

# Minutes of the Parish Pastoral Council Meeting Wednesday 8 October 2014, 7.15pm in the Hall

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

## Present :

Fr Danny	Ann Burke	Renata Clayton	Nicki Craggs
Katharine Ferguson	Mary McNab	Maura Holt	Louise Birley
Maria Illingworth	Serafina Delmundo	Claudia Wing	Simon Mwanje
Marie-Danielle Tichbon			

**Associates:** Peter Hancock, Krzysztof Syzmaniec

## 1 WELCOME

Maura welcomed all present to the meeting. Associate members were also warmly welcomed – Krzysztof and Peter. Maura thanked Nicki for agreeing to be our Minute Secretary going forward. Maura thanked Mary for being such an efficient secretary to our PPC over the past 9 months. Mary will continue to be a member of the PPC.

Maura said that Larissa Okyere, who was confirmed in June had said that she would like to come along to our next PPC meeting with a view to becoming a member. In this way, we hope that the voice of our Young People is heard at our PPC meetings.

As mentioned at our last meeting future PPC Meetings have been timetabled through until next July on the 2<sup>nd</sup> Wed of each month at 7.15pm.

Maura said that September had been a busy month. In addition to the busyness of a normal Parish month, with Masses, Baptisms, Confessions, Weddings, Funerals, meetings, visits to the Sick and housebound, there have been 3 days of Reflection for Eucharistic Ministers at Douai Abbey, Parish Fayre, the launch of the FHC journey, the launch of the Journey of Faith, the celebration of the Feast Day of St Vincent de Paul on 27 Sept with Mass and Fundraiser and the Sunday Youth Mass on 28 September. Maura thanked Fr Danny and the Youth Band for making the latter possible. It is hoped that these Youth Masses will continue on the last Sunday of each month. Maura suggested that it might be a good idea, going forward, to advertise the Sunday Evening Youth Mass in our Pastoral Area as Michal had suggested at a previous meeting. **Refer to Action 10/1**

## 2 PRAYER AND FORMATION

“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 was invited to lead us in our 15 minutes of Prayer and Reflection that Bishop Philip has asked for at all meetings in the Diocese. He read from 'As bread that is broken' by Peter G Van Breemen and the Iona Book of evening prayer.

Our thoughts and prayers are with Kenneth, recovering from a ruptured tendon and Freda recovering from a mild stroke and we also pray for those in our Parish who are sick and housebound, ill or in hospital at the present time. Lord in your mercy, hear our Prayer.

We pray for our Parish Schools. Hopefully, by now, staff and pupils have settled into the daily routine of school life and we pray that they will be blessed with a successful school year. Lord in your mercy, hear our Prayer.

We pray for those who have begun Sacramental journeys in our Parish, the children on their FHC journey, their parents and those who have started their Journey of Faith. May we, as a Parish, support them on their journey. Lord in your mercy, hear our Prayer.

We pray for the Synod on the family, being held in Rome as it considers 'The Pastoral Challenges of the Family in the Context of Evangelisation.' May the Holy Spirit guide the bishops at this special Synod. Lord in your mercy, hear our Prayer.

We pray for the families of our Parish. Recently Pope Francis stressed that families are the foundation of the work of evangelisation, with their educational mission and with the active participation in the life of the parish community. "I encourage you to promote the pastoral care of families", he said, "so that families, accompanied and formed in the faith, might always give their best contribution to the life of the Church and of society". Our Parish is a family of families. Dear Lord, help us to be understanding and caring of all families especially those experiencing difficulties and help us to be generous in our support so that our Parish may always be a place of welcome, love, help and support for all the families of our Parish.

### **3 APOLOGIES**

Apologies were received from Jan McTague, Hilary Bone, Theresa McDougall, Dr Trevor Keeling, Kenneth Maimo and Freda Crookall.

### **4 APPROVAL OF THE MINUTES FROM THE MEETING OF 10 September 2014**

There was a mistake with regard to the time of Mass on page 6. This should read 5pm and not 5.30pm. There was a misspelling of Patrick Doherty's name, subsequently brought to our attention, which has been corrected. The minutes of the previous meeting were agreed as a fair and accurate record.

