

St Thomas More Transition Group Minutes

Date and time: Thursday 18 June, 5.15pm– meeting to end at 6pm

Venue: St Thomas More Lounge

Opening prayer: Stuart

Apologies: Fr Joy

Matters arising:

Estelle and Carolyn	Socialise catering arrangements to gather opinions Meet with Te Ngākau Tapu with Helen Fisher to invite them and ask if they would like to participate in any special way. Carolyn will send the notices to the Parish office to be loaded onto the website and Facebook Estelle to send WelCom Notice to Editor Write and submit a notice for the newsletter about the Mass at St TM's celebrating the church feast day.	Finalised In progress Done Done and published on Archd Facebook Will be done this week Appeared on front page of Newsletter for 20/21 June
Carolyn	Look up Western News to add to St TMs early history memorabilia	Attempted but could not find anything - also contacted Onslow Historical Society
Fr Joy	Send Estelle contact details for specific clergy	Estelle will liaise with Parish Office Done and 6 responses so far
Estelle	Acknowledging Ecumenical relationships - Consider the format of the Open Day and memory sharing occasion on 29 August – on going planning Plan for the Memorial Liturgy Continue with compiling lists of invitations	Meeting with Vicars Mel and Jess 16 June 4pm Ongoing Invitations sent to Relatives of those we are acknowledging in the Memorial Liturgy Invitations now sent to Ex Parishioners (approx 51 emails)
Peter	Feedback to the PPC Consider how Wilton parishioners without transport could go to St T's if they wished and think about how to communicate this.	On going

Fr Joy and Estelle	Father Joy will identify the sacred items which will need to be handled with care Estelle and Father Joy will go in person to see the items and their condition	To be done when Father Joy returns
Stuart	Have a chat with Chris Reid for an extension to the book Continue working to collect memorabilia for display	Done - Chris is not keen to do this.
Peter	Follow through on items with provenance, for example picture above the old office door Peter to send a copy of the inventory to Des and office	On-going
Kylie	Finalise design for invitations and notices Look up National Library records for mention of St TMs early history.  Church of St Thomas More Wilton, opened and blessed in 1969 by the late Cardinal McKe	- In progress - Nothing new apart from what's in Chris' book - do we want some of these photos printed? -also scoured the archives at Karori Historical society / online WCL archives and related search engines - found this old photo - have saved as jpeg file

Discussion

Final farewell liturgy, and associated pastoral event

Deadlines for invitations

- Invitations for Matariki Liturgy and Farewell weekend have gone out to clergy, not expecting any official RSVP's. Have had two responses so far
- Invitations for Matariki Liturgy will go out in the next week for other invitees (specifically whanau of parishioners who have passed on will go over the weekend, and past parishioners etc) as we are four weeks away from this event

- Invitations for the Matariki Liturgy and the closing weekend will be printed for the foyers of both St Thomas More and St Teresa's to go up over the next week

Catering

- A small team met after breakfast at St Thomas More this month and looked through the proposals and have decided on a supplier for the Final Mass reception event
- There will be a BYO dinner and drinks event after the Matariki Liturgy
- Parishioners will provide baking for the open day, and a ham has been donated for sandwiches during the open day. Tea and coffee will be available during the day and prior to the more formal event at 3pm.

Planning for Matariki event

- Estelle has put a lot of thought into this event and has a small Catholic liturgy which is really beautiful to use
- Estelle will get together with Helen for te reo and te ao Māori perspective and we are working with Te Ngākau Tapu to gain their input.
- There will be a tree branch where people can add the names of those they are remembering during this mass - need to decide on stars or pohutukawa leaves. Tree branch to be decided closer to the event - blossom or Pohutukawa
- There will be a slide show of Parishioners who have passed during the Matariki Liturgy, Estelle and Stuart are collating photographs and orders of service

Final Mass

- There will be a slide show of photographs showing the church over time during this Mass. [The Closing of the Doors](#) by Andrew Chinn will be played during this slide show. Andrew Chinn has given permission for his song to be used.
- As we would like community input into this event, we are going to focus on this event after the Matariki Liturgy

Other

- Treena has been contacted about the altar design for these events
- Reach out to St Thomas more community to become involved with these events
- Estelle and Carolyn met with Mel from St Anne's Northland. They would like a slot during the speeches and will take the crib during this time as recognition

of the special relationship between the churches and the shared Nativity Play costumes and props

