



St Raphael's Parish Pastoral Council

Meeting Minutes

DATE:	Thu 21 November 2013	ATTENDEES:	APOLOGIES:
TIME:	7.00 pm to 9.00 pm	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)	Rosie Gould Jo Stores
LOCATION:	St Raphael's Hall		
Next Meeting:	Thu 13 February 2014 Start 7.00 pm at St Raphael's Parish Hall (New Principal to give us access to hall)		
ITEM	DISCUSSION	ACTION / RESPONSIBILITY	
1. Fr. Isidore Address			
1.1 Welcome	▪ Welcome Prayer - by Fr. Isidore		
2. Confirmation of 17 Oct 2013 Minutes			
2.1 Previous Meeting Minutes	▪ Sharon read minutes from previous meeting – 17 October 2013 Accepted - Carl 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> ▪ This has been implemented. Discussion as to whether parishioners hand in after mass or keep for next time. No actions – just monitor to see how this is going. 	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 ▪ Good suggestion by Sophia to have the name tags on the tables and thanks to Maryanne for writing up and putting them out. Suggestion for better quality stickers to be used for next time. 	<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 ▪ Implemented 	<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 ▪ Website is now “live” – Minh and Niko will work with Maryanne to upload ▪ Input can be sent in (Word Format) to Maryanne. 	<input type="checkbox"/> Maryanne to monitor <input type="checkbox"/> Minh/Niko/Maryanne to commence upload of info.
3.5 Hearing Loops	<ul style="list-style-type: none"> ▪ Loop active ▪ Chase loop signage ▪ Put on screen and keep in bulletin ▪ Implemented 	<input type="checkbox"/> Sharon to source signage <input type="checkbox"/> Maryanne to put on screen
3.6 Introduction to Mass	<ul style="list-style-type: none"> ▪ Strategies for Parish Renewal Document - parallel to Rosie’s Action Draft advised by Max 	
3.7 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 ▪ Great start to this initiative with Saturday pm now established – the kids love it and it is being promoted in the School Bulletin. ▪ Suggestion of “reserve(s)” be found in case Mary can’t make it – possibly Sophia’s daughter or Josie (?)extension to Sunday am every alternate week to the Saturday pm group. 	<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 ▪ Maryanne will place a notice in the bulletin asking for volunteers.
3.8 Announcements	<ul style="list-style-type: none"> ▪ Gail suggested announcements to be made at end of Mass rather than in the middle ▪ Actioned 	<ul style="list-style-type: none"> ▪ All Pastoral Council members
3.9 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 ▪ Discuss further as part of Pastoral Plan 	<ul style="list-style-type: none"> ▪ To be discussed further at next meeting
3.10 Feedback Book	<ul style="list-style-type: none"> ▪ To be placed outside on verandah – Br Ben ▪ Saturday – Rosie ▪ Sunday - Sharon 	<input type="checkbox"/> Br Ben will organise <input type="checkbox"/> Sharon to monitor

	<ul style="list-style-type: none"> ▪ To be placed on slideshow ▪ Feedback Book to be placed inside Church next to bulletin ▪ ITEM: In Book – Morning Tea to be held upstairs in hall – NOT downstairs 	<input type="checkbox"/> Maryanne to place on slideshow
3.11 New Church Members	<ul style="list-style-type: none"> ▪ Be on LOOK OUT for new people ▪ New people have been noticed and welcomed ▪ Registration form on Parish brochure from Archdiocese next to bulletin ▪ PLUS separate registration form 	<input type="checkbox"/> ALL pastoral council members <input type="checkbox"/> Maryanne to design separate new form
3.12 Photos	<ul style="list-style-type: none"> ▪ Gail to bring camera to take photos of council ▪ Gail to bring camera to next meeting 	<input type="checkbox"/> Gail
3.13 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 ▪ Announcements made ▪ Musicians to be advised at end ONE VERSE / ONE CHORUS 	<input type="checkbox"/> Gail – Sun AM <input type="checkbox"/> Rosie – Sat PM <input type="checkbox"/> Maryanne – slideshow <input type="checkbox"/> Maryanne to update screen
3.14 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 ▪ No events to test 	
3.15 Christmas Party	<ul style="list-style-type: none"> ▪ Saturday 30 November 2013 – Hall available ▪ Christmas Party - \$10.00 per act 	
3.16 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 	
3.17 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 ▪ Max completed 	<input type="checkbox"/> Max
3.18 Welcome Committee	<ul style="list-style-type: none"> ▪ To be discussed next meeting ▪ Possible roster ▪ Hand out bulletin to everyone ▪ Brochures for new people ▪ At both doors (NEED TABLE AT BACK OF CHURCH) 	<input type="checkbox"/> Own name tags with logo - Sharon

