

St Francis of Assisi Ohariu Parish

Meeting Notes & Decisions

Leadership Formation Team

29 April 2019, 7pm Johnsonville Presbytery

Present: Paul Whitehouse, Shane Dinnan, John Lawson, Paul Betham, John Kleinsman, Judith McGinley

Apologies: Anna Mika-Hunt, Paul Alford, Kitty McKinley, Thomas Davis, Marushka Caldeiro, Pete Roe

- Opening Prayer: Easter reflection
 - Register of interest reminder
 - Actions log updated
 - 15 April 2019 meeting minutes confirmed
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1. Easter week reflections

General observations were that, in the main, liturgies and Easter services went alright but perhaps a more coordinated approach across the parish with some improvements by a simply different approach to things could be a good investment and go hand in hand with the model of church changes that are currently taking place in Ohariu parish.

2. Communications and parish website project (notes/comments from Thomas Davis refers)

A common theme from the conversations with parishioners was the importance of timely and clear communications. Whilst the current weekly paper based newsletter goes some way in meeting the above need, it is proposed that a much more effective approach could be achieved by the development of a new parish website and App to improve the quality and content of online communications about parish activities and events.

Agreed for a notice in the newsletter over the next 2 weekends inviting parishioners with skills and experience in communications and website design & development to join a project team to design and establish a new website and App for the parish.

It was also agreed that when appropriate, the current newsletter would be extended to 2 pages or alternatively be printed on folded A3 paper.

Nuts & Bolts meeting in the morning would progress the discussion on the need or not for more Q&As publications and putting out a reminder of the next Soup & Chat evening at St Bens on Tuesday 7 May from 5-7pm.

Welcome article – this item still needs a bit of work and remains open for now.

3. Finance & Building update

LFT will be updated following 16 April meeting of F&B portfolio team with the main topic

being a draft 2019/20 Budget.

4. Review of parish mass times

It was considered that maybe we first need some agreed principles and guidelines about how we see our vision and mission as a parish going forward before we tackle the sensitive topic of reviewing parish mass times from July 2019 onwards. Maybe we put forward a proposal to delay the case for deciding on buildings in the current year as we only have a commitment from the Marists for 3 years so we need to have a plan in place over the next 2 to 3 years and let the buildings issues follow the vision for the parish rather than the other way round, so to speak.

Agreed for the above matters to be covered in discussions on the LFT formation day on the weekend of Sat 11 May including the structure and role of LFT and portfolios and frequency of meetings.

5. Liturgy of Hope and Formation programme around Sacraments (notes/comments from Pete Roe and Pa Eddie refers)

After some general discussion the above items were deferred to the next LFT meeting for further discussion when more members might be in attendance.

6. Parish management role (Parish Manager text document refers)

The new and different model of church endorsed by + John for the Ohariu parish has made obvious the need for a new role to coordinate parish operational matters including financial and administrative tasks, that is, Parish Manager. The role of Parish Manager will ensure the collaboration between the Society of Mary (SOM), our parishioners, and the Archdiocese of Wellington (ADW), is coordinated, focussed and successful.

While the Leadership Formation Team (LFT) works through the requirements of what the eventual permanent Parish Manager position will entail, an interim appointment will be put in place to ensure current ongoing parish requirements are attended to and met.

Agreed to offer the position of Interim Parish Manager to Paul Alsford on a seven-month part-time fixed-term contract commencing 2 May 2019 subject to the Terms & Conditions as previously discussed.

It was also agreed that an appropriate content and narrative will be included in this weekend's newsletter with regards to the above to be discussed and finalised at the Nuts & Bolts meeting tomorrow.

7. Upcoming community meetings/events

Email from John Kleinsman re sponsorship for a camp deferred for further discussion.

Shane has had an initial conversation with other potential tenants for St Bens presbytery.

Marushka still waiting to hear back from Syro Malabar Group.

Parish Expo planned for end of May or beginning of June will hopefully bring to light some of the more obscure functions of the parish and associated communities.

8. Community committees

Will need to develop terms of reference for these church based local community committees. There will be some parishioners who will be willing and able to care for the church and grounds for each of the churches eg managing the properties like custodians of the churches – we need to care for the place and that way we also care for the communities.

9. Availability of keys

Agreed for spare sets of keys for Youth Ministry and Pete Roe.

10. Next meeting

Monday 6 May, 7pm at Johnsonville Presbytery