

ITEMS	Person leading	Brief description	Time slot	Comments
<p>Standing items:</p> <p>1. PC calendar</p>	<p>Elda/Precilla/ Mabel</p>	<p>Review calendar and set up/review teams to work on events/activities (i.e. welcome dinner, bake sale, pancake breakfast)</p>	<p>5 min</p>	<p>1. Confirmation date: has to be consulted with the diocese. Dates for events are kept as scheduled. If virtual fundraising then we can change the dates, but if in person these are the dates to keep, parish hall is already booked. If virtual we will encourage donations. We can have 3 chat rooms with 12 people together and divide them in groups, like pre-k, communion, parishioners, for all 20-25 connections. Mabel and Vincenzo can discuss details about connection arrangements for the next meeting.</p>
<p>2. Adult Faith Formation</p>	<p>Precilla, Monica, Jacqueline</p>	<p>Speakers/Venue/in-person or virtual</p>	<p>5 min</p>	<p>2. RE team, has the speakers but no place to meet. It was decided to host it online on 6th december from 2-3p.m. This is a trial to see how it works. Based on how this one goes, we will decide on other dates.</p>
<p>3. Giving tree</p>	<p>Peter</p>	<p>Number of gifts depending on number of families registered.</p>	<p>5 min</p>	<p>3. Peter needs to get the info as to number of children, names, ages and sizes. It was decided we will talk to Vincenzo to have an online sign up link so people register and we can keep track of who is responsible</p>

				for what gift. We will encourage parishioners to ask neighbours/others to contribute with the donations so we can collect all the gifts for the children.
New items:				
4. RE 2020/21 update	Precilla	RE programme, Reply to diocese (confirmation date)	5 min	4.Fill out the children info and send to diocese Monica will send the info on confirmation.
5. Update on number of families registered	Peter/Precilla		5 min	5. We have no new families registered. 20 children registered in RE , 2 are young. From pre-k on...we have 5 for First communion, 3 for First reconciliation and 5 from grade 5 through 8 .
6. Parish administration procedures	Jacqueline & Peter	Describe how the RE documentation is done, what is missing and decide on a committee that will work on it.	10 min	6. Monica will write the admin procedures as a guideline, so we all know how info has to be collected and registered. 2017 confirmation and 2016 were entered in the ledger. Precilla keeps the First Comm ledger. Confirmation ledger, Jacqueline? Catholic id card will be obtained for 2020/21 students: it's a blank id card that can be printed and given to the child to fill out all the info. How to update the files is a work in progress. 7. Do we really want to go down the commercial route? At the next

<p>7. Fundraising ideas</p>	<p>Vincenzo</p>	<p>Explain how promoting a 3rd party on our website will bring in revenues</p> <p>Online games night? Explore other possibilities</p>	<p>5 min</p>	<p>meeting we will ask Vincenzo to explain more in detail and answer some concerns the team has.</p>
<p>8. Promote OLM</p>	<p>Mabel</p>	<p>Explore ideas to promote OLM (in English speaking schools, embassies) or partner with other parishes.</p>	<p>5 min</p>	<p>8. Marc will contact European schools in Waterloo and in Uccle. Marc and Mabel will contact embassies, such as Zambia and other English speaking embassies. Ideas: Peter said that embassies have an internal communication system (where they offer a list of services) and when contacting them we should be aware of this and ask if our info can be included in the welcome packages. We will ask Vincenzo if he has any list of embassies that were contacted for the Jubilee. Other places where OLM info is shared already: CHS (yearly calendar 320 euros a year); on the diocese website as community of foreign origin. We would need to Update expats.com on our info, brussels bulletin. Ask Vincenzo, how many visitors do we get on the Google search for our parish.</p> <p>This was sent to all members to see how COVID impact our churches and parishioners attendance and participation.</p>

<p>9. Covid impact results from our Diocese</p>	<p>All members</p>	<p>Sharing of opinions and what we can take from these results to put in place in our parish</p>	<p>5 min</p>	
<p>Ending items: 10.Communication on finances</p>	<p>Elda</p>	<p>Set date to communicate at Mass and send e-bulletin</p>	<p>5 min</p>	<p>10. Final text on financial situation was produced and speaking points are done too. This will be shared on Nov 15th. Elda will send on Nov 16th the doc by email. If attendance is low, Nov 22nd the same text will be shared at mass.</p>

<p>11. Diocese survey</p> <p>12. Added item</p> <p>12. Meeting summary</p> <p>13. Review of actions</p>	<p>Bank signatures</p>			<p>Priest has to be included in the count. We have to send it in January after the Xmas mass. Send it to Father Tricot. We don't know who to count when families join virtually.</p> <p>Peter is waiting communication from the bank to go with Geraldine.</p> <p>Marc and Mabel: promote OLM (check out schools and embassies) Vincenzo: look into spaghetti dinner online option and link to add on our website for the Giving tree. Monica: admin procedures And Confirmation date. Jacqueline? Peter ? Mabel ? RE documentation and ledgers?</p>
---	------------------------	--	--	---

14.Next meeting		November 16 th		
-----------------	--	---------------------------	--	--