new year;
- * effective and clear parish communication channels will also feature as an important aspect to consider and, in relation to that, the following is being thought about;
- * setting up a Parish Facebook page; and
- * developing a Parish phone app and linking these technology tools would be useful/helpful.

5. Sacramental Programmes
A discussion was held on a prior agreement in relation to the parish sacramental programmes.

Agreed to defer this topic to the new year and link the discussion to the following:

- * **20 Year Plan for the parish;**
- * **Buildings review in 2020; and**
- * **Agreement on a Parish Vision statement.**

6. Parish website
Thomas advised that there was still some work to do on this which included:
 - * updated parish calendar;
 - * updated bios and photos of LFT members; and
 - * including Tim's role on the website.

Intention is to just add stuff when completed and looking to launch new website in January 2020.

7. Roles in Parish communicating

Concerns were raised around the misinformation / confused messages circulating amongst some parishioners or groups within the Parish. Following robust discussion it was agreed that Anna would look into this and together with portfolio members working out ways to improve communication..

8. Relook at portfolios

A discussion was had about a reflection that most of our energy over the past year has been absorbed into liturgy matters versus portfolios which are more to do with day to day parish operational stuff. There was general consensus that we need to relook and revisit the portfolio model including the terms of reference for each in the new year. To help with this piece of work, Ian Hamilton (Focolare) will be attending first meeting of LFT in the new year to specifically talk about the Ecumenism Portfolio. This will provide a good introduction for the LFT to then have a wider discussion about the other portfolios including other topics such as:

- * Pastoral care; and
- * Social outreach.

Another suggestion raised in the discussion was the need to identify new members for portfolios and the census will help us with that. Maybe we need to revisit the portfolio model which is framework related to government activity and see if there is another way more suited to religious activity.

9. Christmas message from LFT

Agreed for Kitty and Tim to prepare a Christmas and New Year message from LFT to thank parishioners for contributions and achievements over the year and extend well wishes over the festive season.

10. Thank you xmas acknowledgements and donation

Agreed for thank you xmas acknowledgements for Graham, Carol, Margie and John van de Kaa, including a modest donation to Focolare which is organising and hosting Oceania Gathering in January 2020.

11. LFT members for holiday ministry

Agreed for the following LFT members to be available for holiday ministry as follows:

Thomas Davis and Pete Roe – 24 December 2019 to 6 January 2020;

St Judith and John Kleinsman – 6 January to 20 January 2020; and

Kitty McKinley and Anna Mika Hunt – 20 January to 1 February 2020.

12. Items to stay on the agenda for future action

- * Set aside significant quality time at beginning of 2020 for LFT Formation, identify dates, commit to be there etc;
- * Ongoing plan for the Eucharistic Ministers;
- * Scripture classes and partnership with TCI; and
- * Chairperson for the LFT.

13. LFT commencement date in January 2020

Agreed for Anna to check the availability of LFT members for LFT commencement date in January 2020 on either Monday 13 January, Tuesday 21 January, or Monday 27 January.