



**MINUTES OF THE PARISH LEADERSHIP TEAM (PLT) MONTHLY MEETING  
HELD ON THURSDAY 31 JANUARY 2019 AT 7.30PM  
AT THE PRESBYTERY, STOKE**

1. Welcome and Apologies

Attendance: Fr Bill Warwick, Peter Gillin (Chair), Shelley Hills, Sarah Menzies, Trudie Walters, Merrice Mitchell

Apologies: Justin Hills, Valentino Lobo, Christy Aydon

Minute taker: Kathy Mardon

2. Opening Reflection - Paul's Letter to the Corinthians – re love

3. Correspondence:

(a) From Pete Gillin– 3 Dec 2018 – to the PLT re the St Josephs Cycle Track.  
Discussion: no objection received from the PLT

(b) From Pete Gillin– 14 Jan 2019 - to the Parish Strategic Planning Group re the 5-10 Year Plan, asking for more input from groups and ministries within the Parish.  
Discussion: Call for all Parish groups to provide their contact details so that the Parish can have a complete up-to-date list. Liaison with ethnic communities within the Parish is very important. Agreed that an item would go in the Parish newsletter asking all groups and ministries to contact the Chair Pete with their contact details.

Need to consider how to get feedback from parishioners who don't belong to any groups, parishioners in retirement homes, the sick or disabled who are home bound.

Suggestion that an Anointing Mass be held for the homebound (including those who receive Communion at home), followed by an invitation to them to give feedback on the 5 Year Plan. Suggested that a simple submission form with a framework for discussion, be given out prior to such a Mass, giving these parishioners some time to consider the matter.

(c) From Pete to the Parish office staff, 8 November, re collecting up-to-date details of parish groups.

(d) From the Cardinal re Parish Safeguarding and Administration – this is to be carried over to the next meeting, with consideration given to finding a suitable person for the role. This may need to go to the Resource Team, as it would have funding and employment issues.

(e) From Christy Aydon (31 October) re her new role with refugees ad migrants.

4. Minutes of Last Meeting (October 25, 2018):

The Minutes of the last meeting were accepted as a true and correct record.

Matters Arising:

- (a) Church Evacuation: more vests have been supplied. Decision to be made on where the vests should be located/stored in each Church. Suggested that this item needs to go to the Resource Team for their consideration.

Additional discussion:

- (i) Sarah suggested making contact the Community Fire Service liaison person – Sarah to initiate this contact.
  - (ii) Noted that evacuation procedures need to cover all occasions when the Church is in use, including weddings, funerals, midday Masses, school masses etc
  - (iii) Need to give consideration as to the appropriateness and practicality of the Eucharist Ministers being the wardens by default.
  - (iv) Need to revisit the current evacuation procedures, and check on evacuation zones.
- (b) Prayers of the Faithful: this has been forwarded to the Liturgy Group.
- Discussion included the suggestion of having a prayer for general intentions, and including a “welcome/greeting” in all the languages represented in the Parish. This could be on an overhead, or a special entrance banner created.
- (c) Goal setting for 2019: Father Bill to follow this up with the Finance and Resource team.
- (d) Self-review – to be referred to the Finance and Resource Team.
- (e) Membership and leadership of the Parish Leadership Team to be considered by all, along with the timing of any new election. A new Chairperson will be needed by May.

5. General Business:

- (a) Father reported on the meeting of the Finance Team:
- (i) Property items: the cottage is to go; the flat next to the Presbytery needs some remedial work in order to comply with rental laws.
  - (ii) Need to look at Liturgy Team, new membership, new ways of doing things?
- (b) Bereavement ministry: the main objectives are (i) support at time of death, and (2) follow up, preparation of funeral.
- (c) Feedback from a parishioner, re need for more centralisation of knowledge relating to groups, currently lots of information is contained within small pockets or by individuals, and this needs to be more readily available.
- (d) Discussion of the difficulty that the Hospital Chaplains encounter in getting details of patients who may like a visit or to receive Communion. Need to make it known to parishioners generally that if they are admitted to hospital, they have the option of asking for a visit from the Chaplain.
- (f) Reporting back to the Parish: Pete asked if it would be appropriate for him to address each Mass in February; suggestion of a joint presentation with the Finance Team. Pete to follow up.

Closing reflection: from Corinthians, about love.

Date of Next Meeting

Thursday 28 February, at 7.30pm, in the Stoke Presbytery.

Reflection for next meeting: Merrick

The meeting concluded at 9.00 pm

Confirmed as a true and correct record

A handwritten signature in blue ink that reads "Pete Gillin". The signature is written in a cursive style and is positioned above a horizontal line.

Pete Gillin for  
Parish Leadership Team.