

# St Francis of Assisi Ohariu Parish

## Meeting Notes & Decisions

Leadership Formation Team

4 June 2019, 7pm Johnsonville Presbytery

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Present: Sr Judith McGinley, Paul Whitehouse, Paul Alford, Kitty McKinley, John Lawson, Paul Betham, Shane Dinnan, Thomas Davis, Marushka Caldeiro, Anna Mika-Hunt

Apologies: John Kleinsman, Pete Roe

- Opening Prayer: Anna
  - Action Log Updated
  - Register of Interest – no changes
  - Previous minutes approved
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### 1. Parish Communications

New website development – meeting Thursday 6 June. Aim will be to identify a project-lead and outline the project plan and delivery dates.

Current website still fully available for new content.

Discussion on following through on events like Soup & Chats evenings and impending projects or follow up from parish suggestions via a LFT 'What's the Latest Update'.

Discussion on local community leadership as another means to develop communications, responding to issues, seeking ideas and follow through. Something similar to SAC in Newlands.

Noted that LFT should take opportunities to be at parish events to hear and encourage people with our new parish model.

Agreed further discussion on shaping a What's the Latest communique – Comms portfolio

Agreed to draft a document on community leadership as the next step for building grassroots/local leaders. Paul A

### 2. Finance & Buildings

A good discussion on the 2019-20 budget. A balanced budget will be delivered with explanatory notes. Recognises the differences of our developing parish model, new opportunities to create revenue and working with ADW on a new 'fit for purpose' financial model going forward.

Completed 2019-20 budget to be approved by LFT 30 June following final changes from the Finance Committee.

2018-19 Parish Financial Report will be ready for dissemination soon.

A focus on (financial) transparency by way of budgets, reporting and updates eg buildings/maintenance.

Agreed 2019-20 budget to be approved by 30 June by LFT

Agreed to publish 2018-19 Finance Report similar timeframe

### 3. Parish Formation / Review of Mass timetable

Continues with a second Eucharistic Formation evening later this week and Fr Eddie undertaking a daytime seminar on sacramental spirituality.

Work being undertaken on how other parishes undertook mass timetable reviews. This will assist in shaping the LFTS approach to consulting with the parish which needs to be laid out as a draft by 1 July.

LFT needs to lock down a time frame for the consultation and review of mass timetables and communicate with the liturgy and music ministries as they plan their rosters for the next 2 or so months.

Agreed to work with liturgy and music ministries on rosters in context of parish consultation on mass times.

Agreed a parish consultation plan on (weekend) masses to be ready for LFT before 1 July (PA, KM).

### 4. Newsletter frontpage contributions

Discussion on wider group of LFT members and other parishioners/groups contributing to the weekly newsletter. Next 6 weeks to be covered off by individual LFT members.

Other potential contributors could be Focolare, Vinnies, Catholic Women's League.

Agreed more contributors to be sourced for newsletter frontpage – Comms portfolio

## 5. Parish Transition Manager update

Reflection on meeting a myriad of requests on a day to day basis, developing an effective working relationship with Carol and Deb, co-ordinating LFT communications, various meetings across ministries & portfolios and working with ADW and Society of Mary (good communications/sharing information etc).

Responding to all emails and enquiries is key as they all matter.

Paul noted after a month, it is still about being responsive, connecting people and establishing what the role is about.

## 6. Parish Meeting and Gifts & Talents Expo

Expo targeting first 2 weekends in July, across the 3 communities. Development work on this continues.

Also:

- The Sacramental & Liturgy and Formation portfolios to meet 10 June to finalise various ministry procedures and plan out on-going formation dates.
- Continued scope for parish interactions – maybe a couple of Wine & Cheese style events?

Next meeting: Monday 17 June, 7pm at Johnsonville Presbytery.