## 5 ACTIONS ARISING FROM THE MINUTES

- 04/8 Photographs on Website.** Mary and Maura met with Shaun on 1<sup>st</sup> October in an effort to improve navigation around the Parish website. Photographs on the website were discussed and we hope to introduce authentic photos of Parish Life on to our website soon. **Ongoing. Report at next meeting.**
- 05/4 Census information online.** Census form is currently being redesigned and it is hoped that this will be available soon on the Parish website. **Ongoing action. Report next meeting.**
- 06/2 Arrange Training for Ministers of the Word.** This will be timetabled for a Saturday morning in November (8 or 15 November – still to be finalised). It is hoped to send out an email via Catherine Collery who does the rota for Ministers of the Word. Training will begin with Mass at 10am, followed by training from 11am until 1pm. Maura thanked Catherine for all that she does in drawing up the rotas for Readers and Eucharistic Ministers at all the Masses so efficiently and also for her help in contacting Eucharistic Ministers recently with regard to the Days of Reflection at Douai Abbey. **Ongoing. Update next meeting.**
- 06/10 World Youth Day 2016.** We will continue to monitor the information provided. **Ongoing. Update next meeting.**
- 09/1 Print and laminate School Welcome Cards.** Prizes have now been distributed at school to pupils concerned. Work has started on preparing the cards for printing. **Ongoing. Update next meeting.**
- 09/2 Arrange Census Weekend.** This has yet to be arranged. **Ongoing. Update next meeting.**
- 09/3 Transport to All Hallows School.** The Finance Committee has not yet had a meeting to discuss the sums of money involved and make a decision as to what, if any, financial support should be provided and how. The date of their next meeting is 29 October 2014. **Ongoing. Update next meeting.**
- 09/4 Group photo of PPC members.** As a number of members were not at the meeting, it was decided to leave the taking of a group photo until a future date. Fr Danny said that it might be possible to have 2 group photos merged together if members were absent. **Ongoing. Update next meeting.**
- 09/5 Find a trainer/mentor for Altar Servers.** It has not yet been possible to find someone willing to take on this role. **Ongoing. Update next meeting**
- 09/6 Investigate the possibility of buying a lighter table tennis table, possibly on wheels.** As Hilary was not present at the meeting it was decided to leave this until our next PPC meeting. **Ongoing. Update next meeting**

**09/7 Fundraising for new drum kit.** The Youth Group need a drum kit and they suggested that they could organise a fundraising session and if the Parish could match the sum raised or top up the sum to purchase the kit, that would be great. Fr Danny thought that maybe we should just purchase the drum kit as it is something that they need and if they wanted to fundraise later on for a particular cause, when they are more established and there are more members, they could do so. It was decided that the Education and Formation team should bring this up for discussion again. **Ongoing. Update next meeting**

**09/8 Meet with other youth leaders to share ideas/practice.** As Kenneth is incapacitated at the moment it was decided to leave an update on this action until the next meeting. **Ongoing. Update next meeting**

**09/9 Carol Service ideas.** A Carol Service is being organized for 6pm on 17 December in front of the Church. Both schools will be taking part and parents and parishioners will be there along with passers-by and members of the public. It is hoped to serve mulled wine and mince pies and use this as an opportunity for us to reach out into the community. Hugh Gibbons has a contact on the Bracknell Regeneration team and they will be happy to flag our Carol Service as a town centre event on their website. More information about this is documented in the New Evangelisation Report item 6 below. **Action completed.**

**09/10 Christmas Children's Mass.** A meeting has not yet taken place between Fr Danny and Patrick. **Ongoing. Update next meeting**

Given that our next meeting will be in November, Christmas Planning/Preparations should appear on that Agenda. **Refer to Action 10/2**

### **Safeguarding Update**

With regard to the Safeguarding procedures surrounding the recruitment of volunteers to various ministries, Maura clarified the process going forward.

