

# ANNUAL PARISH MEETING

Sunday 8 November 2020

Meeting commenced at 10.30 am

## MINUTES

Items	Discussion
1. Prayer and welcome	Deb – A Prayer of Renewal
2. Apologies	<p>Attendance – 37 parishioners, Fr Tony Alex and Fr Chris Ryan</p> <p>Deb Cummins, Jenni Payne, Tony MacDougal, John Fitzpatrick, Tosca Galluzzo, Clarissa Finan, Jo Fitzpatrick, Helen Cozzi, Noelene Hammond, Christine Hickey, Paul Moreton, Marie Ryan, Kent Scrymgeour, Tony Thorpe, John Vaux, Maria Vaux, Camille Phillips, Julia Goff, Marlene Wallace, Maureen Burgess, Kathleen Kennedy, Marissa de Marcellis, Sandra Green, Judith Kennedy, Lauren Koszek, Marie Cullen, Christine Hickey, Fran Simon, Kel Simon, Annette Dunn, Charina Wunderlich, Cindy Wunderlich, Filippa Palazotto, Noelene Hammond, David Widjaja, Sabrina Tjung, Susie Paino</p> <p>Apologies: Steve Graham, David Payne, Mike and Toni Flanagan, Emma Williams, Jeanette Moreton, Charles Centorrino</p>
3. Minutes of 27/10/2019 APM 4. Matters arising from APM 2019	<ul style="list-style-type: none"> <li>• New Constitution accepted</li> <li>• Vision Team - planning day for Leadership Team and Marlene Wallace</li> <li>• Meeting Room refurbishment - grant from Mark Coure with supplementation from parish funds; thanks to Emma Williams and Jenni Payne</li> <li>• Alpha Coordinator – Judith Kennedy took this on and things were planned but due to COVID were unable to be progressed. Plans for Alpha will proceed in 2021</li> <li>• Judith Kennedy is taking on the Evangelisation role in a voluntary capacity</li> <li>• Communications – issues addressed in the Ministry Report</li> <li>• Bark reintroduced – thanks to Julia</li> <li>• Maintenance – Leadership provided by Steve Graham who is the LT link person working with Paul Moreton, Kent Scrymgeour, Robert de Marcellis and David Payne</li> <li>• Thank you to Marie and Noel Ryan for cleaning up the car park prior to the Markets</li> </ul> <p><b>ACTION</b> Corrective Services commenced garden maintenance and that was put on hold with COVID, Deb made contact with them recently regarding recommencement.</p> <ul style="list-style-type: none"> <li>• Guidelines for ministries – Constitution Working Party members –Tony MacDougal and Jenni Payne working on this in 2021</li> <li>• Minutes accepted by the meeting</li> </ul>
5. Leadership Team report	<ul style="list-style-type: none"> <li>• We are not reading Ministry Reports only highlighting main points / updating as they are on the website with some printed copies available – thanks to Clarissa and Jenni for compiling</li> </ul>

