**St Francis of Assisi, Ohariu Parish**

**Leadership Formation Team** - Minutes of meeting on Monday, 5 July 2021, commencing at 7pm

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

**Apologies**: John Kleinsman

1. Opening prayer/reflection
2. LFT 31 May 2021 and 17 June 2021 minutes of meetings confirmed.
3. Action log updated.
4. Recruitment – Director of Mission
This position will be advertised in the next few weeks with Tim Gordon to be the main contact person. Thomas will also keep ADW updated on progress in relation to these matters.
5. LFT Succession
There was a discussion with regards to inviting potential candidates for leadership roles within the Parish including LFT succession and Monday 16 August 2021 has been tentatively set aside for this purpose. Thomas will prepare a skills based matrix to assist with this initiative.
6. Formation training
Leadership formation training will start in the next few weeks with one training course in the third term and one training course in the fourth term. Kitty will assist with putting together a list of what training is needed.
7. Portfolio updates
	1. Youth – programmes are proceeding as normal.
	2. Refugees – have shifted from St Peter & Paul’s into their own home.
	3. Finance – report for year ending 31 March 2021 nearly ready.
	4. Property – good session on Sunday with Fr Michael McCabe. Parishioners and any group can share ideas and express an opinion on options for our Parish at the gathering on Sunday, 1 August 2021.
8. General business
	1. Bus trip to Kapiti – an idea was floated of inviting parishioners on a bus trip to Kapiti for a combined mass in the next few months as part of our Property Review for further discussion.
	2. Parish Office Hours Review – LFT reviewed the feedback on the trial office hours and agreed to continue with the reduced office hours of Monday, Wednesday and Thursday 9am – 3pm going forward.
9. Next meeting – Monday, 19 July 2021.