

# MINUTES of Our Lady of the Sacred Heart Parish Pastoral Council Meeting

held Thursday, 9 April 2026

Meeting commenced: 7:01 pm

**Present:** Fr Tru Nguyen, Br Daniel Magadia, James Nield (Chair), Margie Hourigan (Deputy Chair), Julie Lean, Chloe Kelly, Matthew Garton, Michael Carberry, Peter Osborne, Skye McPadden.

**Apologies:** Stephanie Stewart, Megan Smith, Jo Reed

## 1. Opening & Welcome – James

James welcomed all members of the OLSH Parish Pastoral Council. James also led the PPC in short prayer for Megan's mother, who has been called to eternal life.

## 2. Prayer and reflection – St Augustine Confessions Book 3 (5), 1 Peter 3: 14-16 and prayer (Peter)

**Volunteer for next meeting** – James

## 3. Review and acceptance of previous meeting minutes - 12 March 2026 – Julie. The minutes of the meeting were accepted by the PPC with no alteration.

## 4. Agenda Items

### • Standing Item 1: Safeguarding Training Compliance (Margie)

It was noted that several volunteers from Vinnies and the STA Children's Liturgy group have not yet completed their mandatory safeguarding training. Margie will follow up with both groups to ensure all volunteers meet compliance requirements.

### Side issue raised: Children's Liturgy Roster (STA mass centre) and Children's Liturgy (SJA mass centre)

The Children's Liturgy roster at the STA mass centre was recently discontinued due to the previous coordinator's time constraints. It was also discussed that Children's Liturgy is not currently run at the SJA mass centre. **Action(s):** After some discussion between STA mass centre parishioners at the PPC, it was agreed that Margie will contact former STA roster members to determine if they are interested in resuming their roles. Additionally, a notice will be placed in the parish bulletin to recruit new volunteers to help continue the program at STA and further launch the program at SJA. Margie has agreed to act as the primary contact person for this program.

### • Standing Item 2: Evangelisation (all)

#### • Parish Evangelisation Strategy

The PPC agreed that the overarching strategy for evangelisation will be developed based on the specific plans and items discussed throughout the meeting. James will continue to refine this strategy and will present updates under "Other Business" at future meetings.

### • Item 3: Creating a welcoming environment for mothers and babies (James/all)

James informed the PPC that he had received an email from a parishioner advising that they had spoken to a mother with a young baby who missed communion at the SJA 10am mass because she had to use her car for feeding and changing. **Action:** The PPC discussed the situation and agreed that Sharon Greaves, the Parish Officer, should source and install a change table at the SJA mass centre to match the facilities already available at STA. Comfortable and secure locations within both mass centres will also need to be identified where mothers can nurse their babies in a welcoming environment. To ensure best practices are followed, the parish will consult with the Australian Breastfeeding Association for guidance on setting up these spaces as they provide logos/stickers for these purposes.

### • Item 4: Welcome ministry and 'newcomer group' at OLSH (James/all)

The PPC had discussed revitalising Parish Relational Life at the last meeting, where it was agreed that James will explore the phase "Cultural Foundations" which included enriching the

existing Welcome ministry and the newcomer experience. In response to this item, James presented a Parish Integration Pathway document aimed at enriching the newcomer experience and cultural foundations. The PPC held an extensive discussion and decided to prioritise the Alpha Program for now, as both initiatives are resource intensive. In the interim, the PPC agreed to conduct a low-key trial of the pathway with a small group of Welcoming Ministry participants. Full implementation will require further training for the welcoming team, with Chloe suggesting Michael Harvey's invitational culture masterclass as a suitable training resource.

- **Item 5: Proposed updates to the parish website (James)**

James presented a new parish website concept to the PPC. The website concept proposal was developed as a direct response to the PPC's discussion at the last meeting regarding the urgent need for a digital revamp. Fr. Tru informed the group that while the Archdiocese was asked to assist with the design, they are unable to provide support until September of this year. **Action:** The PPC then agreed that James will utilise AI tools to develop a prototype of the new OLSH website using the content and themes established during the meeting and present it to the PPC out-of-session. If this AI-drive approach proves unsuccessful or requires further work, then Fr Tru will consult with the Parish Finance Committee to explore securing funds for professional web developers to complete this project.

- **Item 6: Update on Alpha course preparations (Chloe)**

Chloe had advised the PPC that the 8 week Alpha program will commence on 13 May 2026, with promotional flyers developed and shared with the mass centres and schools. Matthew advised that he would promote the program in STA Primary School's emails and newsletters. Chloe further advised that she intends to speak at this weekend's masses (weekend of 11/12 April) to promote the program to recruit participants as well as volunteers for hospitality and facilitating. It was agreed at the meeting that she would be supported by the following PPC members to promote the program at weekend masses: James (SJA 5pm vigil), Br Daniel (SJA's other masses), Peter (STA 6pm vigil) and Chloe herself or Skye (STA 9am). A short youtube video would also be screened during the Masses to assist with promotion and engagement. The PPC further agreed that a training session would need to be held for the small group facilitators and tasked Sharon and Margie to developing a safeguarding risk management plan for the course.

## 5. Action Items and Next Steps

- Review the status of existing actions: The PPC are to review the current Action List as distributed by Julie before this meeting and action as required.
- Assign tasks and responsibilities from this meeting: This has already been done (please see above).
- Set deadlines for new action items: Also see above.

## 6. Any Other Business (AOB)

- **Gospel Study Group:** James advised the PPC that the Gospel Study Group would be scheduled to follow the Alpha Program. When the sessions begin, the group will meet online using a Microsoft Teams link to be provided by the Parish Office.
- **Parish Assembly:** Fr. Tru proposed holding a facilitated Parish Assembly at the end of July, following an email inquiry from Michael. Chloe recommended approaching Philomena Billington as a facilitator and suggested using the "Conversations in the Spirit" synodal method for the process. The PPC discussed focusing the assembly on the parish's mission, vision, and evangelisation strategies, noting that helpful toolkits are available on the Archdiocesan website. Alternative ideas were raised, such as holding the assembly (or at least asking some questions) during the OLSH Feast Day or conducting preliminary sessions with smaller groups like the PPC and ministry leads. The PPC was also reminded that the Archdiocesan Assembly is scheduled for 22 August 2026.
- **OLSH Feast Day:** Fr Tru advised that the OLSH Feast Day will take place at the STA Primary School Hall on Saturday, 30 May 2026. Plans are currently being finalised, with the day expected to include various activities or an open day followed by Mass. Reflection sessions are also being considered for either the Friday prior or the day of the feast itself. A dedicated planning meeting will be held soon to determine the specific schedule and activities for the event.
- **New PPC member(s):** Matthew informed the PPC that Megan will be away next term and that a suitable substitute has been identified with details to be shared soon. James also committed to

seeking additional PPC members from the SJA mass centre to ensure balanced representation.

**7. Summary and concluding prayer:**

- The meeting concluded after prayer at 8.34 pm.

**8. Next meeting:**

- The next meeting of the **OLSH PPC** will be on the 2<sup>nd</sup> Thursday of May 2026 – 14 May 2026 at 7pm.