**Minutes of Parish Pastoral Council**

**Wednesday 11 June 2014 7.15pm in the Hall**

***For actions arising , please refer to the Action list at the end of this document***

**Present**

Fr Danny Maura Holt (Chair)

Louise Birley Shaun Howard

Hilary Bone Maria Illingworth

Ann Burke Renata Clayton

Kenneth Maimo Nicki Craggs

Jan McTague Theresa McDougall

**Associates:** Peter Hancock, Freda Crookall, Miranda Joyce, Michal Szymaniec

1. **WELCOME**

In the absence of Mary McNab, Peter Hancock agreed to do the Minutes for the meeting.

Maura welcomed all present to the 6th meeting of our PPC. She referred to a quote used by Mary in a recent email:

"*Coming together is a beginning; keeping together is progress; working together is success*." Henry Ford

Associate members were warmly welcomed, especially Michal Szymaniec, who recently contacted the PPC. He has just finished his final year exams at University and agreed to come along to the meeting to speak about his ideas and the needs of young people and young adults in our Parish.

Maura reminded everyone that future PPC Meetings have been timetabled through until December, on 2nd Wed of each month apart from August when there is no meeting.

Lisa & Alan Greenhow have resigned as Safeguarding Reps and Marion McGuire will be taking on the role following the necessary Diocesan training. On behalf of the PPC, Maura thanked Lisa and Alan for everything that they have done for our Parish as our Safeguarding Reps.

Maura extended belated congratulations to Fr Danny who celebrated 31 years as a Priest on 28 May.

**2. PRAYER AND FORMATION**

"And so, we bring ourselves, our gifts and talents to this meeting. We are a community of faith at the heart of our Parish and we are here to serve".

Fr Danny had enjoyed a fruitful meeting last week with +Philip who had clarified for the priests present the 15 minutes of Prayer and Formation that he has asked for at all meetings in the Diocese.

Fr Danny read from **Merton`s Palace of Nowhere** by James Finlay, followed by a few minutes of discussion and discernment. This was followed by music from Bernadette Farrell.

Maura asked for prayers for our young people who are to be confirmed at Portsmouth Cathedral on 22 June 2014 and named them individually:

Matthew, Emma, Ben, Nicole, Daniel, Dan, Zuzanna, Jamie, Guy, Jack, Niamhean, Ana, Yusef, Gabriela, Katy, Toby, Jessica, Hannah, Yathevi, Larissa, Lesley, Lizette, Charlotte and Emily, Jack Davies from Thames Isis PA (who is not part of our parish but is joining our Confirmation group to be confirmed on 22 June) and Catherine and Nicole De Sousa who were confirmed on 31 May in the Cathedral.

**3. APOLOGIES**

Apologies received from Catherine Ferguson, Claudia Wing , Michelle Woodhead, Mary McNab , Simon Mwanje and Marie-Danielle Tichbon

**4. APPROVAL OF MINUTES FROM THE MEETING ON 14th May 2014**

The minutes of the meeting dated 14th May 2014 were acknowledged as being a true and fair record.

**5. ACTIONS ARISING FROM THE MINUTES**

**From PPC Action List**

**02/11** Revamp of Parish notice board is now complete and it is in use.

**Action completed**

**03/4** Parish Welcome/Prayer Card Competition. **Ongoing - End of Summer Term.**

**04/1** Parish Welcome Flyer: thank you to Mary and Fr Danny for their input. First Print Copies made available to PPC members to proof read. Copies can now be made available in the porch for newcomers and visitors to our Parish. **Action completed.**

**04/5** Source information about youth gatherings. In Megan’s absence, Hilary

 decided to defer this until the next PPC meeting. **Report next meeting.**

**04/6** Safety check/review of Upper Room. Fr Danny said that the news was not

good on this. He had been speaking to an architect. The glass is not appropriate and we would need a second entrance/exit to meet fire regulations, which would cost a vast amount of money. However, the hall has been decorated, the recently donated furniture is attractive and this could well be taken up as a space for our young people. **Action completed.**

**04/8** Photographs on website. Photographs needed for the website of PPC members who are comfortable having their image shown publicly as well as photos of parish life . There are a couple of nice photos from recent Baptisms**. Ongoing – Report at next meeting.**

**04/11** Service of Healing. This took place at 3pm on 1 June followed by afternoon tea in the Hall. A good number of our Sick and Housebound attended and it was a lovely afternoon. **Action completed.**