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<p><b>As read by Deb Cummins Chair of LT</b></p>	<ul style="list-style-type: none"> <li>• What had been planned for 2020 before COVID -19 hit</li> <li>• Work of St Vincent de Paul, Lending a Hand, One Meal take away service for 80 people each Monday evening</li> <li>• Intercessory Prayer Group including members from Life Ascending, CWL and Friendship</li> <li>• Contact system to keep in communication with parishioners who need support</li> <li>• Youth Mission Team home visits</li> <li>• Parish COVID-19 Safety Plan</li> <li>• Thank you to Emma Williams for her vigilance with cleaning and sanitising protocols</li> <li>• Thank you to our welcoming Mass ushers, to Kathleen and Andrew Kennedy and all the live streamers for providing Mass we could all watch from the safety of our homes</li> <li>• Thank you to all our Ministry Leaders and their teams for managing so well in these changing times and continuing to serve our Parish community</li> <li>• Thank you to Clarissa our wonderful Parish Secretary, who has also put in so much time and effort into keeping our Parish communications and processes running so smoothly and efficiently</li> <li>• Thank you to Fr Tony, who we are blessed to have with us during this unprecedented year. His spiritual guidance, creative vision, boundless energy and ideas and his love and charismatic approach towards all in our community is recognised and very much appreciated.</li> </ul>
<p><b>6. FINANCE Tony Thorpe</b></p>	<ul style="list-style-type: none"> <li>• Surplus to June \$8,250</li> <li>• Collections are down by \$12,000, the quarter to September is down 11% and expenses are also down</li> <li>• In the last year \$80,000 spent on maintenance issues</li> <li>• \$66,000 in church account; \$20,000 in cash management and \$365,000 in Term Deposit</li> <li>• We had some parishioners join planned giving</li> <li>• Deb- Thanks to Tony for being on top of all the paperwork and online processes during this time and to Clarissa for her role in managing the Finances in the Parish</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ministry reports</b></li> </ul>	<p>For the full Ministry Reports 2020, please visit the Parish website.</p> <p><b>Liturgy – Tony MacDougal (for David Payne)</b> Thanks to:</p> <ul style="list-style-type: none"> <li>• David and the Leadership Team; Fr Tony for his leadership and smooth running and enriching opportunities</li> <li>• Chris, Adam and Deacon Cameron, Clarissa and all those involved in liturgies – acolytes, Extraordinary Ministers of the Eucharist, musicians, readers, ushers, Altar Society, Dominic Alati, Tom Ryan</li> <li>• Our families as camera crews</li> <li>• Peter Esho who commenced our live streaming of all Masses</li> <li>• Emma Williams for keeping us all safe</li> <li>• The Liturgy Team continues to be hard at it!</li> </ul>

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	<p><b>Sacramental – Tosca Galluzzo</b></p> <ul style="list-style-type: none"> <li>• Decision to not run sacramental program this year as First Holy Communion was in the middle of lockdown – programs would have been affected if we had gone ahead</li> </ul> <p>Thanks to Fr Tony and Fr Chris for their on-going support</p> <p><b>ACTION</b> Double the numbers in 2021 and we will need help as the groups will be bigger</p> <p><b>Music – Susie Paino</b></p> <ul style="list-style-type: none"> <li>• Survey of parishioners pre-COVID</li> <li>• With COVID had to stop the choir and rehearsals – 90% of choir over 70 and not able to participate</li> <li>• Call on a small pool of people but have had a recent increase in numbers</li> <li>• Music changes depending on who is playing - different styles of music</li> <li>• Rosters are now in the bulletin - you can choose your Mass</li> <li>• Christmas Masses are covered</li> <li>• Thank you to everyone involved</li> </ul> <p><b>ACTION</b> we are looking for other young musicians as it is hard to cover all Masses; Youth Mission Team won't be around for a few months over the next few months; Chris Bounds has moved to Canberra. Anyone under 70 is welcome</p> <p><b>Catechists – Julia Goff</b></p> <ul style="list-style-type: none"> <li>• Late start to the year – couple of lessons before COVID and not back in schools until the start of Term 3</li> <li>• No teachers at Peakhurst West at the start of the year but now all classes are covered – new recruit for 2021</li> <li>• Always a challenge to cover the classes – need helpers, and assistance with Admin; classes are for 30-45 mins at most; the children are terrific and the schools are supportive</li> <li>• This year we can't do a lot of our regular things</li> <li>• Hopefully in 2021 we will have a teacher for every class</li> <li>• Thanks to David for his work with the Admin role</li> </ul> <p><b>Children's Liturgy - Marissa de Marcellis</b></p> <ul style="list-style-type: none"> <li>• Started strong – compliance with Safeguarding requirements</li> <li>• Stopped as soon as COVID hit</li> <li>• No Mother's Day /Father's Day Masses</li> <li>• 9 permanent teachers and 2 casuals</li> <li>• Mass worksheets for children began online and as Mass opened up Fr Tony encouraged printing of packs – increased families returning to Mass</li> <li>• Families register for packs- ready for use in church/hall with extras also printed</li> </ul> <p><b>ACTION</b> Can't do Sunday School as yet or the Christmas Pageant – can't think how this could go ahead - <b>any ideas welcome</b> Virtual choir?- Susie In 2021 we are looking to have a once a term Children's Mass with afternoon tea</p>

