



## ŌTARI PARISH PASTORAL COUNCIL MEETING MINUTES

**Date and time - 7pm, Monday 24<sup>th</sup> November 2025**

**Venue - St Teresa's Church Presbytery**

**Attendance:**

**Present:** Fr. Joy, Fr. Tikoua Kautu, Des Tiller, Chris Orsman, Myrna Umali, Amand Russell-Kleiner, Adri Widyanto, Neville Braganza, Kiko Tu'amoheloa, Peter Wood, Patricia Lynch

**Apologies:** none

1. Opening prayer and welcome to new and returning members – Fr. Joy
2. Confirm note taker – Myrna Umali
3. Minutes from the last meeting were accepted as true and correct
4. Outstanding actions – see table below.

| No | Item                                    | Action   | Owner       | Status             |
|----|---|--|-------------|--------------------|
| 39 | Development of detailed Parish plan     | Develop a plan to flesh out initiatives under each of the strategic themes: create briefs and then meet with parish ministry groups (Liturgy Committee, Finance Council, JPD, CWL, Youth Group, Family Group and Faith Events Team) to identify priorities and enable detailed planning. | Des/Fr. Joy | Closed and updated |
| 46 | Integration and formation of One Parish | Announcement of closure of STM.  | Des/Fr. Joy | CLOSED             |
| 47 | New Parish Council Members              | Des to talk to Patricia Lynch  | Des         | CLOSED.            |
| 48 | Assets from Cardinal McKeefry School    | List of desirable assets, religious articles etc.  | Des         | CLOSED             |

5. Reflection on recent Parish events and programmes:
  - a. 22-31 Oct – 10 days of Rosary Devotion (PPC led for 27<sup>th</sup> Oct) -attendance was low compared to last year, perhaps due to the change in time from 6pm last year to 6:30pm this year. However, t it was still beautiful. The Thursday schedule was cancelled though due to inclement weather, but parishioners were encouraged to pray the rosary in their own homes.
  - b. 01 Nov – Working Bee at Karori Cemetery – good, there were 15 attendees

- c. 02 Nov – All Souls Day and blessings of graves (Karori and Makara cemeteries) – also good
  - d. 16 Nov – Jubilee of the poor – there were goods collected and some monetary donations as well. Fr Joy will provide how much was collected for this initiative.
  - e. 23 Nov – Jubilee of choirs and musicians – it was a good opportunity for the different choirs to see each other. There were also lots of food during the event.
6. Events for November and December:
- a. 29 Nov – One day retreat – this will be a short retreat that will include a talk, personal prayer and reflection and reconciliation. It is open to all and there is no need to register. Further action: for the parish office to send an email invite to parishioners.
  - b. 30 Nov – Sacrament of confirmation and 1<sup>st</sup> Sunday of Advent
  - c. 06 Dec – Youth Group Market Day fundraiser – this will be at St Teresa’s Hall
  - d. 07 Dec – Youth group meeting
  - e. 10 Dec – 7pm – mini reunion of those who joined the Life in the Spirit program
  - f. 14 Dec - Jubilee of Teachers – send personal invites to the teachers and schools in our parish
  - g. 14 Dec – Youth Christmas carols at St Teresa’s Hall from 6-7pm. This is a free event, but Koha will be appreciated.
  - h. 16 Dec – Advent Novena begins (nine days)
  - i. 21 Dec – Advent Reconciliation (Sunday, 2-3 pm)
  - j. 24 Dec – Christmas Eve
  - k. 25 Dec – Christmas Day
  - l. 28 Dec – Holy Family Closing of Jubilee Year
7. Formation of organising committee for ‘Transition, Unification, and Closure of St Thomas More Church’:
- a. A resolution was passed by the PPC to recommend to Archbishop Paul the closure of St Thomas More church. Circulate this resolution to the Finance Committee for concurrence. All voting yes, with one abstention.
  - b. A resolution was also passed unanimously to create/establish a committee for the reunification, transition and to process the closure of St Thomas More.
  - c. Draft Terms of Reference and circulate this for review and comment.
8. Recruitment of PPC members - from the St Thomas More community as there are already enough numbers from the St T community
9. Progress on draft Parish Plan – Pillars revised. Des to continue to engage with the various committees  
(1. Liturgy 2. Stewardship 3. Youth 4. Service and Fellowship 5. Formation)
10. Confirm action points from meeting.
- a. Des to check upload to the website of the August 25 minutes of PPC meeting
  - b. Des to take the PPC Resolutions and Terms of Reference to the Finance Committee

- c. Peter Wood to update the St Thomas More community that there is a draft that the PPC is finalising with the Finance Committee and will be circulated once finalised.
  - d. Des to Engage with committees on the Parish Plan.
- 11. Other Matters
  - a. The brother of Maria Nunn has requested if he can have a framed portrait that was taken from the Cardinal McKeefrey School as he has connection to it.
  - b. Fr Joy requested more contributors to write the Gospel reflection in the newsletter; Peter, Patricia and Adri heeded the request)
- 12. Date of next meeting (combined TBC) – 9 December 2025 (Tuesday) 6:30 pm
- 13. Closing Prayer – The Lord’s Prayer
- 14. Adjournment – 8;20 pm

## Distribution

|                        |                      |                     |
|------------------------|----------------------|---------------------|
| Fr Joy Thottankara     | Fr Tikoua Kautu      | 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 New Actions

| No | Item   | Action   | Owner                 | Status |
|----|--|--|-----------------------|--------|
| 49 | Upload of Minutes of PPC Meeting                     | Des to check upload to the website of the August 25 minutes of PPC meeting   | Des/<br>Parish Office | New    |
| 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                   | New    |
| 51 | Announcement of Update to St Thomas More community   | Peter Wood to update the St Thomas More community that there is a draft that the PPC is finalising with the Finance Committee and will be circulated once finalised. | Peter                 | New    |
| 52 | Parish Plan  | Des to continue to engage with Committees and Update the Parish Plan   | Des                   | New    |

## Note Taker Roster – 2025

| PPC Meeting            | Note Taker    | Notes  |
|------------------------|---------------|--|
| 27 January             | Adri          | <ol style="list-style-type: none"> <li><b>PPC Chair</b> is responsible for producing the agenda and meeting pack.</li> <li><b>Volunteers:</b> Adri, Amanda, Chris, Kiko, Myrna, and Neville</li> </ol> |
| 24 February            | Myrna         |  |
| 24 March               | Amanda        |  |
| 28 April               | Chris         |  |
| 18 May (AGM)           | Treena Tiller |  |
| 26 May                 | Myrna         |  |
| 17 June (combined)     | Catherine     |  |
| 23 June (combined)     | Catherine     |  |
| 04 August              | Amanda        |  |
| 25 August              | Amanda        |  |
| 22 September           | Adri          |  |
| 20 October             | Chris         |  |
| 24 November            | Myrna         |  |
| 15 December (combined) | Catherine     |  |