Pastoral transition:

- Peter will have a conversation with the Parish Council about the revised Mass times and suggest the survey needs to go out soon to help people with their decision on where they will move after St Thomas More closes as Mass times will be a factor in people's decisions
- Peter will also remind the Parish Council that transport from Wilton to St Theresa's will need to be considered for some Parishioners. Volunteer drivers will need to be found and a roster made
- Peter will also take to the Parish Council a list of tikanga and what is special to St Thomas More community (te reo Māori, use of waiata, early Mass time, monthly breakfast, JDP etc) to help this start to be included in St Teresa's

Ministry integration:

- Now passed over to the Liturgy Committee
- An email was sent asking if you wanted to go onto the roster at St Teresa's
- Peter will follow this up at the next Parish Council Meeting
- An idea was floated for Treena to be invited to come and speak after Mass one Sunday to get more volunteers to go on the roster at St Teresa's

Inventory and records:

How do we consult on what sacred items need to be processed out at the final mass?

- Peter will pass on the inventory this weekend before Monday's Parish Council meeting
- As a group we are not responsible for sourcing provenance, we can make suggestions
- Decided to put this on hold till Fr Joy is back - suggestion of the portrait of St Thomas More would be a good item for the procession out on 30 August
- Te Ngākau Tapu are still to be visited and asked if they would like any items from St Thomas More Church
- Lucy MacLeod from St Mary's College has emailed asking if St Thomas More have a Lectionary they could have. Estelle has been back in touch with Lucy and they would like the Lectionaries and the two brass flower holders
- The Stations of the Cross in St Thomas More do not have names on the back, only numbers. Estelle to follow up with gentleman at AGM who had some more information on these
- Need to consult on what items will go across to St Teresa's and how this will work
- Need to be mindful of the sensitivities around the disposal of items from St Thomas More

Communication:

How can we invite others to be involved?

Are we doing enough communication?

- Carolyn will draft an email to go out to St Thomas More Community updating them on where the transition group is up to.
- Estelle will put out a call for help with events as we require volunteers to help with planning, participants to take on roles in the Liturgy and for hospitality

Legacy and memory:

- Estelle and Stuart are still sourcing information around the opening of the church in April 1969
- Stuart has talked to Chris Reed about updating the book and this will not happen
- Estelle and Stuart are working on the timeline - have rosters and newsletters
- Peter said there is a lot of info on the [Wayback Machine](#)
- Still sourcing photos etc

Any other business:**People**

- Had a quick check in on how the St Thomas More Community are feeling - is there any support needed?
- Talked about the need for guidelines around closing churches from Diocese - how can this be fed back for Parishes in this position in the future?

Other

- Who takes over after 30 August?
- Call out for keys to come back in
- There has been a big clean out of rubbish, might be the odd thing but should be ok
- Peter said the work the Transition Group is doing has been well received by the Parish Council and he will give another update at the next meeting on Monday

Next meeting date: meeting : Tuesday 7 July, 5pm (Apologies from Stuart as he will be in Japan)

Final Prayer: Stuart

Action Items

Estelle and Carolyn	Meet with Te Ngākau Tapu with Helen Fisher to invite them and ask if they would like to participate in any special way	In progress
Carolyn	Draft email comms to send out to STM community with an update on Transition Group's work	
Estelle	Consider the format of the Open Day and memory sharing occasion on 29 August	Ongoing
	Continue with compiling lists of invitations	Ongoing
	Send out Matariki Liturgy invitations	Underway
	Plan for the Matariki Liturgy	Underway
	Email out asking for volunteers for Matariki Liturgy (planning, roles, hospitality)	
	Invite Treena to STM to get more volunteers for the rosters (as part of the Liturgy committee?)	
Fr Joy and Estelle	Father Joy will identify the sacred items which will need to be handled with care Estelle and Father Joy will go in person to see the items and their condition	On hold till Fr Joy is back
Stuart	Continue working to collect memorabilia for display Print off Invitations for both church foyers	

Peter / Parish Council	Follow through on items with provenance Send a copy of the inventory to Des and office Transport to St Teresa's from Wilton - need a roster and volunteers STM tikanga and special culture to be passed onto Parish Council/Liturgy team	Ongoing
Kylie	Check National Library for STM opening April 1969	