If someone shows an interest in joining a team (eg Children's Liturgy/First Holy Communion), the Team Leader should ask them to fill in the Application Form for Volunteer Roles (involving Children, Young People and Vulnerable Adults). Copies of this form are to be found in the bottom left pigeon hole in the sacristy. When a Team Leader hands out a form, he/she should email Mary McNab at the Parish Office to let her know. Once the form is completed, the volunteer should send it to the parish office, marked for the attention of Mary McNab. She will then write to the Referees quoted on the form asking them to complete a Reference Form and once the references have been received, she will pass everything to Marion, our Parish Safeguarding Rep, to begin the DBS process. Once that process is complete and the volunteer has attended the appropriate Child Protection/Vulnerable Adults Safeguarding training, he/she will be able to take up their ministry.

## 6 TEAM REPORTS

- **The Contemplative Life Team**

Report from Louise:

### **Days of Reflection for Eucharistic Ministers**

Our three days booked at Douai Abbey have now taken place. A total of 48 people participated over the two Saturdays and the Sunday. It seems that each day was unique. We put ourselves into the hands of the monks so Fr Gabriel did the first day Fr Gervaise the second and Fr Oliver the third. Everyone enjoyed the hospitality and the ambience of the Abbey and appreciated joining the monks for the mid-day prayer. I have written to Fr Finbar, the Guestmaster, to thank him for his work in enabling our parish ministers to 'go away with the Lord'.

### **Parish Mission**

For our mission the pre-mission coordinator should contact us 6 – 9 months before our start date. We should also be invited to their Priest and People Forum which is a 24 hour event held at the Sion Training Centre in Brentwood. The projected date for this meeting is 21 – 22 January.

### **Groups in the parish**

There are many groups in the parish meeting, praying, and working for our good. None have contacted me requesting any help but I would like to say that the Gospel Challenge Group, who meet twice a month to reflect on the readings for Sunday, have moved their meetings to the parish room. The numbers attending remain small but the group is open to anyone who would like to explore the meaning of the Scriptures in their daily lives.

### **Catechist support**

Krzysztof was able to attend a diocesan meeting for Confirmation catechists in Basingstoke on 27 September and Louise invited him to speak about his experience.

Krzysztof said that it was quite a useful day as there was a presentation of a new resource to run the sessions, entitled 'Transformed in Christ'. This is a new programme recommended by the diocese (Bishop Philip has said: "This course not only informs its participants but helps them become, by God's grace, intentional disciples, focused on the love of Jesus in the Holy Eucharist.") and was written by Hannah Vaughan-Spruce, now our bishop's PA. She was at the meeting in Basingstoke with a few other people, all of them stressing the need to evangelise the young people before they are prepared for the sacrament. The new programme can be spread over two years with the Confirmation Mass itself after the first year, which is what Bishop Philip wants to happen in the diocese. At the meeting in Basingstoke, the structure of the programme and a layout of an individual session were presented. In Krzysztof's opinion, we should use this useful resource in our parish as

it is. He had a copy of the catechist handbook which was passed around. Krzysztof suggested that we could use the 'second half' of the programme for those confirmed earlier this year but that we should start the sessions fairly soon. **Refer to Action 10/3**

Krzysztof commented that he was concerned that we are very short on Confirmation Catechists at the moment – he was the only Catechist from our Parish who attended the diocesan meeting in Basingstoke - and it is important that we build a strong team of Confirmation Catechists (5-10 perhaps) to get such a programme running smoothly. **Refer to Action 10/4**

He also said that it was worth considering the idea of employing a youth worker to coordinate such a programme, someone who could perhaps work across our Pastoral Area, an idea which has previously been discussed at PPC meetings and is on our wish list.

