

## 1. Meeting Details

1.1 Date: 30 May 2019

1.2 Time: 19h20 – 21h15

1.3 Venue: Denis Adami House

1.4 Attendees:

- Fr Thabiso Ledwaba (President)
- Fr Peter Switala
- Deacon Tony Tweehuijsen
- Zoran Basich (Acting Chair)
- Sheila Houghton (Acting Vice Chair)
- Celesté Coetzer (Acting Secretary)
- David Baloyi
- Debbie Bosman
- Liz Ferreira
- Carol Masoek
- Traude Rijfkgogel
- Mona Vest

1.5 Apologies:

- Gorette de Souza
- Daniella Ferreira

1.6 Absent:

- None

## 2. Opening

2.1 Opening Prayer: Zoran

2.2 Apologies: See 1.5

2.3 Matters Arising from Previous Minutes:

2.3.1 None

2.4 Acceptance of Previous Minutes:

2.4.1 Proposed By: NONE

2.4.2 Seconded By: NONE

2.5 Minutes Signed as correct by President and Chair.

## 3. Chairman's Report

[Zoran]

3.1 Welcome and thanks. Special welcome to Liz who is responsible for the Adoration Portfolio.

3.2 Parish Secretary (Theresa) has resigned. Angela Solomons has been appointed to take over. She was initially part of the candidate shortlist when Theresa was appointed.

3.3 "Kyle Funeral Incident"

3.3.1 An incident occurred at a funeral where it was felt that Theresa was insensitive. A formal complaint was received on the matter. It was decided that an apology letter would be issued. The letter will be kept brief due to the fact that Theresa has resigned anyway.

- 3.3.2 It was noted that we need to be conscious of issues that are raised by people who are not active parishioners. At the same time, we do need to ensure that we are sensitive to the needs of the broader community and be authentic witnesses to Christ.
- 3.3.3 Deacon Tony was able to provide a first-hand account of the incident. The persons involved were particularly demanding. The challenge was that the funeral fell within the transitional phase as Fr Chris was leaving and Fr Thabiso was arriving. Normally the preparation for these events is handled by the priest. In this case, Therese offered to step in and assist the family with the preparations.
- 3.3.4 Recommendation is to put together general guidelines for funeral, weddings, etc. so that people can have a clear understanding of what is required and what is permitted. Fr Thabiso, Fr Peter and Deacon Tony will discuss in their normal Monday meeting.
- 3.3.5 It was agreed that an apology will be issued but it is also necessary to look at the process so as to avoid spending unnecessary energy on these matters going forward.
- 3.4 Winter Living Theology update:
  - 3.4.1 Talk on Stress planned for 3 June. Start time is 18h30 for 19h00. Talk is approximately 1.5 hours so should be done by 20h30.
  - 3.4.2 Original plan is to hold it in the church. The screens are currently not working, so if those are required, there may be a challenge.
  - 3.4.3 Fr Thabiso indicated that his preference is to have the talk in the hall, as the church can be restrictive and limit engagement. Need to check with Goretti if the hall is available but it is expected that it is.
    - 3.4.3.1 Check with Stephen if he can put out chairs. Plan for 100 and leave the doors open for people to get more if required.
    - 3.4.3.2 To decide if tea will be provided. Goretti is not available on the evening.
    - 3.4.3.3 Deacon Tony will have the sound equipment available but the WLT team normally bring their own equipment.
- 3.5 Singing competition details have been forwarded to Loreto School.
- 3.6 Have received a letter from Arch Diocese. It is noted that it is a requirement to hold PPC elections this year. See Eastern Deanery Meeting feedback for more information.
- 3.7 Proposed Technology Portfolio:
  - 3.7.1 Much of what happens in the church seems to have fallen under Deacon Tony but isn't technically his responsibility. This includes matters pertaining to the screens and sound equipment.
  - 3.7.2 Zoran propose that a Technology Portfolio be setup with a dedicated portfolio owner to handle such matters.
- 3.8 Church Screens update:
  - 3.8.1 Angela organised for TV specialists to check the screens. When they arrived, one was not working but by the time they left, two were not working.
  - 3.8.2 The new software requires internet to operate. Although there is a dongle connected to the machine, it often runs out of data.
  - 3.8.3 Kevin indicated that Loreto is willing let the church use internet from the school but this requires an antenna. The alternative is to get internet from the parish office. However, that also requires an antenna. Finance Team would need to cover this. It is not expected to be more than R 3,000.
  - 3.8.4 The internet is required as it allows the operators to do updates from home. The software also checks for licenses online, checks for the words to hymns and allows for the downloading of content from the internet (e.g. images).
  - 3.8.5 Without the remote access, operators have to arrive at church 45 minutes before Mass to setup and prepare the presentations.
  - 3.8.6 It was noted that there doesn't appear to be any standard process for the board operators – each does things in their own unique way. One of the objectives of the Technical Portfolio would be to standardise on the processes.
- 3.9 Church Sound update:
  - 3.9.1 The mixer board was swapped out recently. It had been a challenge for some time.

