



ŌTARI PARISH PASTORAL COUNCIL MEETING MINUTES

Date and time - 7pm, Monday 23rd February, 2026

Venue - St Teresa's Church Presbytery

Attendance:

Present: Fr. Joy, Des Tiller, Chris Orsman, Myrna Umali, Adri Widyanto, Peter Wood, Patricia Lynch, Amanda Russell-Kleiner

Apologies: Neville Braganza, Kiko Tu'amoheloa

1. Opening prayer and welcome– Chair welcomed the group and led the joint Prayer to the Holy Spirit
2. Confirm note taker – Amanda Russell-Kleiner
3. Minutes from the last meeting were approved with the following amendment:
 - a. Peter Wood noted that he is the only representative of the STM community on the PPC- to be added to the note documenting the PPC's repeated requests for representation from the STM community in all proposed activities and the PPC.
4. Outstanding actions from previous meeting – see table below.

| No | Item | Action | Owner | Status |
|----|--|---|--------|---|
| 50 | Resolutions and TOR on the closure of St Thomas More | Des to take the PPC Resolutions and Terms of Reference to the Finance Committee | Des | Resolution presented to the Finance Committee; was passed and minuted. TOR remains with the FC for review and comments. |
| 52 | Draft Parish Plan | Des to continue to follow up with groups in finalizing the draft Parish Plan | Des | Updated with mission and focus areas from Youth Team; Faith Events Team input pending. |
| 53 | Q&A for STM closure | Draft Q&A document provided by Peter for review and comment | Peter | Ongoing (see #8) |
| 54 | Final Mass date for STM | Fr Joy to confirm with Archbishop a date for STM final Mass | Fr Joy | Date to be established in consultation with STM community; to occur prior to 31 st August, 2026. |
| 55 | TOR for STM organising committee | Des to confirm the draft TOR document for wider engagement | Des | Draft TOR with FC for their review and endorsement |

| No | Item | Action | Owner | Status |
|----|--|---|--|--|
| 56 | Youth Information for draft Parish Plan | Amanda to provide information for the Youth stream of the draft Parish Plan | Amanda | Information provided-CLOSED |
| 57 | First Friday Masses and adoration of the Blessed Sacrament | Explore the practicality of the first Friday masses during Lent as well as the full day adoration of the blessed sacrament; check if we can do a holy hour instead of full day adoration or organise teams/individuals to sign up for the adoration/holy hour (foyer/website) | Fr Joy/ Office/ Liturgy Committee | First Friday evening Masses to begin in May; First Friday Adoration to continue in the Blessed Sacrament Chapel (8:30-9:30am; 10am-5:30pm). |
| 58 | Areas of Focus for the Parish | All Council Members to think of one area of focus for the Parish this year and discuss this in next meeting, e.g., a.) Unification b.) Youth | All | Areas of focus for the parish in 2026 identified to be: a.) Unification b.) Youth c.) Jubilee of St. Francis of Assisi d.) Recruiting new volunteers |
| 59 | Basic Brief from Building Committee | Chris to coordinate with Catherine/Office on the basic brief and circulate earlier to the PPC and Finance Committee with the intention of having this socialised to the Parishioners in the May AGM Ask the Archdiocese for guidance on the Register of Conflict of Interest | Chris | Ongoing (see # 9) |

5. Reflection on recent Parish events and programmes:
 - a. 31 Jan/1 Feb: Fr. Tikoua's farewell Masses and gatherings: Both Masses were well attended, as was the after-Vigil Mass cup of tea, and the Sunday BBQ. \$1530 was donated by parishioners as a farewell gift.
 - b. 6 Feb- Waitangi Day: Mass was very nice.
 - c. 18 Feb- Ash Wednesday: Both Masses were well attended.

6. Events for February, March and April:
 - a. 19 Feb – 26 Mar - Lenten journey -The seven last words/ phrases of Jesus (every Thursday 6.30pm-7.30pm @ St Teresa's church)
 - b. 20 Feb – 03 Apr - Stations of the Cross (every Friday from 6pm).
 - c. 01 March – Second Sunday of Lent.
 - d. 08 March – Third Sunday of Lent.

