

St Joseph's Annual Parish Forum 2024

November 24th at 11.15am

Sacred Heart Church

Agenda

1. Welcome and acknowledgements
2. Ratification of minutes from 2023 Annual Parish Forum (Attachment 1)
3. Report on Parish Pastoral activities throughout 2024 (Attachment 2)
4. Report on parish finances – Martin Kruse (Attachment 3)
5. Application to the Archdiocese to offer redundant land on Newcastle Street Newport for sale, with a reserve sale price jointly agreed by the parish and the Archdiocese
6. Appointments to the Parish Pastoral Council (Attachment 4)
7. Other business

Our parish luncheon will commence at 12 noon in the

Sacred Heart school hall.

All are welcome 😊

Attachment 1 – 2023 Annual Parish Forum Minutes



2023 Annual Parish Forum Minutes

Location: Sacred Heart Church, Newport

Date and Time: November 26, 2023 at 11 am

Attended By:

Katherine Wong (chair), Martin Briffa, Branka Briffa, Trudi Browne, Mary Cefou, Miriam Kruse, Martin Kruse, Paul Main, Maria Main, Joy McCartai, Clare Martin, Marizabel Saliba, Tony Nicholson, Carmel Nicholson, Jean-Pierre (JP) Eid, Naweena Fernando, Aloma Johnson, Camilla Johnson, Carmel Crawford, Tim Crawford, Sean Gibson, Denor Gibson, Valentine Gibson, Imelda Gibson, Peter Adams, Janice Adams, Neil Maher, Lidia Romano Cammarano, Angela Rundo, Tom Crnic, Rosie Crnic, Domina Kovac, Jill Dooley, Mark Dooley, Helen Leung, Alison Fung, Trang Lobos, Anna Bannister, Ron McIntosh, Patrick Conheady, Samuel Fung, Anton Benedict, Jasmin Benedict, Margaret Lancaster, Rose Santo, Lorraine Buntz, Irene Bongetti, Katy Hall, Brenda Bain, Tan Nguyen, Nhat Nguyen, Khang Nguyen, Mary Cassar, Mary Merciel, Anna Penna, Don Penna, Giovanna Penna, Tom Penna, Lori Penna, Antoniette Montesano, Thang Nguyen, Peter Hansby, Chanda Chiboye, John Irungu, Melissa Tan, Gloria Tan, Freddie Tan, Kaylene Carlin, Colleen McCambridge, Anita Bilaver.

Minutes

1. Welcome and acknowledgements
Welcome to our Annual Parish Forum for 2023. Acknowledgement of Country <i>Our Forum is being held on the lands of the Yalukit-willam people of Bunurong Country and I wish to acknowledge them as Traditional Owners. I would also like to pay my respects to their Elders, past and present, and Aboriginal Elders of other communities who may be here today.</i> Evacuation procedure. Overview of Agenda.
2. Report on Parish Pastoral activities throughout 2023 (Agenda - Attachment 1)
Summary of current PPC members and roles, including loss of former members and gain of new members. PPC has met 8 times in 2023 - focus has been on drafting a strategic plan for our Parish. The themes and priorities of this 3-year strategic plan are based on feedback we received from parishioner consultations in 2022. Additional forums held in March and August 2023 to gain feedback. Strategic Plan will be presented today (unchanged from August version) and ask for acceptance by community.

3. PPC presentation of the proposed strategic plan (Agenda - Attachment 2)

Outline vision and mission contained in the 3-year Strategic Plan.

Outline guiding principles from Strategic Plan (related to guiding principles in PPC Constitution).

Outline 3 priorities for the next 3 years (2024-2026) focused on Belonging, Belief and Sustainability.

Summarised outline developed to implement these priorities. Based on developing 3 Parishioner Teams to support current volunteers and provide opportunities for involvement from other parishioners.

Summary of 3 Parishioner teams provided.

Belonging

Belief

Sustainability

Three Sustainability priorities for the coming year: the conduct of a Parish Census, the development of a plan for our properties, and the strengthening of our Safeguarding policies and practices.

Parish Census: Our register of parishioners needs refreshing so that we hold accurate information that will support the pastoral and other activities of the parish. To this end we intend to conduct a census of parishioners in the first half of next year.

