

Monthly Meeting Agenda & Minutes

Date | time 17/09/2020 ! 7-9pm

Where: Cardinal Clancy Room, St. Patricks Church

In Attendance

Eva Cheetley, Cecil Fernandes, Ruth Miranda, Father Jack, Father JP, Father Reggie, Deacon John, Harlane Petersen, Joseph & Ashley Azzi, Nathan Fernandes, Sidney Lazum.

Absent

Jude Miranda & Phi Nyugen

Approval of minutes

Joseph A seconded by Ruth M.

Agenda

- Welcome & Opening Prayer (5 mins)
- Actions from Previous meeting - Cecil (5 mins)
- Confirm the Agenda for the MQOF AGM – Cecil (10 mins)
- Confirm Proposed Statute changes - Fr. John-Paul & Sidney (30 mins)
- Confirm communication timeline for AGM material going out/feedback etc. – Ruth (15 mins)
- Discuss CEDP - Religious Education Draft plan – Fr. Jack (25 mins)
- Other business (20mins)
- Closing Prayer (5 mins)

Welcome & Opening Prayer

- Welcome - Cecil
- Opening Prayer – Fr. Reggie

FUP on Actions from Previous meeting

Last meeting

- Ensure that the PPC Minutes are displayed on the Parish Website – **Cecil – Completed** – All minutes are in PDF format on the website – providing transparency. Pursue QR code link to PPC website on notice boards.
- Organise meeting with Finance Chair & Executive – **Cecil – Completed** – AGM as outlined below. Michael Z to anchor the meeting beside presenting the Finance report. Question time allowed for.
- Investigate the 'FORMED' APP for the Parish including possible sponsors – **Cecil – Completed** - US\$1500 with Parousia Media, US\$2000 with Augustine Institute in the US – need a person in the Team to project manage and then handover to the Parish Team to handle when we go-live (as people will call up the parish). Joe Azzi volunteered to be responsible for this action.
- Prepare material for communication and modes of communication of the AGM etc. inline with the timeline dictated by the Statutes – **Ruth – Completed** – covered during the agenda item discussion

- Review and recommend changes to the Statutes – Fr. John-Paul & Sidney – Completed – covered during the agenda item discussion
- Review if the mission and Vision statement of the Parish needs to be tweaked – Executive - Ongoing

Agenda for the MQOF AGM – 1st Nov'2020

#	Item	Who?	How long?
1	Welcome/Explain the agenda	Michael Z	5 mins
2	Moderator's report	Fr. Reggie	5 mins
3	Finance Report	Michael Z	20 mins
4	PPC Report <ul style="list-style-type: none"> • Our Role • What did we achieve in the last year? • What are our objectives looking forward? 	Cecil F	20 mins
5	Statute Amendments	Fr. John-Paul	20mins
6	Question time?	Michael Z	20 mins

Discuss PPC Statute changes

- Fr. John-Paul & Sidney proposed changes that were accepted by the team with some suggestions. Final proposal to be drafted (including a change in the number of objectives – (5 to 7)) by a sub-committee consisting of Fr. JP, Sidney, Eva & Nathan.

Communication of AGM

- Communication to be developed for Parish Boards, Parish Website, School notice boards, special invite for ministries, booking via Callandily on parish website.
- Communication to consist of date, time, where and how to book.
- Agreed meeting to be held at MPA within St. Patrick's church premises.
- If numbers go over 100 then we will send Zoom invites

Discussion on the New RE curriculum in schools

- The team discussed the context and overview of the RE curriculum
- Many team members felt they could not contribute to the discussion without having read the document
- An action was instigated to try and source the document from the schools
- Discussed that parents could provide feedback to schools & to the diocese based on individual assessment of the RE curriculum.

Other business

- The clergy team communicated the reason & need to make changes to the altar area in St. Pat's church
- A picture of Fr. Peter will be placed along with the other previous Parish Priests of MQOF in St. Michael's – Fr. Dadswell room
- Clarification with the liturgy team that all Readers should keep with the words written in the lectionary when proclaiming the word during the readings at mass

Actions

Last meeting

- FUP with the purchase of the 'FORMED' App for the parish and work-out how it would work – Joe A
- Sub-committee to finalise a new set of PPC objectives within the Statutes – Fr. JP to convene and complete before 1st Oct.
- Confirm if 100 people are allowed at the MPA based on latest COVID - social distancing rules – Fr. Jack
- Send communication advice & documents to the Parish Team and get ready to communicate – Ruth
- Clarification message to readers to stay with the words in the lectionary when doing Readings at mass – Clergy Team
- Circulate the RE curriculum communication sent to schools or as obtained from a Principal - Eva

Previous meetings - Outstanding

- Invite more families to assist in the Baptism ministry - Ruth
- Get additional support for Children's Liturgy Ministry – Ruth M – Postpone action
- Continue to read the Evangelii Nuntiandi & reflect internally – Whole Team
- Explore the possibilities to amalgamate the Legions of Mary of the Sudanese community and the normal Legion of Mary ministry in our Parish – PPC members

Closing Prayer

Fr. Reggie

Next Meeting/s

Executive Meeting – 8th October'20

PPC Meeting - 15th October'20