

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

held Thursday, 9 July 2026

Meeting commenced: 7:01 pm

Present: Fr Tru Nguyen, Br Daniel Magadia, Margie Hourigan (Deputy Chair and Chair for this meeting), Julie Lean, Gabriel Sequeira, Megan Smith, Michael Carberry, Matthew Garton.

Apologies: James Nield (Chair), Chloe Kelly, Peter Osborne, Skye McPadden, Stephanie Stewart, Jo Reed or current SJA Acting Principal.

- 1. Opening & Welcome – Margie**
Margie welcomed the members of the PPC and noted the list of apologies.
- 2. Prayer and reflection – Genesis 1:26 and Psalm 139 (Matthew)**
Volunteer for next meeting – Megan
- 3. Review and acceptance of previous meeting minutes – 25 June 2026 – Gabriel.** The minutes of the meeting was accepted by the PPC with no alteration.
- 4. Matters arising from the Minutes and Rolling Action List**
 - **Item 1: Progress on the Parish Website (Fr Tru)**
Fr Tru advised that Huw Warmenhoven was assisting with the design of the new website and work is ongoing with Huw currently sourcing photos for the website.
 - **Item 2: Preparations for a Gospel Study Group (Megan, Michael in James' absence)**
Megan and Michael reported that the pre-PPC meeting scripture reflection and prayer group meeting was just held today, which is mainly to provide recent Alpha Program participants with an opportunity to connect. These sessions will continue at 6:00 pm on the Thursday of each monthly PPC meeting for the several sessions to monitor attendance/demand. Discussion regarding the online Gospel Study Group was deferred until the next meeting when James is present.
 - **Item 3: Parish as a breastfeeding friendly space (All in Chloe's absence)**
Discussion regarding Australian Breastfeeding Association signage that the parish is a breastfeeding-friendly space was deferred until the next meeting when Chloe is present. In a related matter, the PPC requested the purchase and installation of a Koala change mat with straps for both mass centres.
 - **Item 4: An inclusive parish for those with disabilities (James)**
The PPC agreed that this matter be held over until the next meeting when James is present.
 - **Item 5: Progress on a children's liturgy for STA (Margie)**
Margie reported that she and Helene Axelby contacted the four current members of the STA Children's Liturgy Team, all of whom are willing to continue serving. Progression was paused at present due to the change to Mass times. The PPC discussed the need for further recruitment and verified Working with Vulnerable People (WWVP) card requirements, agreeing that Margie and Helene will continue to progress this matter.
 - **Item 6: Progress on gardening project for STA (Michael for Fr Tru)**
Michael reported that he and Matthew met with Dr Vanessa de Kauwe regarding the project. Michael drafted and sent a Memorandum of Understanding (MOU) at her request but has not yet received a response. Fr Tru will follow up with Dr de Kauwe at a weekend Mass. The PPC also noted concerns regarding a potential lack of approved funding.
 - **Item 7: Parish evangelisation strategy (James)**
The PPC agreed that this matter be held over until the next meeting when James is present.
 - **Item 8: Acknowledgement of Country Working Group (Michael)**

Michael confirmed that the current Working Group consists of James, Megan, and himself. He intends to invite Murray Bruce to join the group. Michael will continue to progress this matter after the Parish Assembly and will provide updates to the PPC at future meetings.

5. Agenda Items

- **Standing Item 1: Safeguarding (Margie)**

Margie reported that a meeting was recently held ahead of the upcoming safeguarding audit scheduled for July/August 2026. Preparations are progressing well, with significant groundwork already completed for OLSH.

In a related matter, Fr Tru advised that a substantial quote has been received for the SJA confessional works, which the Parish Finance Committee will review next Monday. Additionally, architects have delivered a preliminary building report outlining the required separation works between the priests' residence and the church, office, and library spaces. This project remains in its initial phase.

- **Evangelisation (all)**

- Item 1: Planning for the Parish Assembly**

Fr Tru advised that the OLSH Parish Assembly will be held on Saturday, 25 July 2026, from 1:00 pm to 4:00 pm in the STA school hall. A notice and registration QR code will be published in this week's bulletin. Chloe will facilitate the main event, and approximately five to six PPC members who have confirmed their attendance will assist with leading the small-group "Conversation in the Spirit" sessions. The two Parish Assembly questions will be finalised by James and Chloe in the next week or so, after suggestions had been received from PPC members via email.

6. Action Items and Next Steps

- Review the status of existing actions: The PPC have reviewed this at Item 4.
- Assign tasks and responsibilities from this meeting: This has already been done (please see above and attached excel spreadsheet).
- Set deadlines for new action items: Also see above and spreadsheet.

7. Any Other Business (AOB)

- **Tiny Homes**
Matthew and Michael attended the Marymead consultation session with STA school parents recently, who appeared generally reassured by the discussion. It was noted that the meeting was also attended by Lachlan Ellis, a representative from Catholic Education. Consultations with the broader church community are scheduled for next Thursday at the STA Parish Centre. The overall community consultation strategy has commenced, incorporating Facebook posts, letter drops in surrounding suburbs, and planned outreach at the Charnwood shops. Br Daniel advised that he will include an information link in the Parish bulletin on the matter to assist parishioners.
- **External Signage**
Both parish centre signs require updating to reflect recent changes to Mass timetables. Matthew will explore banner design options using Canva and seek quotes from professional printing companies.
- **Office staff updates**
Fr Tru advised that Kirsty Vera, the Parish Finance Officer has resigned. He will canvass possible replacement solutions with the Parish Finance Committee at their meeting next Monday, including increasing the hours for the position from 1 day to 3 days, at least until the end of the calendar year.
- **Line drawing at STA parking**
Matthew advised that the project has commenced this week.
- **New OLSH Deacon**
Fr Tru advised that the new Deacon, Deacon Hao Tran, had arrived and will probably join the PPC at its next meeting.

8. Summary and concluding prayer:

- The meeting concluded after prayer at 8.14 pm.

9. Next meeting:

- The next meeting of the **OLSH PPC** will be on the 2nd Thursday of August 2026 – 13 August 2026 at 7pm.