



St Raphael's Parish Pastoral Council

Meeting Minutes

DATE: Thu 17 October 2013	ATTENDEES: Rev. Isidore ANANTHARAJ (Parish Priest) Jo Stores (Principal St Raphael's) Sharon SAAB (President) Adele FINLAY (Vice President) Jan JORGENSEN (Secretary) Rosie GOULD (Vice Secretary) Gail DAWSON Sophia ZAKHEM Max MONTECILLO Chris WONG Carl PAVIA Minh NGUYEN Br. Ben KRUPOWICZ (Parish Pastoral Assist) Maryanne HEMSLEY (Parish Co-Ord/Sec)	APOLOGIES:
TIME: 7.00 pm to 9.00 pm		
LOCATION: St Raphael's Hall		
Next Meeting:	Thu 21 November 2013 Start 7.00 pm at St Raphael's Parish Hall	
ITEM	DISCUSSION	ACTION / RESPONSIBILITY
1. Fr. Isidore Address		
1.1 Welcome	<ul style="list-style-type: none"> ▪ Welcome Prayer - by Fr. Isidore Prayer for the Act of Consecration to the Immaculate Heart of Mary. 	
2. Confirmation of 19 Sep 2013 Minutes		
2.1 Previous Meeting Minutes	<ul style="list-style-type: none"> ▪ Sharon read minutes from previous meeting – 19 September 2013 Accepted - Adele Seconded - Max 	<input type="checkbox"/> President - Sharon
3. Business Arising from previous minutes		
3.1. Church Name Tags	<ul style="list-style-type: none"> ▪ Max suggested Acolytes and Office Bearers to use name tags – <i>not when robed</i> ▪ Sophia suggested Office Bearers to write and assist older members. <i>First name larger / surname</i> 	Saturday PM – <input type="checkbox"/> Sophia / Rosie Sunday AM – <input type="checkbox"/> Sharon / Minh / Gail <input type="checkbox"/> Br. Ben to advise readers to announce information re name tags
3.2 Dinner Dance	<ul style="list-style-type: none"> ▪ Sharon suggested Name Tag stickers to be given out at entrance 	<input type="checkbox"/> Maryanne to arrange <input type="checkbox"/> Sharon / Sophia / Rosie / Jo to give out
3.3 Main Church Entrance	<ul style="list-style-type: none"> ▪ Commence Saturday 19 October 2013 for Fr Isidore to enter via main entrance 	<input type="checkbox"/> Fr Isidore

