

## St Francis of Assisi, Ohariu Parish

**Leadership Formation Team** - Minutes of meeting on Monday, 22 of June, 6pm – St Peter & Paul's Presbytery House

**Attendees:** Anna Mika-Hunt, Kitty McKinley, Thomas Davis, Tim Gordon, John Lawson, Pete Roe

**Apologies:** Paul Betham

### 1. Opening prayer/reflection

### 2. LFT previous minutes, matters arising & action log

LFT 15 June 2020 meeting minutes confirmed.

-No matters raised from these minutes

-Action Log was reviewed:

(i) some action items on agenda tonight to discuss.

(ii) some action items to remain for completion.

### 3. Liturgy

a) Review of masses on the 20/6 & 21/6: Migrants/Refugees – great services with different layouts for the masses with video clip of 2 refugees currently offering their services in the parish was played in 3 churches. There were also some prayers of faithful presented in other languages. A thought is to consider having the readings and prayers of the faithful as part of the mass power-points, so parishioners could read the information as well. The special collection for the Migrants/Refugees cause from this weekend's mass was \$435.00 and further donations are being received for this worthy cause.

b) 'Parish Thanksgiving mass on Sunday 28/6 at 10.30am at St Andrew's – outline layout for the mass is done. As oppose to the homily, certain parishioners will be asked to share their experience over the Covid lockdown period. The mass will then be followed by a shared lunch. The St Andrew's group will be on standby to help.

c) Little Churches will have a follow up meeting on Sunday 5/7 after the 10.30am mass at St Peter and Paul's. A thought put forward was to make an announcement of this meeting at the 'Parish Thanksgiving' mass this Sunday.

### 4. Communication

a) Newsletter – An announcement will be made about Carol's resignation this weekend and advertising the role will be in next weekend's newsletter. Also, announcement about Marushka Caldeiro stepping down from the Leadership Team. A note about the 'Little Churches' meeting on Sunday 5/7 after St Peter & Paul's mass 10.30am will be advertised. There has been an experiment carried out via chimp-mailout with the daily reading but will review if this has worked.

b) Website – Is ready to go live this week. More information required about the 3 churches, seeking clarification as to the type of information needed for the website and will advise Leadership Team.

d) Parish App – The time to experiment using this app has expired. Are we going ahead with the it or not? The costs are \$600.00 for setup and \$500.00 yearly using the app – decision made to go with these costs, a good software platform to communicate to parishioners and at the end of the year, we could review using the app.

### 5. Finance

a) Finance update – yet to review the gift-giving figures via automatic payments, the gift-giving envelopes/cash is consistent.

b) Finance Committee – quick report given from the meeting on Wednesday 17/6. Financial Report 2019/20 agreed to pass to the Leadership Team ready to present to Parishioners. A suggestion made to hold a General Meeting with the parishioners in early August and then release this information at that meeting. A framework has formed for the budget 2020/21 for Leadership Team to view, discuss and approve. An exercise was completed and information gathered about DCM and the Finance committee, thought it was a great organisation, but there were concerns raised about the (i) lease agreement period with the Landlord(Parish) and Aotea Emerge(associated with DCM) – 3years, a bit too long considering the Parish is about to review all buildings in the Parish and (ii) the process used to vet the tenants occupying the rental property. So, it was agreed for now Anna to go back and thank DCM for the information provided.

c) Newlands Presbytery – this property will be ready in the 1<sup>st</sup> or 2<sup>nd</sup> week of July to rent out. Carol has advised the Finance Committee various Parishioners has been inquiring if this property is for rent. An acknowledgement was

made about previous conversations about this property could be used for migrants/refugees. Anna is to ask Carol for the Parishioners who are interested in renting the Newlands Presbytery house and email Leadership Team.

d) St Peter and Paul's heaters – the heaters are ready to install this Thursday 25/6 and Friday 26/6. Adam from Cool Cat Refrigeration advised he has an electricity on standby to electrically connect the heaters internally and would give this labour charge free to the Parish.

#### 6. Personnel Planning

a) Parish Secretary – discussions took place about this role and what type of backup do we need in place in case we do not have someone to fill the role when Carol leaves on the 17<sup>th</sup> of July 2020. It was agreed this matter is to be a priority discussion at the Leadership Team meeting.

b) Formation Training – there has been some parishioners who have come forward to complete the formation training, but some more names are still required. A suggestion was made – could the 'Little Churches' gathering of people be part of the formation training i.e. scripture formation.

#### 7. Other matters

a) LFT Planning Meeting – Saturday 4<sup>th</sup> of July 9.30am to midday: The Leadership Team had viewed the 'DRAFT' Planning Agenda for this meeting. A strong request was presented asking the Leadership Team if this Planning Day could stick to 'Big Picture' e.g. Parish Vision, Buildings and Portfolios. The items about Liturgy Planning and Financial Budgets are to be discuss in the normal Leadership meetings.

Next meeting Monday, 29 June 2020 – 6pm: St Peter & Paul's Presbytery House