



# BUNBURY PARISH PASTORAL COUNCIL MEETING

## Bunbury Parish Hall 6pm Wednesday AGENDA/MINUTES

Father Pierre Repuyan Ex Officio	P	BCC Representative Michael Pepper Co-opted	A	Worship Pillar Representative Irene Rodgers	A
Father Joe Anson MST	P	Chairperson St Mary's Representative Helen Brown	P	Outreach Pillar Representative Ryan Mallaby	P
Father Jayan Johnson HGN Ex Officio	P	Secretary / St Joseph's Representative Liz Lomax Co-opted	A	Outreach Pillar Representative Anne Mallaby	P
Father Victor Lobo Ex Officio	P	Ralou Millan	A	VACANT Representative Hospitality Pillar	
PFC Brian Castieau Ex Officio	P	Helen Mary Sykes	P	Youth Representative Ronaldo Maiolo	P
Safeguarding Officer Kath Fenton Co-opted	P	Matthew Monisse Vice- Chairperson	A	Formation Pillar Representative Dave Maguire	P

### Acknowledgement of Country

The Bunbury Parish Pastoral Council acknowledges the traditional custodians of the land that we are meeting on, the Wardandi People of the Noongar Nation. We pay respect to their elders' past, present and emerging and commit to walking in a spirit of Reconciliation as we walk respectfully together on this land and its waterways.

### Executive Committee

Father Pierre Repuyan  
Helen Brown  
Matthew Monisse  
Liz Lomax

### Meeting Protocols

1. **Be punctual**  
Please arrive on time for prompt start.
2. **Be Prepared**  
Please read relevant materials prior to meeting.
3. **Actively listen and participate with an open heart and mind**  
Be respectful of others and their views. Use devices for PPC purposes only.
4. **One speaker at a time**  
Everyone has a voice.
5. **Speak clearly**  
Let your voice be heard loud and clear.
6. **Follow the agenda and stay on topic**  
A productive meeting is planned well and stays true to the agenda.

Correspondence In	Date Received	Action	Correspondence Out	Date Sent
Email Mike Fenton Re: Marist and Mercy windows in cloister	5/06/24	Email received after Agenda for 12/06/24 meeting set. Present at next meeting 10/07. Chair to acknowledge and respond. The matter is concluded as stated in previous email dated 5/6/2024	Letter to Simcoa requesting Financial support for Parish Project	24/06/24
Email Mike Fenton Re: correspondence in	13/07/24	Email addressed to Archbishop Timothy Costelloe. Sent to members of PPC. In response to issue not being included in PPC Meeting June 2024.		
Email Ronaldo Maiolo Re: Sacrament of Reconciliation	2/07/24	Presented to executive 3/07. Matter to be referred to the priests.		
Email from Kerryann Hall Simcoa	28/06/24	Acknowledging the request for funds.		
Email 'Christmas Crib Committee'	3/07/24	Request made for further details. Presented to executive 3/07 – response to be sent by Chair.		

Item	Time	Details	Person Responsible Action Timeframe
<b>Welcome</b>	1mins		Helen
<b>Apologies</b>		Michael Pepper Ralou Millan Liz Lomax Matthew Monisse Irene Rodgers	
<b>Prayer</b>		Prayer led by Father Victor	Prayer to be led by Helen Mary Sykes at next PPC Meeting.

<p><b>Formation</b></p>		<p>Fr Pierre referred to the PPC Handbook and Statutes Part II 3 regarding membership.  Taken directly from statutes – 3.2  To qualify for membership of the PPC, a person must be:</p> <ul style="list-style-type: none"> <li>- A believer in the Gospel of Jesus Christ, as proclaimed by the Catholic Church</li> <li>- A fully initiated catholic</li> <li>- A participant in parish worship</li> <li>- At least 16 years old</li> <li>- Respectful of the views of others</li> <li>- Committed to working through different viewpoints towards making group decisions.</li> <li>- Committed to accepting and working towards the implementation of Council final decisions that have been accepted by the Parish Priest or Parish administrator.</li> </ul> <p>Explained that the protocols of the meeting encourage members of the PPC to fulfil their role in the spirit of Jesus.</p>	
<p><b>Minutes of previous meeting</b></p>		<p><b>Consider the accuracy of the minutes.</b>  Adjustments to be made to the minutes:</p> <ol style="list-style-type: none"> <li>1. Correct Peter Jago’s name</li> <li>2. Remove ex officio from Father Joe Anson’s name as he has not yet been given a posting by the Archbishop.</li> </ol> <p>Motion: That the minutes of the meeting on 12 June be accepted.</p>	<p>Corrections made by Helen Brown 12/07/24 and copy forwarded to Parish Office.</p> <p>Minutes accepted by  Kath Fenton.</p>