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	<p><b>Youth – Kathleen Kennedy</b></p> <ul style="list-style-type: none"> <li>• Stepped down from the role at the end of Term 3.</li> <li>• Great team of young people - Andrew Kennedy, Lydia Paino, Noah Taylor, Julia Zubonja and Mary Alamoti</li> <li>• Not too much happening at the moment</li> <li>• Thank you to the Leadership Team for their support, to the whole Parish, Finance, Clarissa, our priests.</li> </ul> <p><b>Catholic Women’s League – Marie Ryan and Maureen Burgess</b></p> <ul style="list-style-type: none"> <li>• Events- lunch in July with all our members; Silver Circle and planning our final meeting in November.</li> </ul> <p><b>Friendship – Helen Cozzi</b></p> <ul style="list-style-type: none"> <li>• Not much to tell as we are not able to meet.</li> <li>• Keeping in phone contact with guests and chat to them on a regular basis</li> <li>• We have 14 guests now – previously 18 /20 but a couple have passed away.</li> </ul> <p><b>Lending a Hand – Tony Thorpe</b></p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Raised funds from the mulled wine Christmas in July event</li> <li>• Supported Mornington Island community, St Teresa’s Aboriginal and Islander Community in Townsville</li> <li>• Feedback from Bourke where we have previously given support – good rain but need more</li> <li>• Supported St Canice's; September Mental Health presentation; Grace’s Place; “Goodwill Only” in Wollongong; Kiah affected by bushfires; Milton trip by the team to support local businesses; One Meal</li> </ul> <p><b>ACTION</b> Men’s Walk and Talk – went to Penrith – they get 100/week – purpose is physical/mental/social; start at church and walk 5km around Gannons Park – wives need to encourage their husbands to join and get it going. Julia is on to the brochure for Men’s Walk and Talk to be distributed to shops, etc.</p> <p><b>St Vincent de Paul – Camille Philips for Mike Flanagan</b></p> <ul style="list-style-type: none"> <li>• Meetings are no longer face-to-face</li> <li>• Phone contact with clients</li> <li>• Drop and run – leave food vouchers, food and at a distance watch them take it</li> <li>• Excellent response to Winter Appeal – thanks to Fr Tony and others ; one morning collecting at the Markets</li> <li>• Regional Mass to be held at Peakhurst – cancelled</li> <li>• Thanks to the Leadership Team for your support</li> </ul> <p><b>ACTION</b> Christmas Hamper Appeal – listed items in the September Bark – drop in front foyer and parish house bring in and put in baskets from 14/15 November until 5/6 December; Vinnies will also collect from homes of people who cannot drop off. Hamper delivery on 13<sup>th</sup> December - to people to whom we have given support in the last 18 months</p> <ul style="list-style-type: none"> <li>• Envelope Appeal 5/6 December</li> </ul>

