
**St Francis of Assisi Ōhāriu - Parish Pastoral Council
FINAL Meeting Minutes - Sunday 24 August 2025, 7.00 - 8.30pm**

Present: Msgr Gerard Burns, Fr. Alfred Tong, Joanne Byrne (meeting chair), Nick Borthwick (minutes), Edmund Becker, Lucienne Hensel, Ning Ibarra

Apologies: James Fouhy

1. Review and Adoption of Last Meeting's Minutes

- Minutes from the last meeting, on 13 July 2025, were prepared by Pā Alfred. Minutes reviewed and accepted without amendment.

2. Planned Gifting Campaign - August 2025

- Each weekend Mass has had at least one PPC/FC member speak. Those handing out Planned Gifting forms noted several parishioners indicating that they were already signed up.
- Some members have received forms back from parishioners, which will be handed to the office (a suggestion, received by email, was to place a clearly-labelled box to receive completed forms in the foyer).
- Some parishioners are unaware of the process to claim IRD Donation Tax Credits at the end of each tax year - which will be outlined in the final week.
- Further comms in future (possibly from the Finance Committee) may detail the process and how to complete the IR526 forms, and highlight the possibility of Payroll Giving (some employers offer this option)
- Thanks registered for Pā Gerry and Pā Alfred's successful organisation of the rosters and logistics for the campaign.
- **For Action:** In the final week, the newsletter (and speakers) will clarify that parishioners who participate in the Planned Gifting Programme (either through Envelopes or Automatic Bank Payments), receive a Tax Receipt at the end of the tax year, which they must submit online for Donation Tax Credits (worth 1/3rd of the value of donations). A further clarification is that only Planned Gifting (in envelopes or by bank transfer) enables the provision of receipts, and that while welcomed, cash donations in baskets can't be receipted.

3. Parish Pastoral Plan and Consultation Hui

- No questions received from parishioners since the draft plan was shared at Mass a couple weeks ago.
- Hui dates to discuss the Plan and provide an update on Parish Finances have been tentatively set for the 1st and 2nd of November - from 2pm to 4pm on each of these days.
- **For Action:** Pā Alfred will set up an email address to specifically receive Pastoral Plan feedback (and email the plan to the 700 people in our email list?).
- **For Action:** Pā Gerry will test these dates with the Finance Committee, and recommend joint meetings between the PPC and FC, perhaps over a shared meal, to enable logistics/planning for these hui.

- **For Action:** PPC to consider approach to sharing and discussing Pastoral Plan at the hui.

4. Communications Working Group

- Recommendations earlier shared by email have been discussed, with broad endorsement by the group to proceed.
- Regarding the disestablishment of the App, there is a need to consult the broader parish during the November Hui, through the form of a brief survey.
- The PPC requests that the CWG work on the implementation of the recommendations, and the development of a brief survey to be delivered at the Hui.
- It was noted that the CWG could become a standing Communications Committee, with composition changing should specific competencies be required.
- **For Action:** Ed and Nick to update the CWG scope/mandate and share this by email with the PPC for confirmation.

5. Parish Office Update

- Helen has handed in notice, and next steps are being considered - including notifying the parish, considering options around structuring the admin work, and suggestions such as the need for a Parish Manager. An advertisement will be made soon.
- Pā Alfred is managing administration processes in the office at present - the needs are steep.
- Different approaches towards the Admin workload are being thought through - given the size of the parish and that different approaches to admin have now been merged. Successes with the recent Sacramental Programme have shown how some elements can be delegated to and self-managed by groups.

6. Care for our Priests

- We noted the workload and the great job that Pā Alfred is doing to hold all tasks including administrative in the office. Lucienne and others have volunteered to help Pā Alfred with any tasks as needed, particularly as further assistance in the office is recruited.
- We acknowledged the great work which our Priests are doing - through all ecclesiastic, pastoral and administrative mahi - with a hearty vote of appreciation for their recent inspirational kōrero on the extra "baggage" which can affect our spiritual and physical ability to squeeze through the narrow door - not to mention increasing our blood pressure! Thank you Pā Gerry and Pā Alfred!

7. Ministry Updates

- First Communion, Children's Liturgy, Music and New Catholics Ministries are all proceeding well. New Catholics Ministry has orientation Friday evenings, 16 sessions are planned
- Alpha will run again in early 2026
- Sacramental Programme is also linking with the schools in the Parish to reach parents

- The Visitation Ministry is proceeding well, including Malvina Major, Cashmere Home, Cashmere Heights, Bupa Crofton Downs, Churtonleigh, including Anointing Masses and Visits.
- Marian Mothers continue to meet with between 8 and 11 participants attending.
- Opportunity Shop, joint with other churches locally continues with about 16 volunteers on the roster
- Masses are proceeding well with lots of volunteers for the various ministries - and people always willing to step up in the case of any late absences.

8. Other Matters

- Hope and Renewal Summit, Palmerston North: Both our priests will attend the clergy only day. Any others from our Parish attending?
- Pilgrimage of Hope - Sunday 31 August - Please inform Pā Gerry if there is interest to join the event at Ōtaki.
- **For Action:** Our Parish's Jubilee Year of Hope Commemoration - We are considering a 2-hour pilgrimage, one Saturday morning to the Home of Compassion in Island Bay. This could take in a tour of the archives, service/reflection in the Chapel etc. [Date tbc but around Feast of St Francis of Assisi - Sat 4 Oct]

Summary of Actions:

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