<p><b>Pastoral Matters</b></p>		<p>1. Cathedral Sound – update from PFC          Brian expressed that the PFC is happy with what is being done to improve the sound system. Simon Healy is assisting Pro AV (A Perth based company) to ensure issues are corrected. There was a damaged piece of equipment that needs replacing. Updates are carried out regularly on a yearly basis. PFC hesitant to interfere with the current process.          From the floor –          Questioned why the PPC had not utilized the expertise of Peter Jago – a local expert in sound systems. After discussion, it was agreed to invite Peter to the next PPC meeting to explain the report prepared by Gabriels Hearne Farrell.          Concern re time it is taking to attain improvement. PFC has asked for 2 months to complete tasks before reviewing next steps if required.</p> <p>2. Incident Response Document – Reviewed at recent PFC meeting. There are changes that need to be made. This process was put to the test of Wednesday morning when the alarm was triggered. Clarity in roles and ensuring that all areas of the precinct are aware and included is paramount.</p> <p>3. AV Display Project– in progress</p> <p>4. There is an updated version of the Integrity in the service of the Church document. PPC members asked to return hard copy at next meeting. An</p>	<p>PERSON RESPONSIBLE:          Dave Maguire          ACTION – Contact Peter Jago and invite him to speak at the 14 August PPC meeting.</p>
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		<p>electronic copy will be made available along with hard copies on request.</p> <ol style="list-style-type: none"> <li>5. Parish Pastoral Planning is being scheduled for Term 4 (October-December)</li> <li>6. The Cathedral Parish is engaging with the Dalyellup Catholic Community re their future as a faith community.</li> <li>7. Our Cathedral Parish commits to providing pastoral ministry to Bethanie Dalyellup commencing in August 2024. Priests will visit residents or celebrate Holy Eucharist on the 1st Wednesday and 3rd Wednesday of the month.</li> <li>8. Meeting was held with Eileen Goddard, Lesley Seale, Max and Margaret McGee to explore the possibility of having Sunday Masses at Ocean Star. Meeting with Ocean Star to further explore is next.</li> <li>9. The After School Sacramental Program begins on 18 July.</li> <li>10. Roster for Altar Servers will be re-introduced in August. We thank parents, guardians and St Mary's CPS for their support.</li> <li>11. Worldwide Marriage Encounter Weekend is being planned to be held in Bunbury in late November or early December this year.</li> <li>12. QR Code is being introduced in accessing lyric sheets for all our Parish Masses. Its aim is to reduce our paper consumption. Directions on</li> </ol>	
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		<p>how to use the QR Code are spelt out in the parish bulletin.</p> <p>13.Fr Pierre is heading to Melbourne on 16 July to attend a Conference on the plight of Seasonal Workers.</p>	
<p><b>Matters for Discussion</b></p>		<p>Multicultural Mass – discussion held.</p> <p>Organising Committee established Irene Rodgers (check that she is still willing to do this as she was absent from the meeting)</p> <p>Father Victor Helen Brown Liz Lomax</p> <p>Ideas:</p> <p>Procession Prayer focus created by items brought to the altar by representatives from each nationality group. Flags Prayers of the faithful - Spoken in other languages Offertory Combined choirs Dance Celebration of cultures with samples of finger food at morning tea after Mass.</p> <p>Feast of Christ the King PPC members asked to think about what do for this occasion. To be discussed and finalized at next meeting. Stated from the floor that it was a truly beautiful event despite the challenges as it brought together the parish in an unexpected way.</p>	