Safeguarding: This is a highest priority for our parish. Whilst we are compliant with both Archdiocese and Government regulations, we want to further strengthen our efforts in this area by establishing a Parish Safeguarding Committee.

Parish Properties: Fr Binh has asked a group of parishioners with appropriate skills and experience, and with a good knowledge of the parish, to investigate ways in which the value of the unutilised former convent and surrounding land could be realised. In doing so they were asked to recommend a plan for our properties that would satisfy to some degree the following three objectives.

- Generate a substantial additional income stream for the parish.
- Generate one-off additional funds to address a maintenance backlog.
- Provide for capital works required to facilitate a more welcoming and engaging environment in and around the churches, and if possible, generate the funds necessary for them to be carried out.

The group have commenced their work and at each stage will be liaising closely with the property people at the Archdiocese.

Questions/Discussion

Attendees asked for support to adopt the Strategic Plan as proposed.

Motion Passed: 3 year Strategic Plan Adopted for 2024 – 2026

4. Report on parish finances – Martin Kruse (Agenda - Attachment 3)

- Reported to Parish on Income and expenditure summary
- 2023 year expenditure was balanced with income.
- No significant maintenance was undertaken and expenses were kept to a minimum.
- Reported to parish that cash reserves/investments were mainly attributed to parishioner donations rather than income generated.
- Questions / Discussion

5. Appointments to the Parish Pastoral Council (Agenda - Attachment 4)

Recently parishioners asked to consider expressing an interest in joining PPC.

Constitution states we can bring on 4 additional people:

- **2 x Youth** Members (< 25 yo) and **2 x Ordinary** Member (no age restrictions)

In addition to these, the two-year terms for existing members, Tony Nicholson and Grace Frazzica, will expire in June next year.

Tony Nicholson - has indicated interest in additional term.

Grace Frazzica – resignation from PPC

Appreciation to Grace Frazzica for all her contributions, and in particular for her pivotal role in helping us draft the strategic plan.

In summary: **2 x Youth** Members (< 25 yo) and **3 x New Ordinary** Member (no age restrictions) available

Following EOI processes as outlined in PPC constitution, now present the following parishioners for nomination.

Youth Members: Marizabel Saliba, Naweena Fernando

Ordinary Members: Jean-Pierre Eid, Miriam Kruse, Sean Gibson and re-nomination of Tony Nicholson.

Thanks for nominations. Attendees asked for support to elect the 6 nominees to PPC

Motion Passed: new PPC members elected. New Youth Members: Marizabel Saliba, Naweena Fernando. New/Re-elected General Members: Tony Nicholson, Jean-Pierre Eid, Miriam Kruse, Sean Gibson

6. Adjustments to the timing of terms for Parish Pastoral Council members (Agenda - Attachment 5)

Outlined timings of current PPC members (began in June 2022, however Annual Parish forums occur at the end of the year)

Proposal that current member terms began in Jan so that as terms ended the positions could be nominated at the forum ready for new members to begin in January.

Recommend that the terms of existing members be adjusted to expire on December 31st of the final year of their term.

Proposal to update PPC Constitution:

Current wording in Parish Pastoral Council Constitution:

4. Membership terms

a) All members may be appointed for terms of two or three years to enable at least a third and no more than a half of membership terms to expire at the same time.

Proposed wording for Consideration (addition of new point b):

4. Membership terms

a) All members may be appointed for terms of two or three years to enable at least a third and no more than a half of membership terms to expire at the same time.

b) Terms of membership will commence from January 1 in the year following the Annual Parish Forum in which they were appointed.

Attendees asked to support motion that the terms of existing members be adjusted to expire on December 31st of the final year of their term.

Attendees asked to support motion that the Constitution be updated as above.

Motion Passed: current general PPC members will end first term in Dec 2024.

Motion Passed: new PPC members have term begin January 1 in year following AGM.

Parish Pastoral Council Constitution updated.

7. Other Business

Items for consideration raised by parishioners:

- Monthly market – charge for stalls, sell local items, social activity
- Provide handouts for those with limited access to internet e.g. when website links are provided in newsletter

8. Farewell and thanks

Thank you for coming today and for your contributions to our Parish.

