

# St Francis of Assisi, Ohariu Parish

**Leadership Formation Team** - Minutes of meeting on Monday, 18 November 2019, 7pm at Challenge 2000 House

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

**Apologies:** Pete Roe, John Kleinsman

Opening prayer/reflection

1. 4 November 2019 meeting minutes confirmed
2. Parish website update  
Thomas updated LFT on the website including pages still under construction. Mission Statement will be generic and still need a brief description of various parish groups and links to other websites eg schools. Will also involve training to maintain and update the website. Will use the same URL as the old website for now.  
**Agreed to a tentative go live date for the new website of 8 December 2019.**
3. Mail drop  
The change in mass times has resulted in changes in traffic patterns including parking congestion which is causing some confusion and impacting communities in for example Khandallah and maybe in Newlands and Johnsonville.  
**Agreed for a mail drop to be arranged for Khandallah to advise the change in mass times and to keep a watching brief on traffic and parking congestion related to St Andrews and Sts Peter and Paul's churches.**
4. Updating parish register  
Discussion was held on the need for updating the parish register so as take advantage of technology and saving costs eg receiving newsletter by email. A parish census in December is suggested for further development of this idea.
5. Admin worker  
A number of essentially electronic data entry work will need to be undertaken over the next few months eg parish census and updating parish register amongst other work related to LFT projects and portfolio work.  
**Agreed to advertise for a part time Admin worker for the next few months to suit.**
6. Parish positions  
LFT considered the need for employment positions related to the parish eg Pastoral leader role, Director of parish role, Executive assistant role, Liturgy leader role, as to which roles were required and best suited to a different model of church going forward. There was also a suggestion that Tim Gordon maybe willing to help, in the interim, at identifying and developing appropriate roles to progress this matter further. John Lawson also offered to explore roles/positions eg looking at what has been done in other Catholic parishes and come back to LFT on this.
7. Church committees  
Sr Judith noted a shortage of people at Sts Peter and Paul's to eg organise stuff before and after mass on Sundays and maybe there is a need to set up church committees across the three churches by maybe shoulder tapping people. The committees could be similar to the SAC committee for St Andrews church in Newlands.
8. Parish calendar for 2020  
Will start the next meeting by doing a month to month projection of events/activities – Kitty to prepare calendar print out for LFT members to handwrite onto copies at start of next LFT meeting.
9. Xmas day masses and rosters are all done and priests have been confirmed.  
**Xmas day masses and rosters approved for publication.**
10. Next meeting Monday, 25 November 2019.