**05/1** Sunday evening Mass. Fr Danny confirmed that the Bishop had given his approval for this. Sunday 29 June at 5pm will be a **'GO FORTH' YOUTH MASS** at whichwe will welcome back our newly confirmed young people for a celebratory Mass, led by our Youth, with adult support. This is not a Mass exclusively for young people - everyone is welcome to come along. After Mass, Certificates will be handed out and past ones available for collection. In view of the revision of the Pastoral Areas into larger Deaneries, there will now be a much larger pool of Priests to say this additional weekly Mass without, hopefully, too much onus on Fr Danny alone. Reference to this Mass will need to be included in due course in the flyer, on the website and notice board. **Action completed.**

**05/2** Meet to prepare first Youth Mass. A meeting took place on 5th June of members of the Education and Formation team and 4 young people were present. **Action completed**

**05/3** Website navigation review. Renata said that she had written to PPC team members and to Team Leaders to ask for feedback for Michelle as to how easy people find it to navigate the website. She has collated the replies to date and fed back ideas to Michelle, Shaun and Maura. If any further replies are received, she will summarise the information and pass it on to Michelle. So far, the replies have been positive, ie they like the new website and some even find it exciting. Several suggestions have been made and passed onto Michelle. When she is able and has a time slot, she will work on implementation. **Action completed**

**05/4** Census information on-line.Hard copies to be made available and web capacity required for on line completion. As Mary and Michelle were both absent, it was decided to defer this until the next PPC meeting.

**Ongoing.** **Report next meeting.**

**05/5** Sion Parish Mission Negotiations.Pencil booking for end September 2015. The schools wish to be involved. Louise to clarify costings, what is proposed and expected of us but we will need to make a firm booking soon**.**

**Ongoing.**  **Report next meeting.**

**05/6** Friendship Sunday. This is being held after Masses on 6 July in the Hall and is being organised by Freda Crookall and a team of willing helpers. She is collecting craft items and bric a brac and is hoping to involve dancers and musicians, all towards forging an improved community spirit and raising funds for Fr Jaya. In addition, Freda is donating a bottle of vintage whisky. Raffle tickets for this will be available after Masses - 28/29 June and 5/6 July. **Report next meeting.**

**05/7** Parish Fayre. Pencilled in the Parish diary for 7 September, the weekend after the schools start back. We can use the hall for all our Parish Groups, Ministries etc to showcase what they do in our parish, thereby attracting more volunteers/members. Maura has contacted various Parish Groups about this and they are keen to be involved. In the light of an article in Portsmouth People (April/May 2014; pg 14; Faith in Action) Maura has also contacted the Bracknell Forest Volunteer Centre.

**Ongoing. Report next meeting.**

**05/8** Complete and print Parish Booklet. Thank you to Mary and Fr Danny for their input. First Print Copies made available to PPC members to proof read. Copies can now be made available to those received into the Church at Easter, those attending the Life in the Spirit Seminars and copies can also be made available in the porch. **Action completed**

**05/9** Query Transport to All Hallows School. There has been no meeting of the Finance Committee since our last PPC meeting. **Ongoing. Report next meeting.**

The need for transport to Catholic Secondary Schools was discussed. There is no public resource. Fr Danny proposed that a small working group (Education & Formation) could initiate a review to establish whether any financial help could be given to our parents so cost would not be a prohibitor when selecting a Secondary School. **Refer to Action 06/1**

**6. TEAM REPORTS**

* **Contemplative Life Team**

Report from Louise:

**Ministers of the Word**

Louise commented that training should be offered, as was done in the past, to all Readers. This Ministry is of great concern to Fr Danny as he feels that some Readers do not prepare adequately for their Ministry. Fr Danny will undertake this task in September/October. New people to the Ministry as well as existing Readers will be expected to attend training.

**Refer to Action** **06/2.**

**Ministers of the Eucharist - Day of Reflection**

Louise has been in contact with Douai Abbey as a venue for a Day of Reflection for all Eucharistic Ministers in the Autumn. At present we have 56 Eucharistic Ministers. Douai Abbey can only offer meeting rooms suitable for up to 20 people which means that we would need **three days** to enable everyone to attend. Dates proposed were 7 Sept (Sun), 13 Sept (Sat), 27 Sept (Sat) and 19 October ( Sun). It was decided that 7th September is too close to the start-up after the summer break and 19 October is unsuitable as it is Mission Sunday and we have an event in the Parish.  Louise said that she would contact Douai Abbey and ask if they could provide another Sunday in October/November in addition to 13 Sept (Sat) and 27 Sept (Sat). **Refer to Action 06/3**

Sessions would be 10am through to 4pm with a soup lunch provided.

