



ŌTARI PARISH PASTORAL COUNCIL MEETING Minutes

Date: 7pm, Monday, 24th March 2025

Venue: St Teresa's Church Presbytery

Attendance:

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

Apologies: None

Absent: Evelina Fa'Amausili

1. Welcome; Opening prayer was prayed by Neville.
2. Confirm note taker (Amanda)
3. 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 March 2025
34	Note taker roster	A note roster for 2025 to be created	Des	Updated up to 28 April meeting

OUTSTANDING ACTIONS

No	Item	Action	Owner	Status as of 24 March 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; this will be integrated into the AGM, inviting ministry groups to bring forth their proposals within the framework of the parish plan	Des	Pending
37	Draft Parish Plan	Des to send copies to the Liturgy team and Finance Committee	Des	The draft parish plan has been forwarded to the finance committee already

No	Item	Action	Owner	Status as of 24 March 2025
38	Recruit new PPC members	Announcements to be made at STM after Mass seeking two representatives from the Wilton community. A second announcement seeking members to be made at the AGM.	Des	Pending

5. Need for additional/new PPC members:
 - a. There are currently no parishioners from STM church community on the PPC. It was suggested that the Wilton community be invited to nominate two representatives to be part of the council. Des will make an announcement at STM Mass seeking representatives.
 - b. Several council members have served multiple terms, and there is a need to seek replacement members. Nominations/ volunteers to be invited during the AGM.

6. Reflection or update on recent Parish events and programmes:
 - a. **Ash Wednesday** – Both the morning and the evening Mass were very well attended.
 - b. **Jubilee for volunteers** – The beautiful and extensive display created to honour the many volunteer groups within the parish was well-received, as was the blessing of volunteers during the weekend Masses. The hard work that went into creating the display of volunteer groups was noted and appreciated.
 - c. **Fr. Matthew White's Mass**- Was not as well attended by the Otari parish community as anticipated. A number of members of other parish communities were noted to be there. Donations totalling \$955 were collected from the Otari Parish community as a gift for Fr. Matthew.

7. Upcoming faith events:
 - a. 05 March - 17 April: Lenten Season
 - b. **25 March** - Planned Giving Launch- Des (PPC) and Sisilia (Finance Council) to attend the Archdiocese Planned Giving Launch via Zoom
 - c. **29 March** - "24 Hours for the Lord" at SHC: Otari Parish (under the direction of Estelle and Lydia) to lead adoration between 12-1pm.
 - d. **30 March** - Sacrament of First Reconciliation to be celebrated at 2pm at St. Teresa's
 - e. **3 April & 10 April** - Fr. Joy to lead our parish Lenten program on the Seven Last Words of Jesus; 6:30- 7:30pm at St. Teresa's
 - f. **6 April** - Jubilee of the sick and healthcare workers: Each of the weekend Masses will include the Sacrament of the Anointing of the Sick and a special blessing for the sick and healthcare workers. Announcements for this have been made through the parish newsletter; will ask members of the Liturgy Committee to also put a slide in the before-Mass notices.
 - g. **12 April** - Parish Lenten Retreat with Fr. Neil Vaney, SM, at St. Teresa's (9:45am- 2:45pm); will include Exposition of the Blessed Sacrament as well as opportunities for the Sacrament of Reconciliation.
 - h. **13 April** - Palm Sunday: Regular Sunday Mass times
 - i. **17 April** - Holy Thursday: 7pm Mass at St. Teresa's; no morning Mass.
 - j. **18 April** - Good Friday:

- i. 10am: Stations of the Cross to be led by the PPC with members of the youth group acting out the stations.
 - ii. 3pm: Veneration of the Cross and Liturgy of the Lord’s Passion
 - k. **19 April** - Easter Vigil: 8pm Mass at St. Teresa’s
 - l. **20 April** - Easter Sunday: Regular Sunday Mass times
 - m. **25 April** - Anzac Day Mass and Jubilee of Service Men and Women (past and serving):
 - i. 9:30am Mass at St. Teresa’s with a special blessing for all Service Men and Women and their families.
 - ii. Invite submissions of photographs of service personnel to create a display for the Church foyer
 - n. **27 April** -
 - i. Jubilee of people with disabilities / Divine Mercy Sunday: All Masses that weekend will include a special blessing for those with disabilities and their caregivers, as well as the sacrament of anointing for the disabled.
 - ii. Youth group meeting to be held after the 10am Mass.
 - o. **1 May- 12 June** – Life in the Spirit Seminar to be led by KPF ministries at St. Teresa’s Church. Seminar to run for 2 hours each Thursday evening (1 May, 8 May, 15 May, 22 May, 29 May and 12 June) with a one-day retreat on 7 June.
8. Safeguarding Audit: to be held on 27 March by the National Office of Professional Standards – to determine if safeguarding standards are being followed and whether the Parish has a mechanism to address complaints. Good turnouts were reported for the two safeguarding training meetings held within the parish. Catherine Vernon remains the safeguarding officer for the parish and the parish office is the resource for safeguarding policies.
9. Date of Parish AGM: To be held on 18 May after the 10am Mass in St. Teresa’s Parish Hall. Items to be addressed:
- a. Finance Committee Chair to outline the planned parish budget and priorities for parish expenses
 - b. PPC Chair to outline the high level parish plan
 - c. Planned giving programme: Initiative to be outlined for parishioners
 - d. Other Parish groups invited to outline their projects for 1-2 minutes
 - e. Invitation for parishioners to consider volunteer opportunities
10. Action points from the meeting confirmed.
11. Date of next meeting: Monday 28 April 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.