It was agreed that being a catechist is quite a commitment and not many are willing to take this up. Fr Danny thanked Krzysztof for representing the Parish at the meeting in Basingstoke and commented that there is on average, only 3% of people in parishes putting themselves forward for volunteer roles, and that it is very difficult to break through that 3%. He also talked about the importance of training and equipping our catechists. He said that in comparison with the 4 years that is allocated to the training of a candidate for the Diaconate, the catechists in our Parish have had little or no training. "We need to properly train people we are asking to do this work". **Refer to Action 10/5**

Maura noted that no one so far from our Parish has signed up to the new Certificate in Catechesis Course offered by the Diocese of Portsmouth through Maryvale Institute, a course dedicated to their own formation, and which can be done via distance-learning. Louise said that as this course is not free, there are cost implications. She had been contacted by one person who had enquired about the cost. Fr Danny said that he had not been approached about this. Peter said that as we are launching the Living our Faith Appeal this weekend (11/12 October), it would be possible to use money raised to fund someone who might want to do this course. They should not be deterred from doing so on financial grounds. Maura mentioned that as the first study day is not until 1st November, it might be possible to re-advertise the course in the Parish and encourage anyone who might be interested to sign up. (Note contact for this given on Diocesan website, Sr Veronica Brennan OP at [catform@portsmouthdiocese.org.uk](mailto:catform@portsmouthdiocese.org.uk)). **Refer to Action 10/6**

At present, 20 catechists in the diocese have signed up to the new Certificate in Catechesis Course. Many, apparently, have decided to sign up following an Echoes programme held in their parishes. (Echoes is a basic 11-week training for catechists.) Maura said that that this course is advertised in Crowthorne/Sandhurst Parish newsletter. Fr Danny was unaware of this.

Maura mentioned the Called and Gifted Workshop held at the end of June which one member of our Parish had attended. The following report about it appeared in the newsletter of the Parish of St James and St William of York, Reading.

*“250 people from around the Diocese gathered in Southampton on the last weekend in June for the ‘Called and Gifted Workshop’. I, along with 7 others from the parish attended this. Sherry Weddell, author of ‘FORMING INTENTIONAL DISCIPLES’ led the workshop. I recommend the book to you available from Amazon. Her claim is that only 60% of active Catholics believe in a PERSONAL GOD, we lack a conscious personal relationship with God. This is the question she put to us: COULD YOU DESCRIBE YOUR LIVED RELATIONSHIP WITH GOD AT THIS TIME OF YOUR LIFE? She claims that most of us who go to Sunday Mass are not yet disciples of Jesus. We say we follow Jesus but we have not made a personal decision to live as a disciple of Jesus. Many of us who are ‘cradle Catholics’ and who attend Mass live without any explicit attachment to Jesus Christ. Many of us are ‘SACRAMENTALISED’ but not ‘EVANGELISED’. We live without a personal attachment to Christ”. So if this is true, it is true of our parish. How do we change? What is God calling us to do? Can we move from being DEVOTEES to DISCIPLES OF JESUS? This is the challenge for us so let us begin the process of discernment and ask the Spirit of God to help”.*

In a recent Portsmouth e-news which all members of the PPC are encouraged to sign up to and read, it stated that The Called and Gifted Team have now completed around 175 interviews since the summer workshop and that workshops are being booked for 2015. It was agreed that we should look into the possibility of having such a workshop for our Parish. **Refer to Action 10/7**

There followed a discussion on Baptism preparation. Fr Danny mentioned that he has been meeting parents prior to their child’s baptism. He said that he encourages families to bring as much of their culture as they can to the Baptism Ceremony.

Two families; one from the Philippines and the other from Nigeria stood out recently in the way they sang during the ceremony. It was suggested that parishioners from different cultures could be encouraged to lead the music and participate in liturgy during Sunday mass, say a weekend for each culture. This way, we would benefit/celebrate our multi-cultural community.

- **The Education and Formation Team**

Report from Maria:

Maria said that the Education and Formation team, in an effort to share the load, has been working to put a rota in place for the Friday evening meetings of the Youth Band in the Hall between 5.30pm and 7.00pm. Maura thanked Maria and Hilary for volunteering to draw up the rota in Kenneth’s absence. It is hoped to approach others who have a DBS Certificate and appropriate Safeguarding Training in place to see if they are willing to be added to the Rota. Fr Danny said that it’s important that we find people properly trained to work with Young People. **Refer to Action 10/8**

The Youth Mass on 28 Sept was discussed. There will be a Youth Mass on the last Sunday of each month. It is hoped that at future Youth Masses, the Reader(s) and Eucharistic Ministers can be organised in advance of the Mass by the young people themselves. **Refer to Action 10/9**