Wishes for a safe and blessed Christmas.

Reminder: lunch in the Sacred Heart School hall.

Attachment 2 – PPC Report



Parish Pastoral Council Annual Report - 2024

In 2024 the Parish Pastoral Council comprised the following members:

Ex Officio Members	
Fr. Binh Le	Parish Priest (to July 2024)
Fr. Samuel Kapani	Parish Administrator (from July 2024)
Kaylene Carlin	Principal, Sacred Heart Primary
Colleen McCambridge	Principal, St. Margaret Mary Primary
Marlene Monahan	Representative, Parish Finance Committee
General Members	
Katherine Wong	Elected Chairperson – Member since 2022 (1 st term)
Anita Bilaver	Elected Deputy Chairperson – Member since 2022 (1 st term)
Bang Bui	Elected Secretary – Member since 2022 (1 st term)
Tony Nicholson	Member since 2022 (2 nd term)
JP Eid	Member since 2024 (1 st term)
Miriam Kruse	Member since 2024 (1 st term)
Sean Gibson	Member since 2024 (1 st term)
Youth Members	
Marizabel Saliba	Member since 2024 (1 st term)
Naween Fernando	January 2024 – April 2024

This year we welcomed the 2023 nominated members to the Parish Pastoral Council: JP Eid, Miriam Kruse, Sean Gibson and Marizabel Saliba. We farewelled Grace Frazzica with grateful thanks for her time and contributions to our Parish Pastoral Council. Naween Fernando was nominated to our PPC at the 2023 Forum however due to time commitments resigned from the PPC in April 2024. We thank Naween for his contribution to our Parish community.

This year we also came together as a parish community on July 7 to thank Fr Binh Le for his service and commitment to our Parish. It was touching to see so many people come together to celebrate with Fr Binh and give thanks for his God-given gifts, and the occasion was a testament to the relationships he formed and how he enriched our community during his time here.

On July 10 we welcomed Fr Samuel Kapani to our Parish as our new Parish Administrator. Although he has been in our Parish for less than 6 months Fr Samuel's gentle guidance has provided strength, and we

look forward to continuing to grow as a Parish under his attentive care. We thank Fr Samuel for his openness and support and extend our continued grateful thanks for his service to our community.

Parish Pastoral Council (PPC) Activities in 2024

The focus of the PPC work in its six formal meetings throughout the year has been to begin the work outlined in the strategic plan approved at the 2023 Annual Parish Forum. Some of these initiatives are captured below:

Within **Belonging** we have now introduced welcome packs to provide visitors and new parishioners with some information about our parish. Our monthly “cuppas” after Mass have been hosted by rotating volunteer groups in order to spotlight the work that each group does for our Parish. Our Parish website is now well established and updated weekly with news and events that will assist with provision of information and in spreading the word.

Within **Belief**, the children’s liturgy group is going from strength-to-strength through the generous help of our teachers and parishioners. We have also begun plans for Faith Formation events, following the success of the Faith Formation survey and with generous help from some experienced parishioners. We have shared combined School-Parish events for both school feast days as we seek to further strengthen the bond between school and church for our Parish primary schools. Strengthened youth groups with interparish activities have also become regular events providing space for youth to meet other like-minded friends.

Within **Sustainability** we have undertaken a much-needed Parish Census in order to have an up-to-date register of parishioners to inform our pastoral care, strategic planning and resource distribution. We have had regular communication regarding a long-term master plan for our properties enabling us to work alongside the Parish Finance Committee to bring forward the recommendation that we will present at this Annual Parish Forum. We have also begun work to establish a Safeguarding Group for our parish made up of representatives from key groups in order to better fulfill our responsibilities to the vulnerable and youth in our parish. We have continued to strengthen relationships with our local parishes at Williamstown, Altona and Altona North through regular meetings.

We give thanks for the generous donations of goods and contributions of time and service from so many parishioners over the last year. I am so proud to be a part of such a caring, dynamic and faith-filled community. If you would like to become more involved, I would encourage you to reach out and let us know how you would like to contribute – any actions are greatly appreciated.