3.4 Website	<ul style="list-style-type: none"> ▪ After last meeting Maryanne checked two people looking after website. Found one person had left. Other person to chase Archdiocese 	<input type="checkbox"/> Maryanne to monitor
3.5 Hearing Loops	<ul style="list-style-type: none"> ▪ Loop active ▪ Chase loop signage ▪ Put on screen and keep in bulletin 	<input type="checkbox"/> Sharon to source signage <input type="checkbox"/> Maryanne to put on screen
4. New Business		
4.1 Introduction to Mass	<ul style="list-style-type: none"> ▪ Strategies for Parish Renewal Document - parallel to Rosie's Action Draft advised by Max 	
4.2 Children's Liturgy	<ul style="list-style-type: none"> ▪ Parent has volunteered to assist with Children's Liturgy – SATURDAY PM / SUNDAY AM every fortnight ▪ Parents have advised that SATURDAY 5PM would be more suitable ▪ Fr Isidore has suggested children at start of mass to come to the altar for blessing, then taken to Hall 	<ul style="list-style-type: none"> ▪ Jo Stores to follow up for commencement date ▪ Jo to send Maryanne etc. details of Parent Volunteer – Mary Perera
4.3 Announcements	<ul style="list-style-type: none"> ▪ Gail suggested announcements to be made at end of Mass rather than in the middle 	<ul style="list-style-type: none"> ▪ All Pastoral Council members
4.4 Communication	<p>Max suggested:</p> <ul style="list-style-type: none"> ▪ Send NO REPLY emails to all parishioners with parish information and / or special events <p>Council decision:</p> <ul style="list-style-type: none"> ▪ Council decided information to go on website when updated ▪ Major events only to be sent by email 	<ul style="list-style-type: none"> ▪ To be discussed further at next meeting
4.5 Feedback Book	<ul style="list-style-type: none"> ▪ To be placed outside on verandah – Br Ben ▪ Saturday – Rosie ▪ Sunday - Sharon ▪ To be placed on slideshow 	<input type="checkbox"/> Br Ben will organise <input type="checkbox"/> Sharon to monitor <input type="checkbox"/> Maryanne to place on slideshow
4.6 New Church Members	<ul style="list-style-type: none"> ▪ Be on LOOK OUT for new people 	<input type="checkbox"/> ALL pastoral council members
4.7 Photos	<ul style="list-style-type: none"> ▪ Gail to bring camera to take photos of council 	<input type="checkbox"/> Gail
4.8 Church Etiquette	<ul style="list-style-type: none"> ▪ Remind parishioners re <ul style="list-style-type: none"> <input type="checkbox"/> NOT TO ARRIVE LATE <input type="checkbox"/> OR LEAVE EARLY ▪ Make announcement and put on screen ▪ Musicians to be advised ONE verse and ONE chorus 	<input type="checkbox"/> Gail – Sun AM <input type="checkbox"/> Rosie – Sat PM <input type="checkbox"/> Maryanne - slideshow
4.9 Garbage Bins for Hall Hire	<ul style="list-style-type: none"> ▪ Bins to be brought from under church for use ▪ Hirers to bring own garbage bags 	
4.10 Christmas Party	<ul style="list-style-type: none"> ▪ Saturday 30 November 2013 – Hall available 	
4.11 Large Bulletin Size	<ul style="list-style-type: none"> ▪ Some bulletins size left over - due larger size ▪ Toner costs no more as part of contract ▪ With advertising – makes a profit <p>Council Decision:</p> <ul style="list-style-type: none"> ▪ Keep larger size 	

4.12 History / Structure of Parish Renewal	<ul style="list-style-type: none"> ▪ Max gave presentation of history of parish Renewal Strategies 2000 ▪ Max suggested we do an inventory of what we have at Parish and what are the gaps 	<input type="checkbox"/> Max
4.13 Welcome Committee	<ul style="list-style-type: none"> ▪ To be discussed next meeting ▪ Possible roster 	
4.14 School Mass Commitment	Fr Isidore has spoken to Jo Stores <ul style="list-style-type: none"> ▪ One family from each year to commit to Mass date 	<input type="checkbox"/> Fr Isidore to monitor
4.15 Sacristy Storage	<ul style="list-style-type: none"> ▪ Need more storage for items ▪ Suggestion made to ask parishioners if they are an architect / draughtsperson ▪ Fr Isidore would like a more welcoming private space for priests ▪ George Saab is co-ordinating and organising new storage and space 	<input type="checkbox"/> Sharon and Susie to meet Br Ben to assist with ideas and distribution of storage items
4.16 Photos to be taken of Pastoral Council	<ul style="list-style-type: none"> ▪ Jo Stores absent 	<input type="checkbox"/> Take photos at next meeting
5. Standing Items		
5.1 Pastoral Plan	<ul style="list-style-type: none"> ▪ Review of Rosie's Draft Pastoral Plan – good foundation ▪ Have Plan for two years and then to be revaluated ▪ Pastoral Council to review and formulate pastoral plan 2014/15 ▪ Pastoral Council to prioritise goals and start actioning. ▪ Pastoral Plan to come up with: <ul style="list-style-type: none"> ➤ <i>What's important?</i> (Priority) ➤ <i>What's working?</i> ➤ <i>What's not working?</i> <p>** Feedback to Jan: Thu 14 November & Agenda items</p>	<input type="checkbox"/> Invite parishioners to write suggestions into feedback book Council to advise parishioners at Mass: <input type="checkbox"/> Sat – Rosie <input type="checkbox"/> Sun – Sharon