It was suggested that, once a month, possibly on the Friday before the Youth Mass, there could be a social youth session where other young people who do not wish to be part of the band could come along for the evening. This is to encourage more youth to join the sessions on a Friday, as it is felt that our youth may think these sessions are only for the band to practise. The team thought that for this first social session, invites could be sent to those who are currently on the 2 year Confirmation programme. **Refer to Action 10/10**

The new First Holy Communion Journey was discussed as it was launched in the Parish on 10 September. It is home-based with support from the FHC team of Catechists, each of whom has been assigned a number of families. Maria, who is also one of the FHC Catechists said that it was going very well for her and explained how she, as a Catechist, is supporting the families in her care. Fr Danny mentioned that groups of parents have organised a Facebook page to share thoughts and ideas. Maura said that she had looked at the Journey booklet and felt that it was beautifully thought through and that the children and their parents will get a lot out of this shared journey. She asked if there were plans to bring parents/children/families together for talks /socially and was told that this was also part of the Journey

### **Re Youth Ministry Events**

Maura said that there is an update on the diocesan website of some Youth Ministry events that have taken place over the summer which she will forward to Kenneth for future reference. **Refer to Action 10/11**

- **The New Evangelisation Team**

Report from Renata:

### **RCIA**

Shaun has reported that there are 9 participants on the Journey of Faith/RCIA course which started on 30 September. An additional participant is receiving one to one tuition as he cannot attend on a Tuesday night. Total therefore is 10.

### **COME AND SEE EVENING**

Shaun has reported that this evening was held on 23 September, and was attended by about 33 people, attended by past participants as a reunion and a celebration for those about to start the Journey of Faith. Father Danny was also in attendance. Shaun has said that it was a really enjoyable evening for participants, friends and

family including some children. A talk was given by Maria on the Lady Doctors of the church.

Theresa, Katharine, Maura and husbands and other helpers served refreshments and cleared up afterwards. Well done to them for getting the RCIA and KIT ministry off to a good start.

### **KIT MINISTRY**

There are about 10 volunteers willing to help with this ministry and, hopefully, this will increase when Anne D'Souza drums up additional support from those who attend the prayer group.

The official start of KIT will probably be in early November as the KIT presenter isn't available until then. This gives time for volunteers to be safeguard checked and trained for both Adult and Child protection. Shaun reports that, at this point, we are looking for those prepared to attend the KIT presentation in November with no commitment in the meantime. **Refer to Action 10/12**

### **CAROL CONCERT IN DECEMBER**

Fr Danny has arranged for the schools to sing outside in front of the church on Wednesday 17 December at 6.00 pm. Schools will be preparing for this, hopefully, and we will be serving mince pies, squash and mulled wine afterwards in the parish hall for carol singers and townspeople. Theresa is again doing a sterling job of coordinating the refreshments.

It was suggested that drinks and mince pies might be served on tables outside on the raised area in front of the doors of the Church. It was decided to discuss this further at our next meeting. **Refer to Action 10/12**

### **WELCOMERS**

The team has decided at its recent meeting that additional Welcomers are needed at 6pm Mass to assist Bob and Ray. Katharine and Serafina have volunteered to do this and other PPC members at that Mass will provide cover when required.

#### **7 A.O.B**

- **Living Our Faith:** Peter will be speaking at all Masses this weekend (11/12 October) and there will be information packs to be handed out after each Mass. Peter has asked that as many PPC members as possible are on hand to help hand out the packs - one per family/household if possible - so please make your way to the porch during the final hymn of whichever Mass you are attending. This is simply a handing out exercise, no need to explain anything, all the information people need is in the pack including Peter's contact details if anyone has any further questions.

Maria suggested that these could also be sent out if necessary through the schools too.