- e. 15 March – Fourth Sunday of Lent (Laetare Sunday); Youth Group Meeting; 2nd Rite of Reconciliation, 2pm St. T.
 - f. 22 March – Fifth Sunday of Lent.
 - g. 27 March – 6pm Stations of the Cross followed by Flax Cross Making at STM.
 - h. 29 March – Palm Sunday.
 - i. 02 April – Holy Thursday, Mass of the Lord's Supper- 7pm
 - j. 03 April – Good Friday (9:30am Ecumenical Walk (STM), 10am Stations of the Cross (St T), 3pm Passion of the Lord – collection for Holy Places).
 - k. 04 April – Easter Vigil of the Resurrection of the Lord- 8pm
 - l. 05 April – Easter Sunday Mass of the Resurrection of the Lord- 8:30am STM; 10am St T.
7. Progress with draft Parish Plan (agenda items 52 and 56): Mission statement and areas of focus submitted by Youth Team; Des will discuss the focus for the Faith Events Team with Melissa Braganza to complete the draft.
8. Formation of organising committee for 'Transition, Unification, and Closure of St Thomas More Church' update and plan for wider consultation and communication including draft FAQs (agenda items 50, 53-55):
- a. The significant amount of work Peter has done to create the Q & A document outlining the history of the parish and the decision to close STM Church, the involvement of the STM community in this process, and the creation of a Transition and Closure Committee was noted and appreciated by council members. Peter will continue to research and draft the Q & A document; all PPC members are asked to review the Q & A document and reply to Peter with questions, comments and suggestions.
 - b. The Q & A document will be shared with the parish community and discussed during a meeting at STM Church following the Sunday Mass (proposed date 12th April, 2026; this is planned to be the only Sunday Mass for the parish that weekend). All PPC and FC members are requested to attend the meeting. Des will review the STM Survey conducted in 2025, and the 2017 parish survey to identify key elements to be incorporated within the Q & A document.
9. Update from the building committee – Chris
- The committee continues to meet regularly.
 - A proposal for a seismic survey/ building condition survey has been submitted to the FC for consideration.
 - The baseline survey will determine the nature of work needed, either refurbishment or new construction, and thus will direct further planning.
 - The PPC will take the role of pastoral guide, advising the FC about the building/ structural requirements of the parish based upon our parish mission and future needs. This will involve structured consultation with the parish community, evaluating current facility usage, identifying unmet needs/ current facility limitations and anticipating future requirements.

- The need for the guidance of the Holy Spirit in all parts of this process was acknowledged. Patricia will draft a prayer to be shared with the parish community asking for the assistance and guidance of the Holy Spirit in our parish building project.
- Chris will forward to PPC members a schematic outlining the broad scope of the project, and the roles of the Project Committee, FC and PPC.

10. Confirm action points from meeting- See table below
11. Date of next meeting– Monday, 16th March, 2026, 7pm.
12. Closing Prayer – The Lord’s Prayer
13. Meeting adjourned – 8:25 pm

Distribution

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|------------------------|----------------------|---------------------|
| Fr Joy Thottankara | | Adri Widyanto |
| Amanda Russell-Kleiner | Chris Orsman | Des Tiller |
| Myrna Umali | Falakiko Tu’amoheloa | Neville Braganza |
| Patricia Lynch | Peter Wood | |
| Benny Tau’Alupe | Catherine Vernon | Otari Parish Office |

PPC Open Actions

| No | Item | Action | Owner | Status |
|----|--|---|--------|---------|
| 50 | Resolutions and TOR on the closure of St Thomas More | Awaiting review of Terms of Reference by the Finance Committee | Des | Pending |
| 52 | Draft Parish Plan | Des to follow up with Faith Events Team to finalize the draft Parish Plan | Des | Pending |
| 53 | Q&A for STM closure | Peter to continue researching and drafting Q&A; Des to review the 2025 STM survey, as well as 2017 survey to identify key elements and incorporate in Q&A; Meeting to be held at STM to review final document with the parish community; proposed date Sunday 12 th April. | Peter | Pending |
| 54 | Final Mass date for STM | Date to be established in consultation with STM community (to occur prior to 31 st August, 2026) Fr Joy to confirm with Archbishop a date for STM final Mass | Fr Joy | Pending |
| 55 | TOR for STM organising committee | Awaiting FC review and endorsement | Des | Pending |

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| 57 | First Friday Masses and adoration of the Blessed Sacrament | Online signup to accompany paper signup for Adoration to be created | Fr Joy/ Office/ Liturgy Committee | Pending |
| 58 | Areas of Focus for the Parish | PPC members to shoulder tap parishioners for involvement in various parish ministries. | All | Pending |
| 59 | Basic Brief from Building Committee | Chris to provide an outline of the scope of project and the roles of the Project Committee, FC and PPC to PPC members; Patricia to write a prayer for the assistance and guidance of the Holy Spirit in our parish building project. | Chris | Pending |

Note Taker Roster – 2026

| PPC Meeting | Note Taker | Notes |
|------------------------|---------------|--|
| 26 January | Myrna | 1. PPC Chair is responsible for producing the agenda and meeting pack. 2. Volunteers: Adri, Amanda, Chris, Kiko, Myrna, Neville, Patricia, and Peter. |
| 23 February | Amanda | |
| 16 March | | |
| 20 April (combined) | Catherine | |
| 17 May (AGM) | Treena Tiller | |
| 25 May | | |
| 22 June | | |
| 20 July | | |
| 24 August | | |
| 21 September | | |
| 19 October | | |
| 23 November | | |
| 14 December (combined) | Catherine | |