**Parish Council Meeting**

Tuesday 5 August 2025

**Present:**  Fr. Simi, Chris, Harry, Bridget, Liam (late)

**Apologies:** Richard

**Minutes**

Previous Minutes - taken as read.

Matters arising – Fr. Simi’s meeting with Cheryl re. Divine Renovation was great! He has enlisted in a weekly training for the clergy on Divine Renovation (Kick Start).

We will hold off on putting the bios/photos of the Parish Council up in the church foyer until we have membership finalised in September. New members from the other main committees will be joining. If anyone has a photo or 50 word bio already prepared, send it through to Bridget but Fr. Simi has asked that she not post it until the newly elected committee representatives join the new parish council team next month.

Complaints Procedure – Fr. Simi has asked two parishioners to be the safeguarding officer and complaints officer for our Parish. He will follow up with them to confirm their response.

Health and Safety

Church capacity: Tony S. has sent through a Fire Safety Analysis Report for a “New Exit Door and Update to Occupant Capacity”. Bridget has sent this on to Parish Council Members to read.

**Action:** Liam and Richard to read and check if we still need an evacuation scheme or if this report is enough to meet the requirements of 400+ people in the church.

Parish Organisation and Committee Structure:

Bridget shared a drafted St. Joseph’s Parish Organisation Chart with everyone. Discussion and feedback included:

* + Add Parish Pastoral Council (Executive Model)
  + Under “Health and Safety” – add ‘Health and Safety Parish Plan’
  + Add ‘School’ feeding into the ‘Parish Pastoral Council’ in its own box

Each committee has to do its own nominations for the head of its subgroups.

Main committees/ministries agreed on: Liturgy, Faith Formation, Youth, Health and Safety, Property Management, Parish Life & Outreach. Above these committees, we have the Parish Pastoral Council (Executive Model) – with the school on the side and the Finance Committee. Above this, we have our Parish Priest.

The executive committee is currently made up of the Parish Priest, Office Administrator, Finance Chair, and Parish Council Chair.

**Action:** Bridget to update this chart.

Executive Team Progress

The team worked on managing the disestablishment of the Parish Coordinator’s Role as well as on the following agenda items.

Pastoral Plan – Bridget drafted a pastoral plan consultation document as well as a poster of our mission statement, vision statement, and goals. This was sent out to all parishioners in the Parish Pastoral Council who attended the first workshop. Very little feedback has been given in response to this – verbal feedback only and all very positive.

A new date has been set for our Parish Workshop – Sunday 24 August at 2pm.

Chris will develop a run-plan for this workshop.

**Action:** Bridget and Chris to finalise the plan and print off 20 hard copies for the weekend Masses this Sat/Sun. Chris - write a blurb for Harry and Liam to speak to.

Harry – talk about this on Sat night, Liam – talk on Sun morning

Bridget – email out with the newsletter, print 20 copies, add to the website, and Social Media page

Chris to develop up a run plan for the parish workshop

Consultation Plan about Changes to the Church – Mixture of feedback. Overall positive feedback regarding the change of morning tea venue, especially from our families with young children. Suggestion made that we have a children’s space in the parish centre with toys for young ones to play with while their parents have a cuppa.

Feedback was also given from quite a few people about moving the tabernacle into the main church, allowing the chapel to be used as both a children’s room and a confessional.

A few comments that people will not go to the parish centre for morning tea, especially if it is raining. Comments from families with children saying that they would prefer having morning tea where it is not by the busy road with traffic.

Glass doors – we need to follow up on one piece of feedback regarding health and safety.

**Action:** Executive team to follow up on this and discuss further due to time constraints. Chris to write feedback summary and give it to Harry and Liam to announce on Sat/Sun Masses

Planned Giving – Chris has sent out project plan to everyone. Bridget has sent Fr. Simi his homily notes via email. Chris and Harry would like to find out if they have a guideline/structure to follow for their Sunday talks.

**Action:** Bridget to inquire about this with Reuben.

Social Media Policy – Bridget has sent out the social media policy for the parish to council members. If you have feedback, please let her know by end of week.

Church and Presbytery Access – We have lost track of keys and who has access to the church/presbytery.

**Action:** Harry and Fr. Simi looking into new access system.

Next meeting - Tuesday 9 September, 6pm Parish Centre