

St Francis of Assisi, Ohariu Parish

Leadership Formation Team - Minutes of Meeting on Monday, 13 September 2021, commencing at 5pm via zoom

Attendees: John Lawson, Paul Betham, Thomas Davis, Kitty McKinley, Shane Dinnan, Pete Roe, John Kleinsman, Clayton Dias

Apologies:

1. Opening prayer/reflection
2. LFT 1 September 2021 minutes of meetings confirmed.
3. Action log updated.
4. COVID Update / Planning
LFT discussed the Government announcement with regards to the Alert Level 2 lockdown for the rest of the country apart from Auckland remaining in place for another week to be reviewed on Monday 13 September and noted the following:
 1. A pre-recorded Web Mass for Sunday 19 September will be advertised in this week's newsletter; and
 2. Looking at Little Churches going ahead again this Sunday but unable to confirm at this stage how many Little Church groups are gathering.
5. Recruitment & Succession Planning
 1. Follow up ADW & Marist meeting – Shane has started drafting response to ADW & Marists and will circulate draft letter to LFT for comment and feedback;
 2. Office Manager Recruitment – expressions of interest have been received and initial interviews are planned in the next few days;
 3. Parish Mission Director Recruitment – will email past applicants new job description with follow up from LFT Recruitment committee. May need to think 'outside the box' on how this position is fulfilled eg shared part-time roles and will also advertise wider in other media eg Catholic News etc;
 4. State of the Nation draft document – after an update from John Lawson and some discussion, it was decided that a Parish structure document prepared by Tim Gordon would be helpful to be attached to the document to the significant list of roles and volunteer Ministries currently in the Parish. LFT will consider how this is presented to Parishioners over the next few weeks depending on lockdown developments.
6. Portfolio Updates
 1. Refugees – after some discussion it was noted that a Pastoral Outreach Committee may need to be set up to coordinate and supervise this piece of work within the Parish now that funding is progressing;
 2. Communication – staff are finalising the proposal for switching from Mail Chimp to Infodile;
 3. Youth – good progress on work with young people with Sio's videos;
 4. Finance – Thomas advised that the annual accounts were now completed indicating a modest reduction in overall income compared to last year mainly impacted by Covid lockdown circumstances. The accounts are currently with the Finance Committee with a proposal for a summary in the newsletter and accounts on the Parish website
7. Property Review
 1. Online survey – this is being considered to progress discussions on this under lockdown circumstances and will be trialled by LFT first with any comments and feedback to Thomas initially.
 2. St Brigid Property Review Submission – a suggestion was made that this be published on the Parish website with their permission.
8. General Business
 1. Catholic Foundation Scholarships – Pete Roe advised that he has sent through the nomination forms for this;
 2. Fitzgerald Awards – Thomas advised that he will forward the information about this to LFT members;
 3. Thank you for Tim Gordon – waiting for the opportunity to see Tim personally for organising this;
 4. Pastoral perspective in new model – LFT took on board some concerns raised by Pete Roe in relation to continuing the Pastoral perspective work for Ohariu with regards to potential candidates for the Parish Mission Director role;
 5. Meeting agenda – Paul requested that the LFT meeting Agenda be re-formatted so that decision critical items are prioritised against business as usual update topics. Shane and Thomas to have a look at this for the next meeting.

9. Next meeting – Monday, 27 September 2021, 5pm via zoom.