

EAST COAST BAYS CATHOLIC
PARISH PASTORAL ASSEMBLY

AGM 2022

ANNUAL GENERAL MEETING

Everyone is welcome

SUNDAY 30 OCTOBER 12 NOON
ST. JOHN'S SCHOOL HALL

The Agenda currently includes;

12:00 midday - Snacks, tea & coffee

12:30 - Opening prayer

followed by:

Chairman's address

Financial Report

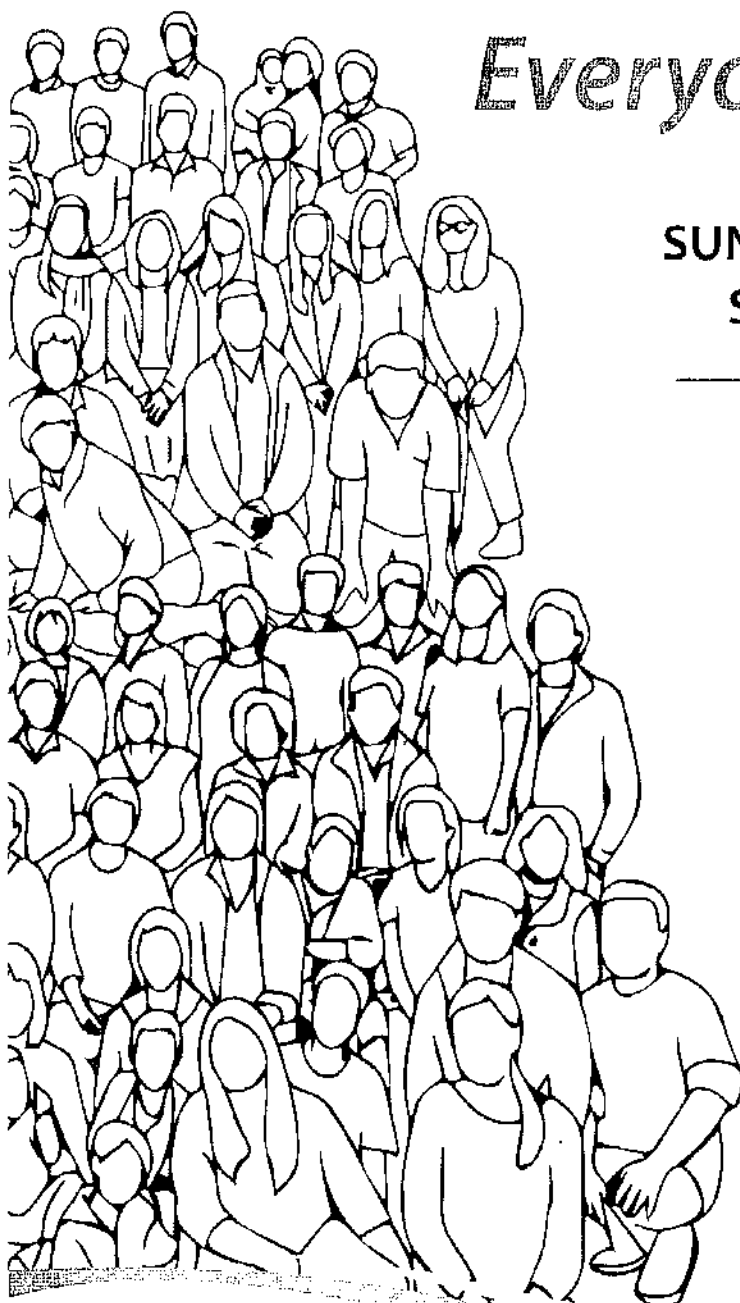
Future Projects

Questions - matters arising.

Nominations & closing prayer.

Your personalised lucky number is...

HAVE YOUR SAY



**PARISH PASTORAL ASSEMBLY
A G M**

30th OCTOBER, 2022.

As we gather here today, we thank God for all He is doing for us here in the East Coast Bays Parish, and beyond. It's a great opportunity for us to listen to one another and learn from each other – to help us all grow this wonderful Community of Faith.

The 2nd Reading at Mass today, 2 Thessalonians 1.11-12: 'We pray continually that our God will make you worthy of his call, and by his power fulfil all your desires for goodness and complete all that you have been doing through faith; because in this way the name of our Lord Jesus Christ will be glorified in you and you in him, by the grace of our God and the Lord Jesus Christ'. St Paul must have known the date for our PPA meeting!