**Survey of Catechists**

As was mentioned at our last PPC meeting, this was planned to understand the best way to support our Catechists in the work that they do on our behalf. Hopefully we will be able to offer some appropriate support in the next academic year. Louise has received 7 responses to date.

**Ministers of the Eucharist**

More Eucharistic Ministers are needed at 10.30am Sun Mass and with the new Sunday evening Mass for young people, there should be a strategic review of who is able to become Ministers of the Eucharist and thought given to a wider base of ministers and also how younger people can become involved – Q is there a lower age for this Ministry? **Refer to Action 06/4**

* **Education and Formation Team Meeting**

Report from Kenneth:

The Education and Formation Team have prioritised the formation of the Youth Group and the Youth Band.

**Meeting**

Meeting held on Thurs 5 June 2014 of 5 members of the Education and Formation team Kenneth, Claudia, Hilary, Anne and Megan along with Tom, Guy and Sophie (representing our Young People).

**Update on Plans for a Youth Band**

Advertising has started in the Parish newsletter for young musicians and singers to come forward. All ages and levels of experience welcome.

Sophie, Tom and Guy spokeafter the Masses last weekend (7/8 June) encouraging any young members of the congregation who have a musical talent (instrumental or singing) to put their names forward to form a new Christian Band.

**Update on the forthcoming Sunday evening Mass, 29th June**

“The Mass on 29th June will be titled the “ Go Forth Mass”, a Mass where we are not only sending our newly confirmed out as new evangelists, but also hopefully creating a new dawn for all the youth in our parish community”(Mary McNab).

It was agreed that this Mass would be an opportunity to encourage all the youth to get together for worship, including an opportunity also to socialise at the end of the Mass in the Church Hall where refreshments would be on offer.

The Confirmation candidates and some additional young people would be encouraged to participate in the Mass. As it will be unlikely that the youth band will be fully formed at this stage, it was agreed that Tom would enlist the help of the Life in the Spirit Band and the Youth Ministry contact (if available) to support the music and singing for this event. Tom and Kenneth to meet up, (including Diocese Youth Music Ministry team if applicable) to finalise the musical arrangements/practice sessions for the Mass on the 29th June. **Refer to Action 06/5**

**After Mass Refreshments in Hall:**

It was decided that suitable refreshments and selections of foods/nibbles would be served after Mass and that the Parish would meet the cost. Everyone would be invited to stay and have a chance to socialise. Hilary will contact Mary to discuss arrangements. Hilary Bone/Claudia Wing /Anne Gibbons to help on the night or assist Hilary pre the event to purchase food etc. **Refer to Action 06/6**

**Admissions Support**

Concern was voiced as to why Admissions Support was the concern of the PPC. Maura said that the Parish Framework covered all areas of Parish Life and included the named contacts whom we could approach if we needed clarification/guidance. It is not necessary for an Admissions Support Sub-team, as admissions arrangements very clearly sit within the respective schools and as both schools are represented on the structure already, there is no need for this sub-team. Admission arrangements are fixed and very clear - any changes are subject to extensive consultation. This is not an area that requires separate proactive support/action from the PPC. The PPC exists to support Fr Danny and he stated that he was happy with arrangements in place.

* **The New Evangelisation Team**

Report from Renata:

NOTICEBOARD

The revamped noticeboard in the narthex is now in use and I think gives more light and space and is better organised. Thanks to Katharine and Derry Ferguson for their wonderful contribution in time and thought for this great revamp.

 MINISTRY TO MARGINALISED AND RESTING CATHOLICS

This is an important ministry and Shaun and I have met to discuss two schemes, one is Landings, and the other is KIT or Keeping in Touch with Catholics. We are to meet with Father Danny on 19th June, to discuss how we plan to introduce KIT in our parish. At the present time this scheme seems to be the most useful one for our parish subject to Father Danny’s agreement and views. If we agree to go ahead, a full report will be given to the next PPC with a plan of action. **Refer to Action 06/7**

In the meantime, we hope to go ahead as soon as the noticeboard/display for Life in the Spirit seminar is taken down next week after the last session, and have a new display erected which speaks to welcoming resting Catholics and visitors and pointing them to who to go to for further information. **Refer to Action 06/8**

 WELCOMING AT 10.30 AM MASS

It seems that there is still a shortage of Welcomers at this Mass and sometimes no collectors for a second offering after mass. Can we ask PPC members who attend this mass please, to ask if anyone is willing to go on a rota and, if so, to let Catherine Collery know. Are there any Eucharistic ministers who could help at this Mass? **Refer to Action 06/9**

1. **Input from Michal Szymaniec on Youth Involvement in the Parish/Pastoral Area**

Michal has just completed his degree course in Portsmouth and is fortunate to have found a job in Portsmouth beginning in August. He volunteered at the local Catholic Youth Office in Darwin, Australia, during his gap year.

