



St Raphael's Parish Pastoral Council

Meeting Minutes

DATE: Thu 13 February 2014	ATTENDEES: Rev. Isidore ANANTHARAJ (Parish Priest) Annette MacKenzie (Principal, St Raphael's) Sharon SAAB (President) Adele FINLAY (Vice President) Jan JORGENSEN (Secretary) Carl PAVIA (Vice Secretary) Rosie GOULD Sophia ZAKHEM Max MONTECILLO Chris WONG Br. Ben KRUPOWICZ (Parish Pastoral Assist) Maryanne HEMSLEY (Parish Co-Ord/Sec)	APOLOGIES: Gail DAWSON Minh NGUYEN
TIME: 7.00 pm to 9.00 pm		
LOCATION: St Raphael's Hall		
Next Meeting: Thu 20 March 2014 – Pastoral Plan Only Strategies & Actions Start 7.00 pm at St Raphael's Parish Hall		
ITEM	DISCUSSION	ACTION / RESPONSIBILITY
1. Welcome & Apologies		
1.1	<ul style="list-style-type: none"> ▪ Welcome to new principal of St Raphael's Annette MacKenzie ▪ Apologies Gail Dawson & Minh Nguyen 	
2. Fr. Isidore Address		
2.1 Welcome	<ul style="list-style-type: none"> ▪ Welcome Prayer - by Fr. Isidore 	
3. Acceptance of 17 Oct 2013 Minutes		
3.1 Previous Meeting Minutes	<ul style="list-style-type: none"> ▪ Sharon confirmed minutes from previous meeting Thu 21 November 2013 Accepted - Maryanne Hemsley Seconded - Carl Pavia 	<input type="checkbox"/> President - Sharon
4. Business Arising from previous minutes		
3.1. Church Name Tags & 3.18 Welcome Committee	<ul style="list-style-type: none"> ▪ Council to wear tags, come early and welcome & assist other parishioners with tags 	<input type="checkbox"/> Sharon – council name tags
3.7 Children's Liturgy	<ul style="list-style-type: none"> ▪ Require more volunteers to assist particularly for SUNDAY AM 	<input type="checkbox"/> Maryanne will place in notice for volunteers. <input type="checkbox"/> Annette in school bulletin (Maryanne to send reminder to Annette)
3.12 Photos	<ul style="list-style-type: none"> ▪ Gail to bring camera to take photos of council at next meeting Thu 20 March 2014 	<input type="checkbox"/> Gail
3.19 School Mass Commitment	<ul style="list-style-type: none"> ▪ Still in progress 	<input type="checkbox"/> Fr Isidore & Annette MacKenzie to discuss further

4.2 Website updates	<ul style="list-style-type: none"> ▪ Update photos to reflect youth & children ▪ Authority to publish to be check through CEO 	<input type="checkbox"/> Maryanne to co-ordinate
4.4 Home Masses	<ul style="list-style-type: none"> ▪ Mass in own Home for Lent Volunteers – <ol style="list-style-type: none"> 1. Gail – Wed 12 March 2. Sophia – Wed 19 March 3. Sharon – Wed 26 March 4. Adele – Wed 02 April 5. Croatian Community? To be confirmed 	<input type="checkbox"/> Maryanne to notify in appropriate bulletins
5. Presidents Report	NIL	
6. Principals Report – Annette MacKenzie		
6.1 Family Educator appointed	<ul style="list-style-type: none"> ▪ Cathy Flavell has replaced Michelle Kerr who is currently on Maternity Leave for 2014 – back 2015. ▪ To encourage link between parish and school 	<input type="checkbox"/> Has since changed since 13 Feb 2014 Pastoral Meeting
6.2 SPAR – Stop Pray and Reflect	<ul style="list-style-type: none"> ▪ To recommence every 2nd Thursday 	
6.3 Prayer Box (Sacred Space)	<ul style="list-style-type: none"> ▪ To be allocated to a family at school for 1 week. Has a book to record experience and prayer card from Week 5 	
6.4 School/Parish Masses	<ul style="list-style-type: none"> ▪ Family Educator to co-ordinate families for Parish Masses particularly Sunday morning 	<input type="checkbox"/> Family Educator
6.5 Children’s Liturgy Update	<ul style="list-style-type: none"> ▪ Mary Perera – went into Kindergarten Information Session to brief parents re liturgy. ▪ Plus Yr1 and Yr2 teachers informed parents at information sessions 	
6.6	<ul style="list-style-type: none"> ▪ Welcome BBQ / Mass – St Raphael’s 	<input type="checkbox"/> 22 February 2014 at 1700 – 1930 - Amphitheatre
7. New Business		
7.1 School Mass	<ul style="list-style-type: none"> ▪ Link school mass children with “old” regular parishioners, e.g. offertory procession – logistics wise children would have to have rehearsal and be advised where to stand if other parishioners involved. ▪ Reader need to be coached by experienced reader to proclaim the work – using effective voice techniques by pausing and projecting voice. 	
7.2 Reader Lessons	<ul style="list-style-type: none"> ▪ Lessons required for Readers in the Liturgy process 	<input type="checkbox"/> To be discussed further – who, when, how?
7.3 Music during Communion	<ul style="list-style-type: none"> ▪ Tone down volume of music during communion – more reflective music should be used ▪ Beginning and end – OK 	<input type="checkbox"/> Sharon to speak to Niko
7.4 Special Days – Children to be called	<ul style="list-style-type: none"> ▪ Fr Isidore to call up primary children on special days 	<input type="checkbox"/> Fr Isidore

7.5 Commitment from Families/Parents	<ul style="list-style-type: none"> ▪ Commitment from families / parents e.g. altar servers required & readers etc. ▪ Action: Katie-Mae advised Invitation to parents & children after celebration of First Communion. List developed from this & other volunteers including St Raphael's school & Catholic children at public schools. List is updated each term after confirmation from parents and each family is forwarded roster for each term. However, commitment is taken at the start of each term & things can change throughout the term such as sporting & other family commitments as they arise. 	<input type="checkbox"/> Jan to check with Katie-Mae re how list developed – DONE – See Action <input type="checkbox"/> Sharon to develop altar notification for school newsletter for regular commitment
7.6 Cheddar Nursing Home	<ul style="list-style-type: none"> ▪ Cheddar Nursing Homes item to be discussed at separate Ministry meeting. 	<input type="checkbox"/> Ministry
7.7 Pastoral Plan	<ul style="list-style-type: none"> ▪ Pastoral Plan – to be discussed separately by Carl and Rosie – to formalise strategies and actions and present at next meeting 	<input type="checkbox"/> Carl & Rosie
7.8	<ul style="list-style-type: none"> ▪ Annette and Maryanne to co-ordinate re school events not to clash with parish events or against Mater Dei parish ▪ School parent representatives to advise Annette of school / event dates ▪ Fundraising Event for alterations to altar – e.g. Bingo – June / July Christmas Party – Dec 	<input type="checkbox"/> Annette & Maryanne
7.9	<p>To be discussed further:</p> <ul style="list-style-type: none"> ▪ BBQ for Liturgy groups ▪ Parish Picnic ▪ Advent Home Masses 2014 ▪ Parish Dinner – 2015 	<input type="checkbox"/> Pastoral Council
8. Standing Items		
8.1 Pastoral Plan	<ul style="list-style-type: none"> ▪ Carl & Rosie to present strategies and actions 	<input type="checkbox"/> Carl & Rosie