

# St Francis of Assisi, Ohariu Parish

**Leadership Formation Team** - Minutes of zoom meeting on Monday, 15 June 2020, at 5pm

**Attendees:** John Lawson, John Kleinsman, Kitty McKinley (left meeting at 5:40pm), Thomas Davis, Pete Roe, Tim Gordon, Anna Mika-Hunt

**Apologies:** Paul Betham

1. Opening prayer/reflection
2. As Kitty was leaving the meeting at 5.40pm, prior to follow the set Agenda. The meeting was open for Kitty to raise anything and the following matters were raised:
  1. Question when will the LFT be going back to meeting face to face?
  2. LFT planning day on Saturday 4<sup>th</sup> of July, the focus on the urgency to move with implementing changes and not go back to pre-Covid actions or how it has always been?
  3. Vision was published in the Parish newsletter in the weekend. The Vision is in the foyers at St Peter & Pauls and St Andrews. The Vision is not up at St Benedict's in the foyer and this needs to happen. How do we make the 'Vision' come to life in the Parish – Kitty advised she was happy to put some ideas together and present to the LFT for further discussion.
  4. These weekends mass the Parish is honouring and praying for all Migrants and Refugees as suggested by the New Zealand Catholic Bishops Conference. In place of the homily or after the homily a representative from the Parishes group supporting Refugees and Migrants will be making a small announcement about Parishes involvement in this important cause in the past +4years, as well as introducing a small video of 2 migrants who have been involved in work in the Parish. After mass, the representatives will thank the Parishioners for their previous support in this cause and as parishioners are leaving mass tonight at the back of the church, the representative will be standing to hand out a collection envelope to return the following weekend as well collecting money for this worthy cause.
  5. Thanksgiving Mass on Sunday 28/6, 10.30am at St Andrew's – each church is to find 2 parishioner's names who will be co-ordinators and bring names to next LFT meeting. There was a discussion about Cardinal John's letter to the Parish offering to celebrate a mass and a thought was should he be invited? At the 'Thanksgiving' mass another idea raised was to shoulder tap Parishioners who would talk about their experience over the Covid lockdown.
3. LFT previous minutes, matters arising & action log
  1. LFT 8 June 2020 meeting minutes confirmed.
  2. -No matters raised from these minutes
  3. -Action Log was reviewed:
  4. (i) some actions update on agenda tonight to discuss.
  5. (ii) some actions to remain for completion.
  6. (iii) Anna asked Tim if he could re-email the Parishioners names who indicated interest in the 'Building Portfolio' to her and Thomas as she mislaid the original email.
4. Covid-19 Level 1
  1. Review of masses on the 13/6 & 14/6: Great mass at St Benedict's, the sacramental program was part of the mass and Pete was great with the children. There were lots of people so extra seats were required towards the back of the church. St Peter & Paul's was a full of many parishioners attending and it was great to see each other again. St Andrew's had close to 100 parishioners and Father Matthew Crawford said mass, again lots of happy parishioners catching up after mass.
  2. The Future of Little Churches – There will be a meeting with this group on Sunday 5/7. A thought was to advise the Parishioners at the 'Thanksgiving' mass about this meeting and invite anyone else who is interested in the 'Little Churches.'
  3. Mid-week services – started up again as advertised in the Parish newsletter. St Benedict's have resumed their mid-week services as per what was in place pre-Covid lockdown. St Peter & Paul's have the Wednesday mass.
5. Communication
  1. Media - Ellen has been doing some wonderful work the youth 'Challenge' with media.
  2. Parish database - Carol has managed to obtain more Parishioners email addresses that have been added to the database.

3. Website – Is ready to move, but there is \$200.00 yet to be paid for images used on the website. Thomas approved this amount to be invoiced to the Parish for payment.
  4. Parish App – Should have prices for the app by next week and will advise once received.
6. Finance
- a) Finance update – envelope gift-giving and cash have returned at weekend masses. The weekend of 13/6 and 14/6 the mass collections were very high.
  - b) Finance Committee – meeting this Wednesday 17/6 and minutes will be passed on to the LFT.
  - c) Proposal to ADW – to remain on the LFT agenda for action.
  - d) Parish Insurance – the Parishes insurance premiums for 2020/21 has rolled over. However, at any time the Parish can review the Insurance premiums and alter the figures are required. Thomas is to catch up with ADW Brokers to ask some questions about the Parishes current premiums and the table used to work out the costs.
7. Personnel Planning
- a) Formation Training – Fr James Lyons to be engaged into some formation training which will be a combination of 'face to face' and zoom sessions for basic training in homiletics. The session will have a maximum of 10 – 12 people involved who have had some prior formal training in scripture and theology. The formation programme will involve presenting 1 homily and 1 reflection. James would be given a koha for this training.
  - b) The 2<sup>nd</sup> stage of this training will be to identify 10 – 12 suitable people willing to study 2 scripture papers (at \$350 per paper) followed by the homiletics practicum. At this point the parish would have a cohort of 20 people to call on to assist with various pastoral and liturgical roles.
8. Other matters
- LFT Planning Meeting – Saturday 4<sup>th</sup> of July 9.30am to midday: discussions took place as to what should be on the Agenda. Some ideas raised were: Parish Vision – How do we make this come to life? Which leads into the Buildings Portfolio setup. Parish Liturgy Yearly Plan – Review the calendar and put in other upcoming events. Parishes 2020/21 Budgets. Anna to form a 'Draft Agenda' and send to LFT to review. Based on finalised agenda, LFT will then decide to either inhouse facilitator or an outside facilitator.
9. Next meeting Monday, 22 June 2020, 6pm at Sts Peter & Paul's Presbytery