Attachment 3 - Parish Finance Committee Report to the 2024 Annual Parish Forum

Consistent with the requirements of the archdiocese, the accounting for the parish finances is done on a calendar year basis. To provide a comparison with the full 2023 year and with the 2024 budget, Income and Expenditures have been projected for the full 2024 year based on the actuals for the first nine months, and the anticipated for the last three months.

Income and Expenditure – Actual 2023, Projected Actual 2024, Budget 2024

Investment Income	\$ 12,575.06	\$ 20,734.52	\$ 10,300.00
Parishioner Contributions	\$ 75,788.52	\$ 80,536.74	\$ 77,000.00
Rental & Service Income	\$ 12,141.82	\$ 11,430.00	\$ 10,500.00
Sales & Resources	\$ 2,208.75	\$ 1,760.60	\$ 1,500.00
School Families' Contributions	\$ 4,300.00	\$ 2,200.00	\$ 5,000.00
Total Income	\$ 107,014.15	\$ 116,661.86	\$ 104,300.00
Expenses			
Consulting & Professional Services	\$ -	\$ 10,000.00	\$ -
Facilities & Maintenance	\$ 14,644.83	\$ 17,114.12	\$ 37,500.00
Insurance & Compliance	\$ 17,347.00	\$ 33,759.86	\$ 36,300.00
Mission & Ministry	\$ 17,817.52	\$ 13,554.00	\$ 19,400.00
Motor Vehicle Expenses	\$ 3,510.21	\$ 1,570.84	\$ 5,500.00
Operational & Administrative Expenses	\$ 13,139.85	\$ 14,395.89	\$ 14,300.00
Program & Event Expenses	\$ 4,680.35	\$ 6,399.43	\$ 8,500.00
Resources & Supplies	\$ 2,256.34	\$ 1,758.95	\$ 3,320.00
Staff-Related Expenses	\$ 30,514.86	\$ 32,726.21	\$ 30,000.00
Total Expenses	\$ 103,910.96	\$ 131,279.30	\$ 154,820.00
Surplus /(Deficit)	\$ 3,103.19	(14,617.44)	(50,520.00)

The full 2024 year result is expected to be a deficit of \$14,600 compared to a budgeted deficit of \$50,500. The following factors contribute to this variation.

- Investment income increased by \$8,100 compared to 2023 and by \$10,400 relative to budget, primarily due to higher interest rates.
- Income from Parishioners has increased by \$4,700 compared to 2023 and by \$3,500 relative to budget, assisted by two one off donations totalling \$6,000.
- Facilities and maintenance expenses are \$20,400 less than budget as all bar urgent works have been postponed pending condition reports on all buildings being completed.
- Unbudgeted consultants' costs of \$10,000, for building condition reports and professional advice concerning options for the former convent, were incurred.

- All other non-staff expenses were below budget but, as expected due to CPI, slightly higher than in 2023.

Current Assets and Liabilities as at September 30th, 2024

Current Assets consist of \$18,500 cash at bank and \$447,500 invested with the Catholic Development Fund.

Current Liabilities consist of Staff Entitlements at \$11,450. There are no Non-Current Liabilities.

Parish Finance Committee, November 8th, 2024

Attachment 4 - Appointments to the Parish Pastoral Council

Under the rules of the PPC constitution, we can bring on an additional person to fill a vacancy. This vacancy is for Youth Members specifically for people twenty-five years of age or under.

In addition to this vacancy, the three-year terms for existing members, Anita Bilaver, Bang Bui, and Katherine Wong, will expire at the end of this year. Bang and Katherine have indicated that they would like to be considered for a further term. However, Anita has indicated that due to other commitments, she would like to step off the Council. We thank Anita for all her contributions, and the warmth she has brought to our council and parish. With the retirement of Anita, we now have a vacant general member position.

Following an invitation to parishioners to consider contributing to our parish as members of the PPC, and subsequent discussions with those interested we will be nominating one new member to join the PPC as a general member.

The following nominations will be presented at the Annual Parish Forum:

Nominations for Youth Members:

- Nil

Nominations for General Members:

- Vicki Airlie

Note: Bang Bui and Katherine Wong are also nominated to serve another term.