<p><b>Stewardship Pillar Items for consideration</b></p> <p>Is this a PPC issue?  Can the PPC bring about change?  Is the PPC willing to discuss at a future PPC Meeting?</p>		<p><b>Explanation of Committee Reports and processes going forward</b></p> <p>For future meetings, representatives of the Pillars are asked to submit motions for consideration to the PPC after having met with members of core group and discussing/agreeing on items. This is to ensure that it is the request of the collective rather than agenda of individuals. Minutes of meetings requested for PPC records.</p> <p><b>Worship</b></p> <p>Meeting to be held with those parishioners who stepped forward to lead.</p>	
		<p><b>Formation</b></p> <p>Meeting to be held 24 August that invites representatives from the many groups that provide formation in the parish.</p> <p>The Parish has already had responses.</p>	

	<p><b>Outreach</b></p> <p>Report back from Meeting regarding Outreach meals etc had with Broome CEO of Centrecare Kimberley – Michael King. Great success. Several valuable suggestions made.</p> <p>September 7 is the start date for meals to be provided for those in need. Decided that lunches will be offered on the 1<sup>st</sup> Saturday of the month. (Approved by Fr Pierre) Meeting is still be set for outreach committees. Next week a possible date.</p> <p>Meals will consist of stews/curries etc and rice</p> <p>Ryan and Anne will be going around town to give essential packs and food and drink. It is a way to connect with those in need and share the information re church lunches and hoping to spread the word to others.</p> <p><b>Fundraising</b></p> <p>Wine Fundraiser Ryan has heard from Barrecas Wines. They have offered 24 free bottles of wine and provided pricing for other wines. Discussion held re way forward. Ryan asked to reconnect with Beraccas with our preferred process.</p> <p>Wholesale wine prices offered.</p>	
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<p><b>Subcommittees</b></p>		<p><b>Christmas Crib</b>          Proposal presented to PPC that was outside the initial brief – to bring plans for a Christmas Crib for discussion.          Some discussion held.</p>	<p>PERSON RESPONSIBLE: Kath Fenton          ACTION: Email electronic copy of proposal to Helen Brown Wednesday 10/7/24</p> <p>PERSON RESPONSIBLE: Helen Brown          ACTION: Email electronic copy of proposal to those not at the meeting on Wednesday 10/7/24 to allow for their input.</p> <p>PERSON RESPONSIBLE: All PPC Members          ACTION: To read, reflect upon and respond to PPC Chair by close of business Friday 12/7/24. Do you accept one of the proposals suggested in the document or do you wish to have a</p>

			<p>physical crib designed and created to house the new nativity figurines?</p> <p>PERSON RESPONSIBLE: Helen Brown ACTION: Prompt those PPC members who have not responded (13/7/24) and forward results to PPC members.</p>
<p><b>Reports: Finance Safeguarding Schools</b></p>	<p>Brian Castieau</p>	<p><i>Finance</i></p> <ol style="list-style-type: none"> <li>1. Recruitment for a Parish Secretary, Tue- Fri.</li> <li>2. Operating surplus \$11,000 below budget, to 31 May (4% vs 6% budgeted). Regular giving down \$29,314 to budget.</li> <li>3. The 2024-25 budget is being prepared.</li> <li>4. CCTV has captured an individual suspected of stealing. Police not informed but request to be vigilant with Cathedral property.</li> <li>5. More columbarium niches to be drilled.</li> <li>6. Ongoing maintenance at various buildings</li> </ol> <p><i>Safeguarding</i></p> <p><i>No report tabled.</i></p> <p><i>Helen Mary has been in contact with Director of Safeguarding in the Perth archdiocese, Barbara Blayney . Request made to present</i></p>	<p>Send to <a href="mailto:ppc.secretary@bunburyparish.org">ppc.secretary@bunburyparish.org</a></p>

		<p><i>a session to SGO's in the Bunbury Diocese to inform of changes in requirements etc. Awaiting response and confirmation of a date.</i></p> <p><i>Schools</i>  <i>St Mary's – see attached</i>  <i>St Joseph's – see attached</i>  <i>BCC – to be forwarded</i></p>	
<b>Prayer</b>		Father Joe	
<b>Meeting Closed</b>		8.15pm	
<b>Upcoming Executive Meeting</b>		7 August 5pm	Please note that all proposed agenda items, reports and correspondence is due by 12pm on this date to be considered for the next PPC meeting
<b>Upcoming Council Meeting</b>		14 August 6pm	