	<ul style="list-style-type: none"> ▪ Hand out name tags ▪ Get parishioners to commit to assisting youth and elderly to assist Pastoral 	
3.19 School Mass Commitment	<p>Fr Isidore has spoken to Jo Stores</p> <ul style="list-style-type: none"> ▪ One family from each year to commit to Mass date ▪ Held over to 13 February 2014 for new Principal ▪ Fr Isidore to speak to Jo prior to leaving for hand over point to new Principal 	<input type="checkbox"/> Fr Isidore to monitor
3.20 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 ▪ Being organised 	<input type="checkbox"/> Sharon and Susie to meet Br Ben to assist with ideas and distribution of storage items
3.21 Photos to be taken of Pastoral Council	<ul style="list-style-type: none"> ▪ Jo Stores absent ▪ Next meeting – new Principal 	<input type="checkbox"/> Take photos at next meeting
4. New Business		
4.1 Thank You	<p>Thank you to Jo Stores – Special Morning Tea</p> <ul style="list-style-type: none"> ▪ Organise a small gift <ol style="list-style-type: none"> 1. Christmas community Sat. 30 November 2. Sunday 01 December 	<input type="checkbox"/> Sharon to action
4.2 Website updates	<p>Updating Websites and development</p> <ul style="list-style-type: none"> ▪ Send emails with suggestions as word document ▪ Photos to be added – new one Fr Isidore and Br Ben ▪ Upload parish events and community events with Photos 	<input type="checkbox"/> Minh
4.3 Vice Secretary	<ul style="list-style-type: none"> ▪ Carl Pavia was voted the new Vice Secretary 	
4.4 Parish Inventory	<p>Lectors – Men Readers – Women Offertory – need to advise parishioners they can volunteer and see Br Ben before mass Collectors – active *Counters – a group to be nominated or asked by Pastoral Council</p> <ul style="list-style-type: none"> ▪ Money collectors to put money into bags in confessional – not sacristy ▪ Take money bags to altar into box and offertory ▪ Count after Sunday Mass ▪ Croatian mass to be done by Br Ben ▪ Flower Arrangements – done by Altar Society 	<input type="checkbox"/> Max <input type="checkbox"/> Br Ben does at present and when he is away it goes to Mater Dei <input type="checkbox"/> Br Ben to talk to collectors to do counting after Sunday Mass

	<ul style="list-style-type: none"> <input type="checkbox"/> Croatian ladies supply flowers and help clean <input type="checkbox"/> St Raphael's Feast Day – 29 September 2014 <ul style="list-style-type: none"> <input type="checkbox"/> To be held over until July 2014 meeting <input type="checkbox"/> Link parish and school events together <input type="checkbox"/> Lenten and Advent Group <ul style="list-style-type: none"> <input type="checkbox"/> Needs to be set up <input type="checkbox"/> Requires Leaders ▪ Mass in own Home for Lent Volunteers – <ol style="list-style-type: none"> 1. Gail – 12 March 2. Sophia – 19 March 3. Sharon – 26 March 4. Adele – Wed 02 April 5. Croatian Community? To be confirmed <p>ALL PARISHIONERS, NEIGHBOURS AND FRIENDS TO BE INVITED</p> <ul style="list-style-type: none"> ▪ To be placed in bulletin ▪ ALSO SUGGESTED FOR ADVENT 2014 <p>ACTION – EARLY FEBRUARY 2014 To be discussed –</p> <p>*Parish Picnic *Parish Dinner – originally a two year program *BBQ for Liturgy Group</p>	<p>INACTIVE</p> <p><input type="checkbox"/> Maryanne</p>
<p>4.5 Acknowledgements</p>	<p>Special thanks were given to – Max –Inventory Carl and Rosie – Pastoral Plans</p>	
<p>5. Standing Items</p>		
<p>5.1 Pastoral Plan</p>	<ul style="list-style-type: none"> ▪ Review of Rosie's & Carl's Pastoral Plan suggestions – good foundation ▪ Needs to spend more time early 2014 to confirm 	