- World Mission Sunday takes place next weekend 18/19 October and we will have a speaker from ACN (Aid to the Church in Need) at all Masses. We are encouraged to say the Novena to Our Lady, Help of Christians, particularly over the last 9 days of October (22 – 31 October)
- Pilgrim hearts [www.pilgrimhearts.org.uk](http://www.pilgrimhearts.org.uk)

The Pilgrim Hearts Drop-in Centre meets at St Andrew's church every Tuesday and Thursday from 11am until 2pm. The Bracknell Homeless Forum also meets at St Andrew's Church, situated in Priestwood Court Road, Priestwood, near the Admiral Cunningham pub and Priestwood Community Centre, Bracknell, Berkshire, RG42 1TU. The next meeting of The Bracknell Homeless Forum which we are invited to attend is on 17 October at 2pm.

- Update on articles by/about Hugh Gibbons which have appeared in the Bracknell News and the Universe recently in connection with the Gallery and the planned Community Gallery

## **8. CLOSING PRAYER**

The meeting closed with a prayer.

### PPC ACTION LIST

	<b>What</b>	<b>Who</b>	<b>When</b>
<b>04/8</b>	Photographs on Website	Mary / Maura	Ongoing. Report at next meeting
<b>05/4</b>	Census information on-line	Mary	Report next meeting
<b>06/2</b>	Arrange Training for Ministers of the Word	Fr Danny/Mary/Louise	Report next meeting
<b>06/10</b>	Research World Youth Day 2016 Poland	All	Ongoing. Update next meeting
<b>09/1</b>	Print and laminate School Welcome Cards	Mary	Before next meeting
<b>09/2</b>	Arrange Census Weekend	Mary/Fr Danny	Report next meeting
<b>09/3</b>	Transport to All Hallows School	Finance Committee	Report next meeting
<b>09/4</b>	Group photo of PPC members	All	Next meeting – 12 <sup>th</sup> November 2014
<b>09/5</b>	Find a trainer/mentor for Altar Servers	Fr Danny	Report next meeting
<b>09/6</b>	Investigate the possibility of buying a lighter table tennis table, possibly on wheels.	Hilary/Finance Committee	Report next meeting
<b>09/7</b>	Fundraising for new drum kit	Kenneth/Education and Formation team/Youth Band	Report next meeting
<b>09/8</b>	Meet with other youth leaders to share ideas/practice	Kenneth/Education and Formation team	Report next meeting
<b>09/10</b>	Christmas Children's Mass	Fr Danny/Patrick	Report next meeting
<b>10/1</b>	Advertise the monthly Sunday Youth Mass in our Pastoral Area	Mary/Chris	Now
<b>10/2</b>	Ensure that Planning for Christmas appears as an Agenda item at our next meeting	Maura/Nicki	Before next meeting
<b>10/3</b>	Invite those who were confirmed in June to start Year 2 of their Confirmation course.	Fr Danny/Mary/ Krzysztof	Report next meeting
<b>10/4</b>	Additional Confirmation Catechists needed	Fr Danny/Mary/Krzysztof	Report next meeting

<b>10/5</b>	Look into suitable courses for our Catechists including the Echoes training programme	Contemplative Life Team	Report next meeting
<b>10/6</b>	Re-advertise the new Certificate in Catechesis Course	Maura	Now
<b>10/7</b>	Consider having a Called and Gifted workshop for our Parish	The Contemplative Life Team	Report next meeting
<b>10/8</b>	Additional people needed for the Friday evening Youth Group rota	Education and Formation Team	Report next meeting
<b>10/9</b>	Ensure that Readers and Eucharistic Ministers are organized for the monthly Youth Mass	Youth Group/Education and Formation Team	Next Youth Mass – Sunday 26 October at 5pm
<b>10/10</b>	Organise monthly Youth Social Evening	Youth Group/Education and Formation Team	Report next meeting
<b>10/11</b>	Forward Diocesan Youth Ministry Events to Kenneth	Maura	Now
<b>10/11</b>	Arrange KIT Presentation	The New Evangelisation Team	November
<b>10/12</b>	Catering for the Carol Concert	The New Evangelisation Team	Wed 17 <sup>th</sup> December at 6pm
<b>10/13</b>	Distribution of Living Our Faith Packs at all Masses 11/12 October	All	11/12 October