- 3.9.2 The speakers are a problem though Deacon Tony mentioned that it is not possible to do anything about them at this very moment. The Finance Committee are working towards getting the money that was originally paid for the sound solution and for which value was not realised.
- 3.9.3 It is possible that the current sound issues originate from the mics and not necessarily the speakers. Specifically, the mics don't seem to work well. Deacon Ton noted that there used to be a mic stand for the priests that is height adjustable. It also points the mic upwards, which seems to "catch the sound" better. Will explore options regarding adjusting the height and position of the mics to accommodate different readers.
- 3.10 As Fr Chris was leaving, he noted that he hadn't been invited to visit at many parishioner homes. Each PPC member is requested to extend an invite to Fr Thabiso and Fr Peter to their respective homes for dinner. Fr Thabiso noted that Wednesday evenings work well for him. He also noted that he had already had 5 invites from the parish community.
- 3.11 Sheila attended the Eastern Deanery meeting, representing the parish. See Eastern Deanery Meeting feedback for more information.

## 4. Pastor's Report

[Fr Thabiso]

- 4.1 Settling in nicely. Starting to get a sense of things at the parish.
- 4.2 Requested as a matter of principle that key decisions should be checked with the Parish priest. For example, people had replaced the chairs in the Adoration Chapel with benches, without discussing with him first. Father Thabiso is here to give every issue a "fresh listening", a fresh ear. Members of the parish community are encouraged to engage with him and not just make assumptions.
- 4.3 Fr Thabiso is the parish priest and responsible for the community at Queenswood. Whilst he does not mind Fr Chris occasionally coming through to perform weddings, those who would like Fr Chris to do baptisms and funerals should rather make arrangements for these to be held at Zwavelpoort. Fr Thabiso is understanding of the fact that there is a built relationship with Father Christ but at the same time, it is important to embrace transition and recognise the current clergy team (Fr Thabiso, Fr Peter and Deacon Tony) who are charged with the duty of serving the Queenswood parish. The matter is raised in the PPC meeting before being raised in the church, so that the PPC team can assist with explaining should anything be unclear or any misunderstandings arise.
- 4.4 The Finance Committee currently addresses issues that really are PPC matters. It is important for the Finance Committee to focus on finance matters. For example, the matter of benches in the Adoration Chapel is a PPC matter, not a Finance Committee matter. We need to refine our processes so as to ensure everyone is clear on their roles and responsibilities and that we don't create unnecessary conflict.
- 4.5 New Arch Bishop update:
  - 4.5.1 All PPCs are required to attend a welcome Mass on 22 June at 10h00 at Zwavelpoort. It is hoped that the whole team can attend.
  - 4.5.2 A general welcome Mass will be held on 14 July at 10h00 at CBC. There will be no 10h00 Mass at Queenswood as all parishioners are expected to attend the event at CBC. The other weekend Masses are intended for those who absolutely cannot attend the event at CBC (e.g. elderly and sick).
- 4.6 Social and Electronic Media update:
  - 4.6.1 CBC have requested that we incorporate their website into our parish website. There are no costs involved. This is more than simply including a link. They would like actual information to be displayed.
  - 4.6.2 This option should also be extended to Loreto School Queenswood.
  - 4.6.3 Currently, Fr Chris' Facebook and Twitter updates are automatically posted to the parish website. Need to look to change this to Fr Thabiso. Fr Thabiso is on Facebook but does not have a Twitter account. The embedding automatically displays the last 10 things posted. Fr Thabiso to think about it.