Yes, the last couple of years have been tough going because of Covid and the impact it had on us. We have a lot of catching up to do – one day at a time – and, together we can do it. We are blessed to have many groups in the Parish who invite and encourage parishioners to join them on the missionary journey. We are also truly blessed to have such a great variety of Nationalities in the Parish. So much to learn from each and every one.

So, in the year ahead, let us thank God for the call to be His modern day apostles, spreading the Good News wherever we are, and sharing this mission with one other, building the church right here, the Body of Jesus Christ, today and always.

Thank you for your loving support for Fr. Alex and myself. God bless you always.

AGM 2022: Report Operations & Finance Manager

At the end of 2020 I was appointed to this newly created role of 'Operations & Finance Manager'. According to the job description, the focus of this role is "To lead the parish in management of all operational, human resources, finance, and maintenance and long- term development activities of the parish."

With Liz George as Liturgy & Pastoral Coordinator, we were supposed to receive support from a third person who would be focussing on Communications. Due to the circumstances around lockdowns and the subsequently declined income, the position has not been filled.

In the meantime, Liz and I have been sharing the tasks that would have been carried out by this person.

Operations

Maintenance / Properties

- Presbytery: the building has been insulated and has received a new hot water cylinder. It now complies with all regulations for a 'Healthy Home'.
- St John's: The pathway to the school parking was redone by John Tauai. The handrails are work in progress.
- Office: In July 2021 the roof that had been leaking for several years was successfully repaired.
- St Francis: In November 2021 the carpet was replaced after following due process.

Social Media / IT-Communication

- The website is now maintained, and baptism forms and other forms are available for download from the website.
- The previous database and mailing lists have been updated and merged into one cloud-based CRM system (a more complex type of database) hosted by Infoodle.
- The rosters are now prepared on the Infoodle database and sent out directly from the system, while pdf-files of the rosters are available on the website.
- The parish has a Facebook page which was used to broadcast Mass on Facebook during lockdowns.

Strategic Working Group

This group was set up in 2021 but has been put on hold during the lockdowns. The intention is to build a group of at least one member of the PPC, at least one member of the Finance Committee and other parishioners who would like to be involved in the long-term planning for the parish.

Volunteers

We are grateful to the large number of committed volunteers. All of them are important.

The volunteers who have particularly supported me on a regular basis in my work have been:

1. The Database Team: Jo Ramsay and Anthony Moorcroft.
2. The Caretakers of St Francis: Tony & Maria Jardim.
3. The Gardening Group with Kevin O'Carroll as my main adviser.
4. The Counters Group with Douglas Sinclair as the person who banks the collections.
5. The Facebook administrators, especially Gabriel Chao Ren.
6. The Safeguarding coordinator Iona Breinhorst.

Finances

Accounting

- The accounting system and payroll have been moved to the cloud and were therefore accessible during lockdowns.
- Appropriate processes are in place to review and store financial records.
- The Annual Financial Statement was prepared in cooperation with two accountants who are parishioners and volunteered to support my work. No extra fees applied.

Donations

- The donor database has been updated. As a result, the donation receipts for 2021/2022 were sent out within one week of the new Financial Year.
- A group of volunteers helped me to prepare donation envelopes for re-use. Whereas in previous years, approx. \$2,000 had to be paid every year for print and delivery of donation envelopes, there were no costs for 2021 and 2022.

Income / Expenditures

- The donations in 2021 have been similar to the one in the previous year. However, this means that the parish hasn't recovered from the substantial drop of collections since the pandemic started.
- The Statement of the Financial Performance shows a net deficit which is mainly due to:
 1. High depreciation, mainly of buildings (nearly \$88,000 in 2021) which is a non-cash expense.
 2. Before depreciation, the P&L shows a surplus of \$12,000 (2021).

Many thanks to all parishioners who donate to the running of the parish – with their donations, prayers, contributions or with their volunteer work.

