



BUNBURY PARISH PASTORAL COUNCIL MEETING

Bunbury Parish Hall 6pm Wednesday 13 August 2025 MINUTES

Bishop George Kolodziej Ex Officio		Simon Jones BCC Representative Co-opted	P	Irene Rodgers Hospitality Pillar Representative	P
Father Pierre Repuyan Ex Officio	P	Helen Brown Elected Member Chairperson St Mary's Representative/ Worship Pillar	P	VACANT Elected Member	
Father Jayan Johnson HGN Ex Officio	P	Liz Lomax St Joseph's Representative Co-opted Secretary / Worship Pillar	P	VACANT Elected Member	
Father Victor Lobo Ex Officio	A	Helenmary Sykes Elected Member Safeguarding Officer	A		
Brian Castieau PFC Ex Officio	A	Anne Mallaby Outreach Pillar Representative	A		
Dave Maguire Formation Pillar Representative	A	Ryan Mallaby Outreach Pillar Representative	A		

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
Liz Lomax
Position Vacant

Meeting Protocols

- Be punctual**
Being on time for meetings shows respect for the task at hand and courtesy to the rest of the meeting attendees.
- Be Prepared**
Please ensure that you have taken the time to read the agenda for the upcoming meeting, the minutes of the previous meeting and relevant materials.
- Actively listen and participate with an open heart and mind**
- Participate in one conversation at a time**
- Speak clearly**
When you speak during the meeting, make sure to speak loudly and clearly so everyone can hear you.
- Follow the agenda
Staying on topic is preferred because it reduces time wasted on tangents. If you can, lead the conversation back to the original topic if you notice it has drifted to an unrelated subject.

Correspondence In	Date Received	Action	Correspondence Out	Date Sent
Email Helenmary- Apologies for meeting		Record in agenda	Email to Brian re Totally Sound	
Alessio Loiacono	21/7 4/8 12/8	Phone call re music ministry workshop		

Item	Time	Details	Person Responsible Action Timeframe
Welcome & Acknowledgement of Country	1 min	Helen	
Apologies		Helenmary Sykes (email) Father Victor (email) Brian, Dave, Anne and Ryan	
Prayer		Prayer led by Simon Jones	Prayer to be led by Liz Lomax at next PPC Meeting.
Minutes of previous meeting		Consider the accuracy of the minutes. Motion: That the minutes of the meeting on 9 July be accepted.	Minutes accepted by Fr Jay
Pastoral Matters	Father Pierre	1. PPC Election a. Date: 13-14 September 2025 b. Nomination Period: 16 August – 7 September c. Board of Canvassers: Helen and Simon 2. Parish Engagement	

		<ul style="list-style-type: none"> a. Syro-Malabar Community b. Men of St. Patrick c. Knights of the Southern Cross d. Missionaries of Light e. Stella Maris f. Catholic Women's League g. Pregnancy Assistance h. etc. <p>3. Acolyte Formation (and Renewal) – Diocesan Approach (followed by Lectors and Extraordinary Ministers of Holy Communion)</p> <p>4. First Holy Communion</p> <ul style="list-style-type: none"> a. ASSP – 11 Candidates, 21 September b. SMCPS – 24 August c. SJCPS – 31 August <p>5. Clergy Retreat: 14-19 September 2025; Fr Geoff Aldous will help out.</p> <p>6. RCIC: Rite of Christian Initiation of Children: starts in Term 1 2026</p> <p>7. Stewardship Updates: updates related to the Parish Pastoral Plan</p> <p>8. Parish Advent Twilight Retreat – 5 DECEMBER, FRIDAY, 5.30PM-8.30PM (2nd week of Advent)</p>	
General Business	Dave	Parish Retreat – make contact with Dave regarding recent	

	Helen	<p>updates.</p> <p>Feedback re Mary MacKillop Feast Day Mass</p> <p>Feast Day Mass was a good initiative with students being present.</p> <p>Need to book the Parish Hall ahead of time (up to 10 years) so that it is secured as a Parish event (rather than meeting centre).</p> <p>The PPC acknowledge the Josephite Companions who initiated this celebration and have made this event so special. Card to be sent in appreciation.</p>	
<p>Stewardship Pillar Items for consideration</p> <p>Is this a PPC issue?</p> <p>Can the PPC bring about change?</p> <p>Is the PPC willing to discuss at a future PPC Meeting?</p>	Helen and Liz	<p>Worship</p> <p>Workshop - Ministry of proclaiming the Word and commentating</p> <p>Saturday 16 August</p> <p>9.30am – 11.30am in the Meeting Centre. Participants will undergo formation and be informed of changes that will be implemented at all weekend Masses commencing 23/24 August.</p> <p>Lunch @12</p> <p>Workshop EMHC – 1pm</p> <p>To be rolled out in the parish the following week.</p> <p>A music ministry gathering is organised for Saturday 23 August @ 9.30am – 12.30pm.</p> <p>Still liaising with Perth CCLI to</p>	

		<p>present workshop. Worship ministry to ask the office to contact Various music groups to see if they are able to attend.</p> <p>Working on receiving three quotes regarding sound quality and options to improve the current system – these will then be forwarded to the Bishop.</p>	
		<p>Formation</p> <p>Nil</p>	

		Outreach Nil	
		Hospitality Meeting to occur to provide additional information to possible helpers who may be able to assist or form a team. Date to be confirmed. Welcome packs? Have not eventuated as yet.	
Subcommittees		Planning Committees Season of Creation Sept 1 – Oct 4 Dedicated to Sustainability in the Bunbury Parish. Creation Retreat? See above suggestion and ideas for Parish initiatives during this time. Subcommittee? To be driven by the PPC. Aim to do something different to last year. Feast of Christ the King Would anyone like to assist the Worship Pillar to coordinate? Parish Picnic afterwards?	

		<p>All Souls Day Blessing of Columbarium and memorial wall and Mass at cemetery.</p> <p>Youth – we need to discern this area of the Parish and look at how we can grow this ministry.</p>	
<p>Reports: Finance Safeguarding Schools</p>		<p><i>Finance report –</i> Please find PFC report below for August.</p> <ul style="list-style-type: none"> • Refine Parish Office phone system forwarding and message rules • Managing graffiti removal and water leaks at commercial property • Given increase in maintenance and repair costs, reviewing expenses • Secretaries endorsed after successful probation period • Ongoing maintenance on items such as wheels of hymn book trolley, weeds, cracks in walls, air cons. <p><i>Safeguarding report -</i></p> <p><i>BCC report -tabled</i> <i>St Joseph's report - tabled</i> <i>St Mary's report - tabled</i></p>	<p>Send to ppc.secretary@bunburyparish.org</p>
Prayer		Fr Jayan	
Meeting Closed		7.17pm	

Upcoming Executive Meeting		3 September @ 5pm Parish Boardroom	
Upcoming Council Meeting		10 September 6pm Parish Hall	