



ŌTARI PARISH PASTORAL COUNCIL MEETING Minutes

Date: 7pm, Monday, 24 February 2025

Venue: St Teresa's Church Presbytery

Attendance:

Present: Fr Joy, Fr Tikoua, Des Tiller, , Amanda Russell-Kleiner, Kiko Tu'amoheloa, Myrna Umali, Adri Widyanto, Chris Orsman and Benny Tau'Alupe

Apologies: Neville Braganza

Absent: Peter Wood, Evelina Fa'Amausili

1. Welcome and Opening prayer was prayed.
2. Confirm note taker (Myrna)
3. Apologies were noted and minutes from the last meeting were accepted as true and correct
4. ACTIONS - see table below.

CLOSED ITEMS

No	Item	Action	Owner	Status as of 24 February 2025
32	Posting of images online	Check with Catherine re Archdiocesan safeguarding policy	Des	Parishes are free to write their own policy statement, but it should also align with that of the Archdiocese, OR you can just have a link directly to the Archdiocese Privacy Statement.
33	Show images from recent events	Need a standing board to display photos or project to a screen using projector	Office	These are in the Parish website and by the side entrance also
34	Note taker roster	A note roster for 2025 to be done	Des	Updated up to 28 April meeting
35	Token for Jubilee of Married Couples mass	Neville will contact the daily mass ladies regarding a token for the married couples.	Neville	Flowers were given out after the mass
36	Draft Parish Plan	Bring back ideas about Draft Parish Plan for next meeting	PPC members	

OUTSTANDING ACTIONS

No	Item	Action	Owner	Status as of 24 February 2025
24	Understanding of the insurance cover on a high level	Provide high level insurance option(s) to PPC and Finance Committee members	Benny	Benny will come back on the inclusions/ exclusions of the Material Damage cover
30	Meeting with the different ministry groups	Des will draft a little blurb to thank them and invite them to present to PPC	Des	Not progressed at this point.
37	Draft Parish Plan	Des to send copies to the Liturgy team and to the Finance Council for the expansion of the different themes to be presented to the AGM	Des	

5. Resignation of Kathryn Flynn was noted and this was effective on 15 February 2025.
6. Roster of note taker partially filled up – Amada for 24 March and Chris for 28 April (see note-taker table)
7. Reflection or update on recent Parish events and programmes:
 - a. **Jubilee year opening mass** – it was a lovely celebration. 13 different groups in Otari Parish were represented during the mass.
 - b. **Jubilee for married couples** – The Sunday morning event was the major celebration as the Saturday celebration was quiet; there was no procession of the couples at the St Thomas More mass.
 - c. **Youth Event**-more than 15 attended the event and there were new youth present; the Misa and Abenoja youth had to leave early as they were participating in the ordination of Fr. Matthew White at the Sacred Heart Cathedral.
8. Parish Budget Planning Update – Benny presented the following:
 - a. **Summary of Existing Insurance cover** – it was proposed that the National Disaster be removed from all covers to save on an approximate \$36K in annual insurance cover. This will mean that only approximately \$9,665 will be paid instead of \$45,856 (+ 25% for inflationary impact). - Benny was requested to come back to the Council for the inclusions/exclusion of the Material Damage cover as these may also already have some natural disaster coverage.
 - b. **Summary of Otari Parish Maintenance Work Requirements** – including cost, progress and priorities. – Major projects are those that are estimated to cost above \$50K where consultation with the PPC is required. These then need to be presented to the community (in the AGM if possible) and also need to be approved by the Archdiocese. Currently, the following fits this category
 - Presbytery roof - approx. \$18K – Priority 1
 - St Teresa's Church/Hall – for pastoral needs - Church internal refurbishment and re-design of roof, earthquake strengthening, asbestos removal, and hall refurbishment – approx. \$118K – Priority 1

- St Thomas More roof and ceiling – Priority 1 but cost is tbc – Finance council to determine cost of investment and PPC to determine need for long term usage especially if the church needs to be functional while works on St Teresa’s Church are being carried out, noting that St T church mass attendees may be attending other churches also.

Fund Raising Projects may carried out to help the cost of maintenance and repair works needed.

9. Draft Parish Plan – Send a copy of the Plan to the Liturgy team and the Finance Council for the expansion of the different themes to be presented at the AGM

10. Upcoming faith events:

a. 05 March – Ash Wednesday

Usual morning mass and evening mass at 7 pm.

Location for each mass is to be confirmed depending on if St Teresa school is joining morning mass at St Teresa church. It is proposed for 1 mass to be celebrated at St Thomas More church and the other at St Teresa church.

b. 05 March -17 April Lenten Season

c. 8-9 March - Jubilee of Parish volunteers and stewardship

Photos of volunteers to be displayed at the foyer;

special prayer and blessing for volunteers to be made by Fr. Joy

Des to thank the volunteers after Communion at the St Teresa’s Church masses and Estelle to do it at the St Thomas More mass

d. 13 March 2025 – No Greater Love faith event to commence but there is currently few who signed-up. The consensus was to proceed so as not to discourage those who have signed up but so it in a simpler way, perhaps in the chapel instead of inside the main church

e. 16 March 2025 – Fr Matthew White has been booked to celebrate mass at St Teresa Church 10 am mass; seek donations from parishioners to help with catering and a gift for Fr Matthew

f. 19 March – Feast of St Joseph – special mass at 7pm at St Teresa’s Church

g. 30 March – Sacrament of Reconciliation

h. 6 April - Jubilee of the sick and health workers

i. 18 April – Good Friday

j. 20 April – Easter Sunday

k. 25 April - Anzac Day mass and Jubilee of Service Men and Women (past and serving)

l. 27 April - Jubilee of people with disabilities / Divine Mercy

11. Correspondence from the Office of the General Manager (CAoW)

a. Survey-Archdiocese of Wellington Office Strategic Intent to determine what the Archdiocese is currently doing well in assisting Parishes and what could the Archdiocese do to further assist the Parish – Otari Parish to seek what services are being currently provided to the Parishes

b. Policy and procedures on the car mileage claims by the clergy – noted

12. Safeguarding Audit – to be held on 27 March by the National Office of Professional Standards – to determine if safeguarding standards are being followed and determine if the Parish has a mechanism to address complaints

13. Other Matters:

- a. Fr Joy advised that there are groups wanting to be recognised in the Parish namely:
 - DOVE (a group of Catholic Women)
 - Living in the Kingdom of the Divine Group
 - A married Deacon from Germany working in the Catholic Office in the Youth Mission wants to assist in the mass – Fr Joy to get thoughts of Archbishop Paul on this
 - Precious Lambs
- b. 25 April - Anzac Day mass and Jubilee of Service Men and Women (past and serving)

14. Confirm action points from the meeting

15. Date of next meeting: Monday, 24 Tuesday – 24 March 2025, 7 PM start.

Note Taker Roster – 2025

PPC Meeting	Note Taker
27 January	Adri
24 February	Myrna
24 March	Amanda
28 April	Chris
26 May	
23 June (combined TBC)	
28 July	
25 August	
22 September	
20 October	
24 November	
15 December (combined)	Catherine

Note: PPC Chair is responsible for coordinating and producing the meeting pack and agenda.