

St Thomas More Transition Group Meeting Minutes

Date and time: Thursday 7th May 2026, 7pm

Venue: St Thomas More Lounge

Present: Fr. Joy, Carolyn Tait, Estelle Henrys, Stuart Henrys, Peter Wood, Kylie Hall

Terms of Reference

- All agreed meeting will close at 8pm
- Meetings - agreed to be Thursdays 5pm, fortnightly or tri-weekly
- Alternate meeting between St Thomas More and St Teresa's - to be confirmed
- Carolyn nominated and elected as Group Chair

Communication with parish

- Transition Group minutes will be uploaded when the Parish Council minutes are published to the website
- The parish [website](#) will be their first point of contact to keep up to date with the work of the Transition Group
- As a group we will approve our minutes by email
- The whiteboard in the St Thomas More Lounge will be updated from the brainstorm of ideas to mark the closing of St Thomas More to be a space where the Transition Group will post items the team need to be checked or confirmed by the St Thomas More community. Coming up next is a list of current people and those who have left the parish, to be confirmed and added to, so we can send out invitations.

Pastoral Transition

- Sandra has already approached people on the St Thomas More roster to see if they would like to join the roster at St Teresa's
The names will be given to the Liturgy Committee to take responsibility for the transition.

Remembrance Liturgy - Friday 17 July 2026

- The Remembrance Liturgy will be held during the Matariki period in July. Matariki is a time of reflection for those who have passed
- This will be held on Friday 17 July, time to be confirmed
- We will remember deceased parish members and invite their families
- We would like to have photographs and funeral services of those who have passed, these can be hard copy or electronic
- Estelle is collating a list of parish members who have passed on, and has organised dates to look through the Parish archives in the Parish office and will contact the Archivist (Peter) at the Cathedral Office to help collate this information
- After this Liturgy we will have shared kai together. Ideas include soup and pot luck. People will be free to share memories and stories particularly related to the deceased community members. This will be in the St Thomas More Lounge
- Priests who are unable to attend the Final Mass will be invited to this liturgy

August - a month of Thanksgiving

- The final month of St Thomas More community will start with a St Thomas More breakfast after the 8.30am Mass
- Both breakfast teams will be invited to host this breakfast, and spend the rest of the breakfast koha. Ideas include bacon and eggs, croissants, etc

Closing Weekend - Saturday 29 August and Sunday 30 August

Open Day

- **Saturday 29 August**, 11am - 3pm followed by stories and a late afternoon tea (baking)
- People will be able to come and visit, say goodbye, and have some quiet time of reflection in the church during the open day
- There will be community members rostered on to help with hosting visitors and providing manaakitanga and kai
- Stuart is organising displays. These will be in the lounge. Community members are welcome to contribute photographs of the history of St Thomas More, and events and celebrations held in the church over the years.
- There will be a memorial book for visitors to sign during their visit to share their connection with St Thomas More Church. Peter offered to donate this book.
- Stories and kai will follow the Open Day from 3pm
- People will have a chance to share stories and their connection with St Thomas More Church. There will be a max of 3 minutes per speaker to give everyone a chance to speak and to get home at a good time. Some speakers will be set and then it will be an open mic

Final Mass

- **Sunday 30 August, 4pm**
- Transition Group is working on collating a list of names of previous community members and past Clergy to invite
- Details will be confirmed closer to the time
- The final service will be a Mass
- Fr. Joy to confirm readings and any additional requirements for the Mass with Archbishop's office
- **As part / at the end** of this Mass, the church will be deconsecrated and will end with a procession out of the church

Community Celebration

- Following the Final Mass and procession, a community celebration will commence
- RSVPs will be needed to confirm numbers
- Nice nibbles, canapes, finger food and wine (This could be BYO - decision yet to be made)

- There is a budget for this from the Finance Committee. Stuart to liaise and confirm the budget and keep the Finance Committee informed of this event and budget. This will be confirmed to the Transition Group via email
- Carolyn will approach Challenge 2000 to see if they would like to cater and host or just help host this event for a koha
- Displays will still be up for people to enjoy

Welcoming Mass

- **Sunday 6th September** at St Teresa's, details to be confirmed
- This will be organised by the Liturgy committee and be symbolic for the community

Provenance and Gifts

- Estelle has updated the itemised inventory of what is at St Thomas More Church and as part of this has identified taonga which have provenance and were gifts
- This itemised inventory will also act as a record of where items end up after the church has closed
- Transition Group will be asking the wider community if they know of any items which were gifted by their family or friends to check how these items should be treated and with a view to return these items to whanau. This could be part of the AGM on 14 June 2026
- Items of provenance will be followed up by the Parish Office
- Parish Council and Finance Committee to confirm what taonga and items they would like to go to St Teresa's
- Fr. Joy would like the Crucifix and Stations of the Cross to be moved to St. Teresa's. Estelle suggested these need to be checked for size and a possible conversation to make sure both communities are happy with this.
- Fr. Joy suggested some items could be sent to churches in the Pacific
- Some taonga will be able to be processed out as part of the final procession and some will need to be prepared to be moved
- Action: larger notification to go out to the community - do you have any items of provenance that you would like back?

Displays

- Stuart will take the lead on this
- These will go straight onto the walls of the lounge
- Headings of the displays will be: Sacraments, Baptisms, Weddings, Funerals, First Eucharist, History of St Thomas More Church etc
- Community are invited to share photographs as hardcopy (ideally) or electronically
- Stuart will organise a small book of photographic memories which people can order and pay for if they would like a copy of this book for themselves
- Cut off date for all photo contributions will be the beginning of August, date to be confirmed

St Thomas More Lounge Users

- The Finance Committee will contact and take the lead on communicating with regular Lounge Users (e.g: Tai Chi and Yoga)

Other areas of business

- There is not enough time in the regular Masses to thank the different Ministries of St Thomas More Church as was suggested

Actions before next meeting

Estelle	<ul style="list-style-type: none"> • Swap out brainstorm on whiteboard in Lounge for list of current and past community members • Continue to work on the list of parishioners who have passed on to be remembered at the Remembrance Mass Parish Office Cathedral Office / Archivist • Liturgy Committee via Sandra receive a list of people who want to carry on their Ministry at St Teresa's.
Peter	<ul style="list-style-type: none"> • Liaise with Roster team at St Theresa's to include those from St Thomas More • Source Memorial Book • Liaise with Parish Council about items of provenance
Stuart	<ul style="list-style-type: none"> • Liaise with Finance Committee over the final celebration ideas and budget • Liaise with Finance Committee about items of provenance • Liaise with Finance Committee to contact and take the lead on communicating with regular Lounge Users (e.g: Tai Chi and Yoga)
Carolyn	<ul style="list-style-type: none"> • Contact Challenge 2000 about hosting the evening celebration
Kylie	<ul style="list-style-type: none"> • Set up google folder for all documents • Update calendar with new dates identified • Mock up invites for events
Estelle & Carolyn	<p>Spreading information</p> <ul style="list-style-type: none"> • Write up a piece for Welcom • Send out information to go into other Parish newsletters/facebook pages
Estelle & ?	<ul style="list-style-type: none"> • Collate a list of invitees • Liaise with St Thomas More breakfast team to organise final

	breakfast
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Next Meeting: Thursday 28 May, 5.15pm at St Thomas More Lounge