Beate Matthies, 20 October 2022

Statement of Financial Performance 2019-2021

	2021	2020	2019
Revenue			
Donations and other revenue from members	\$310,136	\$310,746	\$376,799
Revenue from providing goods and services	\$12,000	\$12,000	\$11,739
Interest and other investment revenue	\$14,547	\$50,967	\$22,530
Total revenue	\$336,683	\$373,713	\$411,068
Expenses			
Expenses related to public fundraising	-	-	-
Volunteer and employee related costs	\$131,354	\$176,592	\$179,517
Costs related to providing goods and services	\$1,318	\$2,351	\$5,276
Grants and donations made	\$97,891	\$101,718	\$89,651
Other operating expenses	\$182,197	\$171,924	\$182,200
Total expenses	\$412,760	\$452,585	\$456,644
Surplus/Deficit for the year	-\$76,077	-\$78,872	-\$45,576

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GROUP NAME	ADORATION
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	
HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 <i>(please use bullet points)</i>	
Eucharistic Adoration <ul style="list-style-type: none">• St. Francis weekly on Thursdays after 10:00am Mass• St. Johns 1st Friday of the month 7-10pm	
<i>Please come and spend some time with the Lord.</i>	
COMMENT: please comment briefly on any concerns, changing trends, etc your group may have. <i>(Where possible, suggest ideas that you may have as a group for addressing these concerns.)</i>	
<i>Nurture – increase your love for the Lord. Express gratitude</i>	

GROUP NAME	Baptism Preparation
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	To create a welcoming space for informative interaction with families seeking baptism preparation. To provide appropriate resources.
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <ul style="list-style-type: none"> • Development of Workbook to supplement the CEC booklet, <i>Baptizing your Baby</i>. • Ongoing sourcing of material, appropriate scripture readings to educate, equip and enthuse attendees to the history and significance of baptism. • 2023 – have material about our active passionate family groups to pass onto attendees encouraging them to make contact. • Have a small selection of children's biblical books, on loan from St Joseph's store, to show as examples, of how they can enrich their children's faith at home. • Investigate restarting a Play Group for young families. • Keep a record of baptisms and send a card to families on the anniversary of their first baptism. 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i></p> <p>The main challenge is to meet parents where they are at. Most seeking baptism for their children are not regular with church attendance, so it is important to regard this as normal AND to encourage the parents, as first teachers, to begin small faith rituals in their home and wherever possible take their children to mass. To teach by example as well as words.</p> <p>I see a good school/parish relationship to be paramount in helping with faith development.</p>	

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GROUP NAME	Catholic Women's League
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	Our Mission is; Faith and Service.
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 <i>(please use bullet points)</i></p> <ul style="list-style-type: none"> • East Coast Bays Catholic Women's League had been in Mairangi Bay for 59 years on the 28th October 2017 with only 8 members. There is only Pam O'Sullivan and Betty Dunlop left. • We still have annual conferences and regional days and have contact with Carmelite functions. • Our meetings are on the 3rd Tuesday of the month with guest speakers and share lunch after 9:30 Mass at Takapuna. 	
<p>COMMENT: please comment briefly on any concerns, changing trends, etc your group may have. <i>(Where possible, suggest ideas that you may have as a group for addressing these concerns.)</i></p> <ul style="list-style-type: none"> • It was decided for the ECB group to go into recess • We joined Takapuna CWL which is still functioning with about 12 members. 	

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GROUP NAME	ECB Bible Study Group
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	Learn how to read and interpret the Bible; solidify foundational beliefs; nourish spiritual life.
HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 <i>(please use bullet points)</i> <ul style="list-style-type: none">• Living the faith• Expanding worldview• Understanding diversity of thought	
COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i> (Where possible, suggest ideas that you may have as a group for addressing these concerns.) <p>After COVID Lockdown, confidence to gather into groups is tested by many people. Zoom and group meetings might continue when sessions resume. At present in recess.</p>	

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GROUP NAME	Happy Hour
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	
HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 <i>(please use bullet points)</i> <ul style="list-style-type: none">• Have a small group of volunteers• Two musicians play the music and lead singing• Play bingo with the residents• morning tea: Food is picked up from Speakers Corner	
COMMENT: please comment briefly on any concerns, changing trends, etc your group may have. <i>(Where possible, suggest ideas that you may have as a group for addressing these concerns.)</i> <p style="text-align: center;"><i>Due to COVID and limited access we have not able to continue.</i></p>	

GROUP NAME	LITURGY
GROUP MISSION	"Live the Gospels every day, only use words if you have to". <i>(attributed to St. Francis of Assisi)</i>
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <p>Liturgy covers many and all areas in our parish, it is about the connection of the people of God and growing our community.</p> <ul style="list-style-type: none"> • Having our Easter ceremonies this year, gave us hope. • Bringing music back into Masses. • Update the parish database so that we can see where the needs of the community are. • All Souls Candle Lighting Mass on the 2nd November brings together those who are grieving the loss of a loved one, it gives family members an opportunity to light a candle and remember. • Parish Reconciliation for Advent and Lent. • Coordinate / liaise with parish groups • Tuesday morning 'catch up' at White Flower in Browns Bay has a steady following. • Opportunity to communicate via weekly Museletta. 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i></p> <p>As we are returning to our church celebrations, post Covid we are having to:</p> <ul style="list-style-type: none"> • Look at how to reconnect with those who are not able to return to Sunday Mass • Develop structures to be more culturally diverse, aware and encouraging. This will give us all a greater understanding of community. • Ministry to the Sick has been difficult to maintain with many of the Rest Homes in quarantine and new regulations for Health and safety. Assisting our ministers going to private homes would help us fill our obligations. • Communications is such an important tool in building our parish strength. We have the means to do this on multiple platforms, we need parishioners to keep us informed of any changes, either leave a message or email. 	

GROUP NAME	Monthly Children's Mass – St John's 9am (3rd Sunday)
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	<p>To give our school aged children an opportunity to take a leadership role in a regular monthly Mass.</p> <p>To encourage families to attend a monthly Mass as an introduction to regular Mass attendance.</p>
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <p>*2022 primary success was restarting these Masses after a long break due to Covid.</p> <p>2023 Proposals-</p> <ul style="list-style-type: none"> • To widen the group of children participating in these monthly Masses. • To make these monthly Masses a highlight of our parish. 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i> (Where possible, suggest ideas that you may have as a group for addressing these concerns.)</p> <p>*It is difficult to get enough children at the masses early enough to fill all of the roles – we end up having to double up roles only to see at communion time how many children were at mass but not early enough to be involved.</p> <p>*I have tried the following strategies to try to address the above.*</p> <ul style="list-style-type: none"> • Notices in the church and school newsletter highlighting the time to be at the church (8:30am) in order to have a role and time to practice. • Inviting parishioners to be on an email database to be reminded on the Friday before each monthly Children's mass. • Speaking at 9am masses at St Johns and highlighting the Children's masses and the times to arrive and why. 	

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GROUP NAME	Parish Community Care
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	Build a stronger caring community within the Parish through personal connection and activities. Help parishioners to access the support they need to enhance social and emotional wellbeing.
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <ul style="list-style-type: none"> • Advertising in the newsletter the presence of the group and its purpose • Advertising in the newsletter to establish interest groups. • Both promotions received no response. • Decision made to be proactive instead of reactive. • We began calling people referred to us by the Pastoral leader in the Parish. • All calls have been well received. • This action to be developed in the future to support/show caring for parishioners after bereavement or any other event such as a new baby or first communion. • The aim being in such actions to build a stronger caring community. 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i> (Where possible, suggest ideas that you may have as a group for addressing these concerns.)</p> <p>The group is evolving in response to identified needs within the Parish community. Covid has interrupted plans to encourage involvement in community-based activities. The original purpose of the group to help parishioners access psycho-social support remains but does not appear to be needed at this time.</p>	

GROUP NAME	Passionist Family Group Movement
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	A Family for all. The Passionist Family Group Movement aims to build Christian community through the development of extended families. Family Groups create an extended family atmosphere within the community and are open to everyone. Our focus is on people caring for, loving and accepting each other.

HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023

- Although COVID-19 restrictions minimised direct contact, many groups remained in touch through WhatsApp, TEAMS and Skype coffee dates and ongoing text check-ins.
- We have
- By joining a Passionist Family Group you will be in immediate contact with other families and people in our parish. Once you know them, you'll find you are able to meet with them after Mass instead of feeling alone. A Family Group is a great way of helping you to break down barriers if you find it difficult to talk with people.
- A Family Group is made up of 10 – 12 families or units, perhaps with a cross section of ages, including some children of the same age, or perhaps a number of people of similar ages and stage in life.
- Strangers become friends. Faces become names and names become family
- A Family Group is just like a family: the bonds that develop the feelings of belonging create a sense of responsibility for one another. As in any family there is sometimes the need for extra effort. As with all aspects of life, you reap what you sow. You will get from Family Groups what you put into Family Groups.
- Through the interaction with your Family Group, you will also find you are bringing a happy loving spirit to your parish. The Family Groups operate within the parish and as such are responsible for promoting the life of the parish community.
Experience shows that Family Groups are a great asset to the parish, since many people become actively involved in parish life.
- A recent relaunch of the family groups in the parish during September 2022, has included nine more families into existing groups. Welcome to the family!

COMMENT: *please comment briefly on any concerns, changing trends, etc your group may have.*

People not knowing others in the parish community and the fears of connecting, after isolation for the past two years.

GROUP NAME	Rostering Team
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	To encourage and coordinate volunteers to participate in the various Mass ministries and to prepare and disseminate the Rosters.

HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023

- Establishment of a rostering team which comprises of the Liturgy Coordinator, Roster Communications, Roster Manager and a Roster Check and Training Coordinator
- Current volunteer lists established (special thanks to Anthony Moorcroft for undertaking this mammoth task!)
- Introduction of Infoodle for roster coordination
- Use of Infoodle for creating the roster
- Rosters to be sent out 5 times per year:
 1. March – June (excluding Easter)
 2. Easter Masses
 3. July – October
 4. November – February (excluding Christmas Masses)
 5. Christmas Masses

COMMENT: please comment briefly on any concerns, changing trends, etc

The latest recruitment drive has seen new volunteers come forward, however there are still many areas where the volunteer list is short. In particular, the “welcoming” role struggles to be filled. Likewise, altar servers at Masses other than the 9am Mass are few and we are reliant on the same young people to fill these roles.

A number of individuals are unable to fulfil their ministry on a given day and are failing to locate a replacement. For some the reminder in the parish newsletter is not sufficient. Infoodle will help by allowing people to enter when they are unavailable and by providing 3 main rosters per year enable people to plan in advance.

We would like however the Parish Council to consider funding a reminder text message each Wednesday to those rostered at the upcoming Sunday Mass.

Eg. Remember you are rostered at Mass this weekend 😊

We would also like consideration of sending a text message to those who do not present for their ministry on the Monday after the date that they were rostered.

Eg. If you are unable to fulfil your ministry obligation at Mass please try and arrange a replacement. If you cannot, please contact the Liturgy Coordinator as soon as possible so that alternative arrangements can be made.

Thank you to the Rostering Team (it is indeed a team effort) who work so hard behind the scenes trying to recruit and coordinate the volunteers.

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GROUP NAME	Society of St Vincent de Paul 2022 Report
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	
HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 <i>(please use bullet points)</i> 2022 has not seen the huge demand for help we would have expected considering the effects of Covid and also high inflation. The parishioners are very generous with donations of food and donations of money which are very much appreciated and keeps the foodbank reasonably well stocked. Over the past year we have given out just over 100 food parcels including Christmas hampers and gifts. We have been able to help several pupils from various East Coast Bays schools with the finance for school uniforms, camps and other activities that otherwise the families could not afford. We are open to assist any family/person in any way when their needs are greater than they are able to do financially or otherwise. We always appreciate information passes on to us of people who would benefit from our help.	
COMMENT: please comment briefly on any concerns, changing trends, etc your group may have. <i>(Where possible, suggest ideas that you may have as a group for addressing these concerns.)</i>	

GROUP NAME	Sacramental Programmes
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	Provide learning and deliver Sacramental programmes that fulfils the mission of the church in ECB.
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <p>Coordination of parish Sacramental Programmes and celebrations</p> <ul style="list-style-type: none"> • Baptism 54 Baptisms celebrated in our parish this year so far. • Children's Reconciliation (52 children) & Holy Communion; including two Ceremony's (112 children) <p>Coordination of Liturgical Celebrations:</p> <ul style="list-style-type: none"> • Parish Reconciliation Lent and Advent • Assist with funerals as required • Assist / liaise with School Masses 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i></p> <p>The Sacraments draw the families into the parish but it's keeping them involved seem to be the hard part. We compete with other activities !</p> <p>Set up avenues to keep both adults and children connected with parish life.</p> <ul style="list-style-type: none"> • Twice a year give families of those newly Baptised a chance to gather for an afternoon tea / picnic. • Encourage children / families to be more active in the Masses. 	