He spoke about his experiences on youth matters that are taking place in Porstmouth where there is a young Youth worker in situ who has set up youth groups for young people in the 11-16 and 18-25/30 age ranges. Michal suggested that young people need to lead other young people. He said that we need to get 11-16 more involved, but not forgetting the 18-25/30 who are particularly badly served in our Parish.

“It is right that the PPC are focussing on youth activities for those about to be confirmed/have been confirmed recently as it is important that youth from all ages have an important role in the parish and it is best to start with the young ones and hopefully if they are interested in this, they will be in it for the long term and allow a foundation to be built upon.  I think that a Youth Mass is an excellent idea. I also think that it should be advertised for young adults and on a Pastoral Area basis as I feel that I do not know much about the other Catholic parishes in the area and this would be an excellent opportunity for this to happen. We need to make our community more appealing to the young so that they find us welcoming and somewhere where they can get involved and do something worthwhile with peers”.

Michal was lucky enough to be present at the last World Youth Day and proposed that we start right now to prepare some potential attendees for the World Youth Day 2016 in Poland. **Refer to Action 06/10**

1. **AOB**
* Fr Danny reported on the review of Pastoral areas undertaken by + Philip, leading to 9 new (much larger) Deaneries, wherein the individual Parishes will be expected to work together, share resources, provide holiday cover and provide an extra impetus to New Evangelisation.
* The Ascot Bracknell SVP is holding a Fundraising Day on 24th June from 9.30am–7pm at the home of Mary Looney, 34 Llanvair Drive, South Ascot, SL5 9HT

Directions: pass St Francis Church, pass the sign for St Mary’s School signposted left and take the 1st right into Llanvair Drive.  Mary’s house is about 15 houses along on the left.  Look out for blue balloons!

* The small office , adjacent to the Parish Office will be converted into an SVP drop in centre and Fr Danny is considering removing the garage and erecting a log cabin to be used as a One Night Stop.
1. **Closing Prayer**

Fr Danny led us in a brief prayer and the meeting closed at 9.10 pm

**PPC ACTION LIST**

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|  | What | Who | When |
| 03/4 | Welcome Card Competition | StJ / StMC School Reps  | End of Summer Term |
| 04/5 | Source information about youth gatherings | Megan and Hilary | Report at next meeting |
| 04/8 | Photographs on Website | Mary / Maura / Michelle | Ongoing. Report at next meeting |
| 05/4 | Census information on-line | Mary / Michelle | Report next meeting |
| 05/5 | Sion Parish Mission Negotiations | Louise / Peter | Report next meeting |
| 05/7 | Parish Fayre | Maura | Report next meeting  |
| 05/9 | Query Transport to All Hallows School | Mary | Next Finance Committee meeting |
| 06/1 | Query Transport to All Hallows School | Education & Formation (small working group) | Report next meeting |
| 06/2 | Arrange Training for Ministers of the Word | Fr Danny/Mary/Louise | September/October |
| 06/3 | Arrange Days of Reflection for Ministers of the Eucharist | Louise | Report next meeting |
| 06/4 | Review of who is able to become a Minister of the Eucharist. Increase Ministers of the Eucharist at 10.30am Mass. | Fr Danny | Report next meeting |
| 06/5 | Finalise musical arrangements/practice sessions for 29th June | Tom/Kenneth | ASAP |
| 06/6 | After Mass refreshments in the Hall (29 June) | Hilary/Claudia/Anne | Report next meeting |
| 06/7 | Meeting on 19 June re introducing KIT (Keeping in Touch with Catholics) in our Parish | Fr Danny/Renata/Shaun | Report next meeting |
| 06/8 | New Welcoming display in the porch  | New Evangelisation team | Report next meeting |
| 06/9 | Increase number of Welcomers at 10.30am Mass | PPC members who attend 10.30am Mass | Report next meeting |
| 06/10 | Research World Youth Day 2016 Poland | All | Report next meeting |