

ECB Catholic Parish Pastoral Council

Our Mission: To build a loving, inclusive, caring, Christ-like community that inspires all to spread the message of Jesus Christ

Our Vision: Inspiring a loving, caring, Christ-like community

Minutes of Meeting

Location: Parish Office

Date: 20th May 2025

Time: 5.30pm to 7.24pm

Attendees: Fr. Carlo, Tam Fatialofa, Dina Aziz, Marina Binns, John Pereira, Nonnah Nunez, Nola Lopes

Apologies: Fr Danko, Tusi Hedditch

Resignations: N/A

Absent: Mary Huang

Agenda items:

1. Opening Prayer and Reflection

All - Jubilee Prayer

2. Acceptance of Minutes of Previous Meeting

- Proposed: Tam Fatialofa
- Seconded: Dina Aziz

3. Matters Arising

Nothing raised.

4. Portfolio reports

- *Chairperson:*

Report received, the following was highlighted:

Item raised	Discussion	Actions to be taken
<ul style="list-style-type: none"> Adult Alpha 	<ul style="list-style-type: none"> Not enough volunteers 	<ul style="list-style-type: none"> Postpone starting in July or August
<ul style="list-style-type: none"> Focus on connecting people and supporting the church and faith to grow 	<ul style="list-style-type: none"> Supporting the priest and serving God, and serving with love 	<ul style="list-style-type: none"> Supporting PPC Members and priests by attending events and checking on each other Connecting new people in the parish

○ *Finance:*

Report received. No comments, however, discussion of making fundraising events for the cost of the TVs

○ *Liturgy:*

No report received, the following items were raised:

Item raised	Discussion	Actions to be taken
Pentecost Sunday Prayers of the faithful	<ul style="list-style-type: none"> Prayers in different languages Preferred mass time to help lead 	<ul style="list-style-type: none"> Look for people who speak a second language who attend each mass time Contact the office and find parishioners who are interested
Assistance reporting	<ul style="list-style-type: none"> Helping PPC members with reporting in the main format 	<ul style="list-style-type: none"> Reaching out to our members who need some help
Rostering issues	<ul style="list-style-type: none"> Concerns when people are unavailable and finding people to cover 	<ul style="list-style-type: none"> Discussions to be made with the office

○ *Youth:*

Report provided before the meeting. The following items were raised:

Item raised	Discussion	Actions to be taken
<ul style="list-style-type: none"> Praise and worship invitation from Beach Haven, Maria Assumpta parish 	<ul style="list-style-type: none"> Worth inviting people and sharing, even if the youth group hasn't started yet 	<ul style="list-style-type: none"> Make announcements, share on socials and invite people
<ul style="list-style-type: none"> Inviting youth and creating events soon for our parish 	<ul style="list-style-type: none"> Sharing these events with the parish, even if the youth group hasn't been organised 	<ul style="list-style-type: none"> Tab the youth spot them and make connection and share it

○ *Hospitality:*

Report provided before the meeting. The following was highlighted:

Item raised	Discussion	Actions to be taken
<ul style="list-style-type: none"> Soup nights 5:30 pm 	<ul style="list-style-type: none"> Team meeting to do 	<ul style="list-style-type: none"> Have a meeting to plan
<ul style="list-style-type: none"> Mothers day feedback 	<ul style="list-style-type: none"> Success Mothers day <p>No announcement about gifts for Mothers, so Misunderstandings who the cards were for</p>	<ul style="list-style-type: none"> Make more clear reminders and announcements for Priests

○ *Ecumenism:*

No report provided before the meeting. The following was highlighted:

Item raised	Discussion	Actions to be taken
<ul style="list-style-type: none"> 10 days of continuous prayer 24/7 	<ul style="list-style-type: none"> Parish prayers group Set time 7 pm or 5-9 pm Different groups are holding 1 hour of prayer and parishioners can join 	<ul style="list-style-type: none"> Register first Make Announcements Slideshow after mass

	<ul style="list-style-type: none"> • Make sure to announce and the newsletter with info • Add poster on Slideshow or cards visual 	
<ul style="list-style-type: none"> • Current of grace • Auckland-wide prayer group • Praise and worship event 	<ul style="list-style-type: none"> • Pentecost Sunday 8th Mass event • Details to be shared 	<ul style="list-style-type: none"> • Possibly to share in the Newsletter
<ul style="list-style-type: none"> • Leaders' network event 	<ul style="list-style-type: none"> • Networking • 26th June 9:30am-12:30pm • Building connections and learning 	<ul style="list-style-type: none"> • Share with youth leaders if interested
<ul style="list-style-type: none"> • <i>Ecumenism</i> and history webinar 	<ul style="list-style-type: none"> • Parish online talk for our parish 	<ul style="list-style-type: none"> • PPC members to share and attend if they can