- 4.6.4 Need to also include the parish Facebook updates. This account was previously managed by Karin. Angela to take over this responsibility.

## 5. Finance Report

[Deacon Tony on behalf of Goretto] No report submitted prior to meeting.

### 5.1 Solar Project update:

- 5.1.1 System is working well.
- 5.1.2 Official handover still to be done.
- 5.1.3 Will start working on the hall and the house. Expecting good savings.

### 5.2 Fr Peter's Flat update:

- 5.2.1 Plans are still with the City for review and approval.
- 5.2.2 Have discussed and thought it might be better to rather make use of the flat above the garage, extending it over the 3<sup>rd</sup> garage to make room for a living room and a separate bedroom. This is to reduce the overall cost of the project – it is expected that this would come in at about one third of the cost of building an entirely new flat.
  - 5.2.2.1 This will require doing away with the spiral stairs. Subject to financial feasibility, looking to install a lift. It is noted though that a staircase is still required for emergencies. Deacon Tony saw a lift going for around R 300K but some people have indicated that it should be possible to get one for R 100K. Fr Peter indicated that a lift is not necessary – he does use stairs although at times it can be challenging.
  - 5.2.2.2 The room would need to be insulated as it is very cold in winter and very hot in summer. It is possible that there is existing air conditioning in the flat.
  - 5.2.2.3 The intention would be to build the extension without interfering with the existing structure and then break through when ready.
  - 5.2.2.4 The plans would need to be resubmitted to the City for approval.
- 5.2.3 Fr Peter is not comfortable with referring to it as “Father Peter's flat”, as no priest is really permanently attached.
- 5.2.4 Fr Peter noted that his currently living situation does leave him feeling a little disconnected from the parish. The arrangement is currently open ended and although he is not necessarily in a very big hurry to move, sooner is better. Although the flat above the garage is available, it is not practical for Fr Peter to move in with the existing spiral staircase. Also, should Fr Peter move into the flat before the extensions are completed, he may require temporary shared space in the main house.

### 5.3 Adoration Bench update:

- 5.3.1 Expected to have a new sample of the benches for the chapel by now but this has not arrived.
- 5.3.2 Most of the money has already been paid.
- 5.3.3 Proposal to have just two of the old benches in the back and then normal chairs in the front as an alternative to making use of new benches. However, the Finance Committee feel that they've already gone down this road and now want to see the outcome of the next design.
- 5.3.4 A key reason for the change is that the Adoration Chapel is a distinct area in the church and should not be used as “overflow” seating for Mass. Fr Thabiso noted that it is not liturgically correct to have exposition whilst Mass is ongoing – the Mass should be the key focus.

## 6. Denis Adami Hall

[Goretto] No report received.

## 7. Liturgy

[Deacon Tony]

- 7.1 Deacon Tony would like to have a mini workshop in the next PPC meeting to discuss “The Church – Where are We Going?” Agreed to start the next meeting at 18h45 to accommodate this.
- 7.2 Fr Thabiso would like to extend the Liturgy portfolio to a full committee, including musicians, board operators, adoration, etc. It may be necessary to have a forum where people can express their concerns and work together to find solutions. The committee can also assist people with knowing what to do in Adoration.
- 7.3 Fr Thabiso noted that it is not Liturgically correct to say the Rosary before the Blessed Sacrament as Mary’s role is to bring people to Christ but in the Adoration Chapel people are already face to face with Christ. This is not an easy discussion and requires a “sitting down” to determine a way forward.

## 8. Justice and Peace

[David]

- 8.1 Would like to start advertising for committee members.
- 8.2 There is an existing plan for church level projects.
- 8.3 There is an existing Diocesan plan but currently no Deanery plan.
- 8.4 Fr Thabiso suggested that J&P get involved in activities such as Soup Kitchen. They can then assist with bringing awareness to the homeless and marginalised as to rights they may have. Need to look at what can be done to better these people’s lives. “What is Just?”
- 8.5 Father Chris had indicated that Fr Peter will take over his responsibilities on J&P but Fr Thabiso can avail himself to meet.

## 9. Renew Africa

[Sheila] No report submitted prior to meeting.

- 9.1 To be removed from the agenda until next Renew season.

## 10. Social Committee

[Carol]

- 10.1 Planning Big Walk during the school holidays.
- 10.2 Have a line-up of events planned.

## 11. Catechism

[Celeste]

- 11.1 Deacon Tony noted that there were concerns raised that Catechists are not attending their allocated Adoration slots. The matter is to be taken up with the Catechists.
- 11.2 Catechism to be cancelled on 14 July to accommodate Arch Bishop welcome event at CBC.

## 12. Youth

[Danny] No report received.

## 13. Young Adults

[Zoran] No report received.

## 14. SSVP

[Mona] Nothing to report.

## 15. Outreach

[Traude]

15.1 Have had a great response to recent collection drives.

## 16. Adoration

[Liz] No report submitted prior to the meeting.

16.1 Liz is leaving towards the end of the year. A replacement is required to take over the coordination of Adoration.

16.2 Require additional adorers, especially for the evening hours. Looking at extending invites to other parishes. Have already spoken to Lynnwood.

## 17. Eastern Deanery Meeting

[Sheila]

17.1 Need to relook at Marriage and Family Life. Sheila ran with the portfolio about 2 years ago but since then, no one has stepped in to take this over.

17.2 All parishes to align to the Deanery standards. In particular, terms for PPC office bearers to be extended to 3 years (currently set to 2 at Queenswood).

17.3 Training is planned for 9 November to cover what is expected of each PPC member. A letter will be sent out covering expectations. It is recommended that this be shared with the broader parish community.

17.4 AGM is planned for August but this conflicts with the Eastern Deanery celebration planned for 18 August at Eersterust. Need to agree on new date in the next PPC meeting.

17.5 Inauguration style tents required for the Arch Bishop welcome event at Zwavelpoort. Anyone that can assist to reach out to Fr Chris.

17.6 Parish contribution to be adjusted (R 1,350) to accommodate poorer parishes. Matter has been raised with the Finance Committee.

17.7 Bank account to be linked for fees. A letter is expected explaining the Deanery Fees. The Deanery currently does not have its own bank account and so the Queenswood bank account is planned to be used to hold this money.

17.8 Deanery is planning a Gala Dinner. Each parish is expected to buy a table for 10 for R 10K.

## 18. General Matters

18.1 Kairos Prison Ministry update: Refer to report.

18.2 LifeLine update: Refer to report.

18.3 Gloriosa Community: No report received.

18.4 Arch Bishop is planned to visit the parish on 5 November. Fr Thabiso ask if it's possible to move the Confirmation from 27 November to this date so as to have a single combined event. Celeste concerned as the Confirmation dates are communicated at the start of the year and it is already a very busy Mass.

18.5 Fr Thabiso normally takes leave during the Seminarian break. Currently only planning on taking 1 week now (mid-June / July) and then the rest later.

18.6 Fr Thabiso's family will be visiting on Sunday.

18.7 Noted that the purpose of the Consolidated Report is to cover feedback from the different portfolios and only key matters should be discussed in the meeting.

## 19. Closing

19.1 Confirmation of Next Meeting: Thursday 27 June 2019, 18h45.

19.2 Closing Prayer: Deacon Tony.

Minutes Compiled By:	Celeste Coetzer
Signed Off By: <i>Name + Date + Signature</i>	