**St Francis of Assisi, Ohariu Parish**

**Leadership Formation Team** - Minutes of meeting on Monday, 31 May 2021, commencing at 7pm

**Attendees**: John Lawson, Paul Betham, Thomas Davis,John Kleinsman, Kitty McKinley,Shane Dinnan, Tim Gordon

**Apologies**: Pete Roe

1. Opening prayer/reflection
2. LFT 17 May 2021 minutes of meeting confirmed.
3. Action log updated.
4. Resignation of Anna Mika-Hunt  
   LFT has received and accepted the resignation of Anna Mika-Hunt for health reasons but it is hoped that Anna is able to continue her much valued involvement in the Parish Liturgy Advisory Group. LFT thanks Anna for her significant contribution and wishes her and family well.
5. Review & Session planning  
   LFT noted the completion of the Review sessions with Matalena Leaupepe and Tayla Sumner and the Planning sessions with Fr Denis O’Hagan. Thomas has started pulling together a presentation on buildings with a tentative Parish meeting on the weekend of 3/4 July at say 4pm at the Uniting Church with the possibility of inviting speakers from other Parishes/Communities.
6. St Benedict’s Children’s Liturgy  
   A discussion was held about this and the need for a Coordinator for children’s programs. After some options were explored it was decided that Shane would look at putting together a proposal around this involving parents and report back to LFT at the next meeting.
7. Confirmation age  
   (wording from Kitty)
8. Covid India Collection  
   There was general agreement to donate the funds raised to Caritas and that representatives of the Parish Indian community would be invited to go to the Caritas Office to acknowledge receiving this collection.
9. Portfolio updates
   1. Ecumenical relationships – Input will be sought from various Ministries (eg Focolare) and groups in putting together a Parish Calendar but nothing scoped in the meantime.
   2. Personnel planning/Staff matters – slightly understaffed in the office due to injury (not work related) but more hours being worked to cover this.
   3. Liturgy – LFT endorsed PLAG proposal re all three masses in one church on their Feast Day commencing with Sts Peter & Paul on the weekend of 26/27 June 2021.
   4. Youth – there is good progress on programmes for this Portfolio.
   5. Refugees – a house has been provided and a hangi is to be hosted at a local Marae in November as a fundraiser for Refugees.
   6. Communication – Tim tabled feedback from the surveys and an article will be included in the Parish newsletter for feedback to Parishioners.
10. General business
    1. Parish Director’s role – more work will be done re separation of duties eg office management in relation to Pastoral work.
    2. Formal session with Marists/+ John Dew/LFT – succession plan for current LFT members stepping down and identifying new LFT members to come forward still under discussion and planning.
11. Next meeting – Monday, 14 June 2021.