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	<p><b>Welcoming – Maria Vaux</b></p> <ul style="list-style-type: none"> <li>• Thanks to the team</li> <li>• Ushers have been very welcoming for parishioners coming to Mass</li> <li>• 30 years service by John Vaux</li> </ul> <p><b>Communications –Jenni Payne</b></p> <ul style="list-style-type: none"> <li>• The Ministry Report covers all that has been happening.</li> <li>• Thank you to Clarissa for writing the preamble to the individual reports and including a report on The Bark.</li> <li>• Included in the Communications report - the website, The Bark, ICT (Charles Centorrino), Sound System Upgrade and Camera Surveillance System (Tony MacDougal)</li> </ul> <p><b>Maintenance – Paul Moreton for Steve Graham</b></p> <ul style="list-style-type: none"> <li>• Plans for 2020 in turmoil - in the big storms the skylight was blown off and this has been repaired; constant leaks in parish house counting room roof. Roof repaired and ceiling and termite damage is on hold until 2021.</li> <li>• Trees on grass near Isaac Street - arborist removed trees, dead wood and treated termites - trees now in good state</li> <li>• Wish list provided to Finance – looking at finances and what we can do; constant sewer blockages</li> </ul> <p><b>ACTION</b> No Maintenance Plan as yet for the next 12 months Maintenance Committee, which includes Kent, Robert and David, has not met as yet – Steve and Paul keeping on top of things</p> <p><b>Safeguarding – Deb Cummins</b></p> <p>Chris Bounds moved – had put a lot of work into documentation. Deb new Safeguarding Officer – new volunteers’ induction/ WWCC</p> <ul style="list-style-type: none"> <li>• Need to chase up documentation and policies</li> <li>• MGLs Safeguarding audit – 100%</li> <li>• A lot of things put on hold this year because of COVID</li> <li>• Thanks to Chris Bounds</li> </ul>
<p><b>7. General Business</b></p>	<p><b>Evangelisation -Judith Kennedy</b></p> <ul style="list-style-type: none"> <li>• Beautiful Taize evenings; 33 Day Journey to Consecration to Mary – 2 beautiful Masses and 2 meals shared</li> <li>• Plans for 2021 – authentic Alpha program – led by Tosca, Fr Tony and Judith; work with Clarissa; need help to build an Alpha team</li> </ul> <p><b>ACTION</b> Who is Alpha for? Invitation to neighbours and people who don’t know what we have in our parish.</p> <p><b>Playgroup – Deb Cummins</b></p> <ul style="list-style-type: none"> <li>• Interest in re-forming</li> <li>• Florence Bonnano is posting on social media to gauge interest</li> <li>• Funds left over from previous playgroup</li> </ul>

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	<p><b>Markets – John Fitzpatrick</b></p> <ul style="list-style-type: none"> <li>• Matters are in progress, night Markets are resuming, Saturday Markets</li> <li>• DA issues/ legalities</li> </ul> <p><b>Deb Cummins-</b> John Fitzpatrick has taken on the role of liaising with Krisari. Thank you to John for his work on this.</p>
<p><b>8. General Business from the floor</b></p>	<ul style="list-style-type: none"> <li>• Noelene Hammond – replace sound system</li> </ul> <p><b>ACTION</b> a new sound system and projector are to be installed in the Hall. Quotes have been sought and we are waiting on installation.</p> <ul style="list-style-type: none"> <li>• Noelene Hammond- at least one pew to be taken out at the back of the church for families with prams and a place for children to sit on the ground rather than in the foyer</li> </ul> <p><b>ACTION</b> for the Leadership team to consider.</p>
<p><b>9. Election</b></p>	<ul style="list-style-type: none"> <li>• Thank you to Deb and Jenni, for their service over the last 3 years.</li> <li>• Fran Simon and Lauren Koszek nominated to join the LT.</li> <li>• Thanks to Lauren and Fran for nominating. Nomination of both was accepted by the meeting.</li> </ul>
<p><b>10. Address by Fr Tony</b></p>	<p><b>Thanks from Fr Tony:</b></p> <ul style="list-style-type: none"> <li>• for the wonderful reports, you have given your hearts – a big thank you to all of you and especially to the Leadership Team – so much work is done in the background to hold the Parish together</li> <li>• to Jenni and Deb who are stepping down for their significant service. Jenni and David – a team who do so much in so many areas of the Parish. Deb has been chair of the LT for the last 2 years responsible for organising meeting, keeping in touch, great witness, joy working with you in the last year, coordination and hard work</li> <li>• to Tony MacDougal and Tosca Galluzzo who coordinate many activities including in catechesis and liturgy</li> <li>• to John and Steve who joined last year – John for his legal expertise at the right moment and Steve for his management experience</li> <li>• Thank you to Clarissa – the front person in the Parish, work on the Parish database, on top of so many things</li> <li>• Welcome to the new Leadership Team members who have already been working silently in the Parish.</li> </ul> <p>Lauren Koszek with Children’s Liturgy and as REC at St Joseph’s Riverwood.  Fran Simon has a lot of other experience working with Disciples of Jesus and helping with the administration of the Arete Centre- she has a great mind for leadership.</p> <p><b>Thanks from Deb Cummins</b> to Fr Tony for his ideas and vision and for being a blessing to the Parish this year.</p> <p>Thank you to Fr Chris for his support and for giving us the gift of Fr Tony.</p> <p><b>Meeting closed 11.50am</b></p>