NAME	Safeguarding Coordinator
MISSION	<i>To act on the policies and guidance from the diocese regarding safeguarding practices and to be available to parishioners as support, regarding safeguarding and codes of conduct in our parish community.</i>
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <p>HIGHLIGHTS OF 2022</p> <ul style="list-style-type: none"> • <i>Having a functioning database that supports sorting volunteers into groups</i> • <i>Updating contact details for volunteers</i> <p>PROPOSALS FOR 2023</p> <ul style="list-style-type: none"> • <i>Ensuring that the appropriate volunteers are</i> <ul style="list-style-type: none"> ○ <i>Police Vetted (every 3 years)</i> ○ <i>Have signed a 'Code of Conduct'</i> ○ <i>Have participated in safeguarding training</i> ○ <i>Parishioners' data is correct</i> • <i>Include photographs of parishioners on the database and in places where recognising someone is important.</i> • <i>Some sort of identifying badge in certain circumstances for volunteers.</i> 	
<p>COMMENT: please comment briefly on any concerns, changing trends, etc your group may have.</p> <p><i>Safeguarding was confusing for many people to start, but I am finding that having a Parish Safeguarding Coordinator is being viewed with value, in regard to the functioning of many groups and tasks, especially in situations where a third party does not offer personal offence in requiring, for instance, police vetting.</i></p> <p><i>This is a background role that is supposed to cultivate a safeguarding culture within the parish community. Safeguarding looks to keep safe:</i></p> <ul style="list-style-type: none"> • <i>Children up to and including 18 years old</i> • <i>The elderly and vulnerable</i> • <i>Anyone who does not share equal 'power' in any encounter</i> • <i>The personal 'data' of parishioners</i> • <i>The dignity of each parishioner</i> <p><i>Offences and concerns are dealt with by:</i></p> <ul style="list-style-type: none"> • <i>Listening and offering options</i> • <i>Encouraging dialogue if appropriate</i> • <i>Notification of the diocese and authorities through very clear communication channels</i> 	

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GROUP NAME	Social and Hospitality
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	To help build community amongst our parish members.
<p>HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023</p> <ul style="list-style-type: none"> • COVID-19 rules and regulations inhibited the organisation of any social events in the parish over the past two years. <ul style="list-style-type: none"> ○ This also however highlighted how many people in the parish are feeling isolated, lonely and disconnected. • As we are social beings, it is paramount for us to enjoy the social aspects that we so desire. • There is a genuine need for people to know and support each other. • We are strongly promoting integration of cultures within the parish community and would love to hear from representatives of all cultures who can enrich our lives and share in social activities in the parish. 	
<p>COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i></p> <p>Many groups exist in the parish and many cultures have their own groups. We are wanting support for integrating, blending and representing all aspects of our parish community</p>	

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GROUP NAME	YOUTH
GROUP MISSION <i>(Purpose. Only two or three sentences.)</i>	
HIGHLIGHTS OF YOUR GROUP'S ACTIVITIES 2022 & PROPOSALS 2023 Met with the Korean Legion of Mary Youth on the 11 th of October. <ul style="list-style-type: none">- Spoke about my role on the PPC and offered my help and support for their activities- Received contact details from two members so that I can communicate with them and pass along information about Diocesan events.- They are based in the Korean Parish out in East Tamaki, so their Youth Group meets there after mass on Sundays.- These are the members of the Korean youth group and Korean youth bible study who meet in our parish because they are locals, but they attend as parishioners at the Korean parish in East Tamaki – was a bit confusing but Cathy and I got the jist of it eventually.	
COMMENT: <i>please comment briefly on any concerns, changing trends, etc your group may have.</i> Future: <ul style="list-style-type: none">- Hoping to meet with my youth leaders to chat about organising and end of year beach day.- Some youth leaders are still to complete their Safe-guarding training.- Prioritising getting to know the youth in each of our Masses and saying hi in person regularly – then hopefully they'll trust us a bit more and come along to our events.	