○ *Multicultural:*

Report received.. The following was highlighted:

Item raised	Discussion	Actions to be taken
Contacts of cultural groups database	<ul style="list-style-type: none"> • How to get the contacts of people from different cultural backgrounds • Cultural events so one main person and represents a cultural group 	<ul style="list-style-type: none"> • PPC members to ask around at each mass and collect contact details
Pentecost celebration	<ul style="list-style-type: none"> • Idea cupcake day • Cakes for all masses 8th of June 	<ul style="list-style-type: none"> • Organise cakes for each mass

○ *Social Media:* Report received, the follow was raised.

Item raised	Discussion	Actions to be taken
Social media, Facebook, and Instagram	<ul style="list-style-type: none"> Starting an Instagram page Updating parish profile logo and Facebook banner on how to include both churches represents 	<ul style="list-style-type: none"> Check the login details to make the Instagram page Create an account Come up with a range of designs to decide logo and banner, and rebranding
Parish social media awareness	<ul style="list-style-type: none"> Inviting them to join the pages Decide a way to display social details, e.g. QR code on pinboards and newsletters or cards 	<ul style="list-style-type: none"> Create a QR code, share with the office to add to the newsletter and print out a poster with details
Parish website updates	<ul style="list-style-type: none"> Need to improve the website Finding someone who's skilled in website/design making 	<ul style="list-style-type: none"> Wait until Beate is back and set up Look for people with skills

○ *Inter-Faith:*

No report provided before the meeting.

○ *St Johns School*

No report provided before the meeting. It was highlighted that the school year has just started back up again

5. Reports from Fr Carlo and Fr Danko

Fr Carlo:

Item raised	Actions to be taken
Formation events, attendance, and inviting people and topic influences	<ul style="list-style-type: none"> Encourage parishioners to attend session as well as PPC to attend Invite people of the groups

Jubilee - Pilgrims of Hope monthly forums	<p>All are encouraged to attend these formation sessions on the 4th Tuesday of each month.</p> <ul style="list-style-type: none"> • 22 April - Jubilee Pilgrims of Hope
Important dates to diarise	<ul style="list-style-type: none"> • 6 Friday June - Confirmation (St John's), no adoration or wedding anniversary mass • Ask the sacramental program if they need help and are supported by PPC • 15 June - Trinity Sunday/ Holy Communion (St Francis) • AGM 22nd June 12:30 pm (parish feast day celebration) <ul style="list-style-type: none"> • Special morning tea and lunch to organise • Agenda and emails to be sent <p>World Day of Prayer for Children Sunday, 26th May – lolly bags to prepare</p> <p>Pentecost 8th June</p> <ul style="list-style-type: none"> - Cakes - Faithful prayers – contact Selina
New PPC members	<ul style="list-style-type: none"> • Both churches represent • Find at least 2 from St. Francis who look like people • Ecumenism and interfaith combined
Morning tea PPC led	<ul style="list-style-type: none"> • Only one person has been supporting • PPC more members should be helping more • 10:30 am Mass at St. Francis • Review the contact list for volunteering for a newsletter • Using a Hospitality email

6. Matters for Discussion

A. Parish Pastoral Plan

Goals have been discussed in detail and allocated to year 1,2 or 3. Draft plan has been provided to Fr Carlo for review before updates are finalised.

7. All Other Business (AOB)

None raised.

8. Closing prayer: All

Next meeting – 17th June at 5.30pm.

Nola's turn to lead the opening prayer and reflection next month.

List for leading the opening prayer and reflection for PPC Meetings for 2025

Dina Aziz	February 2025
Tam Fatialofa	March 2025
Tusi Hedditch	April 2025
Mary Huang	May 2025
Nola Lopes	June 2025
Nonnah Nunez	July 2025
John Pereira	August 2025
Dina Aziz	September 2025
Marina Binns	October 2025
Fr Dano Bizjak	November 2025

Parish Pastoral Council Report Format

Portfolio (Name)

For the month of (Month)

What we achieved last month:

- ...
- ...
- ...
- ...
- ...
- ...
- ...

Anything carried forward to this month:

- ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...

Where I need assistance:

- ...
- ...
- ...
- ...
- ...

Portfolio Convenor:

Supported by: