## Parish of St Joseph & St Margaret Clitherow

## Bracknell


## Minutes of the Parish Pastoral Council Meeting

**Wednesday 11th February 2015 at 7.15pm in the Church Hall**

**Present**: Fr Danny, Ann Burke, Nicki Craggs, Maura Holt, Shaun Howard, Katharine Ferguson, Mary McNab, Marion McGuire, Jan McTague, Simon Mwanje, Larissa Okyere, Claudia Wing, Thomas Donkor.

**1 Welcome**

Maura welcomed everyone to the February PPC meeting. Although there were quite a few apologies and absences, there was a busy agenda. Maura mentioned that she had attended the performance of Handel’s Messiah at our Church the previous Saturday and what a real treat it was to see our Church used in this way with a 120 strong choir, 4 soloists and an orchestra. Unfortunately, the Church was only half full but it was good to see a number of Parishioners in the audience and 5/6 members of our Parish community performing in the Choir.

**2 Prayer and Formation**

As previously detailed, Bishop Philip has announced that this year will be a Year of Prayer. We came together to sing the hymn ‘Christ, be our Light’ and to share the prayer that Bishop Philip has asked us to pray this year.

Fr Danny then led us in our time of Prayer and Formation that Bishop Philip asks for at all meetings in the Diocese by sharing a reflection which was followed by a brief discussion.

Maura asked all present to remember in their prayers those preparing to be received into the Church at Easter. Last Sunday (8th February) Ehsan, David, Niamh and Abigail, who have not previously been baptised, took part in the Rite of Acceptance during 10.30am Mass when they stepped forward and said that it was their desire to be baptised into our Parish Community. They along with Amelia, Anthony and Marco (who have been baptised) will attend the Rite of Election at Portsmouth Cathedral on Saturday, 21st February when they will be presented to Bishop Philip in preparation of being received into the Church, please God, this Easter.

Maura also mentioned that, at the Children’s Liturgy at 10.30am Mass on Sunday 8th February, the children attending made cards for those unable to come to Mass because of illness. These cards are being distributed this week to the Sick and Housebound of our Parish by the Ministers of the Eucharist who visit them. All agreed that this was a beautiful and thoughtful activity. “On this, the World Day of Prayer for the Sick and through the intercession of Our Lady of Lourdes, whose feast we celebrate today, we pray for the sick and for those who work very hard to alleviate the sufferings of the sick”.

1. **Apologies**

Apologies were received from Louise Birley, Patrick Doherty, Anne Gibbons, Maria Illingworth, Peter Hancock, Theresa McDougall and Marie-Danielle Tichbon.

1. **Approval of Minutes from the meeting held on 14th January 2015**

The minutes of the previous meeting were agreed as a fair and accurate record.

**5 Actions arising from those minutes**

 **06/10 Research World Youth Day 20-16 Poland.** Ongoing. Update next meeting.

 **09/2 Arrange Census weekend.** Mary said that this will take place during the first weekend of Lent – 21st/22nd February. **(note: change of date** This will now take place during the weekend of 28th Feb/1st March 2015). **Action completed.**

 **09/4 Group Photo.** Ongoing. We will explore new ideas as it seems impossible to get everyone together at one meeting for a group photo. Update next meeting.

 **09/5 Find a trainer/mentor for Altar Servers.** Ongoing. Update next meeting.

 **10/3 Invite those who were confirmed in June to start Year 2 of their Confirmation journey.** No progress.

 **10/4 Additional Confirmation Catechists needed.** No progress.

 **10/7 Consider having a Called and Gifted workshop for our Parish.** Mary (McNab) gave feedback on this item. She has contacted the Diocese with regard to our holding a ‘Called and Gifted’ workshop in our Parish/Pastoral Area. The first available date would appear to be November 2015 but it is more likely to be early 2016. There are workshops being offered around the Diocese and all were encouraged to sign up to the Portsmouth e-News where information on these can be found. It was suggested that it would be beneficial if members of our Parish were to attend ‘Called and Gifted’ workshops being organised this year as this would help with the planning/organising of a ‘Called and Gifted’ workshop in our own Parish/Pastoral Area. Note: Fr Danny mentioned that it had been decided to defer the Sion Community Mission until 2016 as it was important to be well prepared for such an event. **Action completed.**

 **10/9 Ensure that Readers and Eucharistic Ministers are organised, if necessary, for the monthly Youth mass.**  Ongoing. To date there has been no need for Eucharistic Ministers at this Mass. It was suggested that it would be a good idea to approach some of the ‘younger’ Readers on the Sunday Mass rotas to ask them if they would volunteer to read at a Youth Mass. **Refer to Action 2/01**

 It was noted that the next Youth Mass will be celebrated on 22nd February 2015.

 **10/10 Organise monthly Youth Social Evening.** Ongoing. Item updated as part of the Education and Formation team update.

 **11/02 Find out if we can book places for young people from our Parish to go with Bishop Philip to the World Youth Day in Poland in 2016.** The cost is £995 per person. It was thought that names have to be provided at the time of booking. **Action Completed.**

 It was agreed that we should try to secure places for young people from our Parish to go to the World Youth Day with other young people from the Diocese. **Refer to Action 2/02**

 **11/04 Decide on what (drum kit) is required for the Youth Band.** Ongoing. Update next meeting.

 **11/08 Increase the number of Eucharistic Ministers at Sat 6pm and Sunday 10.30am Masses.** No progress.It was suggestedto approach people directly rather than just put items in newsletter.

 **11/09** **Help Carol Nichols identify people suitable to replace her on the Bracknell SACRE.** Ongoing. Details of what is required to be provided to both schools to see if anyone can help.

 **11/10 Organise training for those who carry out Baptism preparation.** Ongoing. Update next meeting.

 **11/12 Arrange a meeting on ‘How to involve our young people within the Church’.** Ongoing. Date to be arranged.

 **11/16 Find out about families in need of our help from case workers who work with the SVP and refer cases to them.** Jan (McTague SVP) gave an update for this item. Case Workers in Bracknell have been emailed. There is now the need to set up a ‘client room’ in order to meet those in need of help. Leaflets will also be used to give details of the help available. It may be necessary to provide the Case Workers with a ‘permission slip’ for them to provide details of families whom the SVP might be able to help. **Ongoing. Update next meeting.**

 **11/17 Raise awareness of the work of the SVP in schools.** Ongoing. Update next meeting.

 **1/01 Review what needs to be done on Parish Website.** Simon (Mwanje) provided the update for this item. He has been familiaring himself with the Parish website and has updated information on Parish Groups etc using the Parish Booklet. Information for the booklet was provided by the named contacts on the Parish Framework. Maura said that she would email the named contacts of the various Parish Groups to ask them to provide additional information/photos/links etc for their page on the Parish website.

 **Refer to Action 2/03**

 Suggestions were made re Groups using the site as a platform to update their own information or whether one person (ie Simon) should be ‘in control’ of this.

 **Refer to Action 2/04**

 Everyone was encouraged to go on to the website and check the ease of use, links etc and make suggestions as to what could be improved. Suggestions/feedback should be made direct to Simon (simon\_mwanje@yahoo.com) before the next PPC meeting on 11th March 2015. **Refer to Action 2/05**

 It is hoped that the more people who use the site will increase the number of views it receives.  **Ongoing. Update next meeting.**

 **1/02** **Give as much notice as possible in Newsletter of training days/events.** Mary said that the office staff would do their best to implement this. **Action Completed.**

 **1/03 Sign up to receive Portsmouth e-news.**  It was agreed that those who have still to sign up will do so before the next meeting. **Action Completed.**

 **1/04 Review need for training/ongoing training of Catechists**. Fr Danny said that he has asked Thomas (Donkor) to oversee this as he has had experience of doing so in his previous Parish. Thomas was thanked for taking on this vital task. He hopes to work through each area in turn. **Ongoing. Update next meeting.**

 **1/05 Advertise Flame 2 event to young people via Facebook, personal email, flyers and Newsletter.**  Update from Mary (McNab) who is co-ordinating arrangements. 9 young people from our Parish will attend the event on 7th March at Wembley Arena accompanied by 2 adults (safeguarding in place) and a driver, Mike Withers, who is a member of The Catenian Association. Our young people are very fortunate to have secured free tickets to this event courtesy of The Catenian Association and transport via minibus is also being provided by them. Our young people will join other young people travelling from Portsmouth and Reading and they will all be seated together at Wembley as a 180+ group from our Diocese. **Action Completed.**

 **1/06 Identify people in Bracknell who need help or support from the Parish/SVP.** Thomas (Donkor) gave an update for this item. In the course of his work, he makes contact with many people in their homes each day. In the past week he has identified individuals in need of help/support. He hopes to meet with Jan to discuss how they and the SVP can work effectively and safely. Concerns were raised by Marion that Thomas should not give his own personal mobile phone number to anyone seeking help from the SVP. It was suggested that it might be safer to purchase a mobile phone for this purpose and/or set up an email address. **Ongoing. Update next meeting.**

**1/07 Evaluate the 3 evangelisation themed sessions (Proclaim 15) for possible use during Lent.** Shaun provided an update. A meeting of the PPC New Evangelisation team was held on the 2nd February 2015. It was felt that, as a lot is already coming from Bishop Philip and the Portsmouth Diocese with regard to the New Evangelisation eg Year of Prayer, Eucharistic Holy Hours in each Pastoral Area (for the intentions of the New Evangelisation prior to the setting up of Evangelisation Strategy teams which will start to meet after Easter), there was no need at this point in time to pursue the 3 Proclaim ’15 evangelisation themed sessions. **Action completed.**

It was noted that these sessions are now available for download on the Bishops’ Conference website. They are timeless so can be used any time during 2015 and beyond to initiate prayer and reflection about the foundation stones of Catholic evangelisation. Fr Danny said that, of course, if someone/a group wanted to go ahead and use these materials, they were free to do so. It was suggested that we send the information to (prayer) groups in the Parish as they may wish to make use of the materials available. **Refer to Action 2/06**

Note: The Pastoral Area (PA) Evangelisation Strategy Team will take over from the Pastoral Area Pastoral Council (where it exists). In our Pastoral Area we have not had a Pastoral Area Pastoral Council. At the moment, recommendations are being made to Fr Danny, as Coordinating Pastor, by Parish Priests in our Pastoral Area of lay people considered suitable

for our PA Evangelisation Strategy Team. During Lent, Fr Danny will be conducting discernment interviewswith those recommended.

As yet a date has not been arranged for a Holy Hour in our Pastoral Area but it was agreed that there was no reason why we could not go ahead and arrange one in our Parish. A date for this will be chosen before the end of February. **Refer to Action 2/07**

 **1/08 Arrange a weekend to speak to the Parish about the setting up of a Bereavement Support Group:** This took place the weekend of 24th/25th January with Steve (Rollins) speaking at all the Masses. 30 people have so far expressed an interest and have signed up to help. It was agreed that this was a wonderful response. Steve has been in contact with St Francis Parish, Ascot Bereavement Group who are happy to share their experiences of setting up such a group. **Action completed.**

 **1/09 Give further advice/guidance re Car Park through the Parish newsletter.**  Whilst the reasons for not changing the Mass times were discussed and agreed, it was also agreed that this had not been properly fed back to the Parish and this still needs to be done. Fr Danny will communicate the reasons to the parish. **Ongoing. Update next meeting.**

 **1/10 Update notice board – move/remove flags – middle section needs attention.**  **Action completed**

 **1/11 Review attendance at Children’s Liturgy at 10.30am Mass (safeguarding/health and Safety issues)** Ann (Burke) gave feedback that all children who have not made their First Holy Communion and who wish to attend Children’s Liturgy will be accommodated! There were 70 children on Sunday. She also mentioned that placemats would be useful for the children to lean on for colouring/writing activities.

**Safeguarding:** Marion (McGuire) noted that across the Diocese there is the same issue with regard to Children’s Liturgy and ensuring that there are enough adults present with the necessary DBS certificate and (Child Protection) Safeguarding Training in place. In some areas those under 3 are unable to attend Children’s Liturgy. We want to ensure that all children in our Parish (who have not made their First Holy Communion) can attend Children’s Liturgy. If a parent attends with his/her own child and has not been trained/DBS checked, he/she does not form part of the adult/child ratio. Maura met Marion last week to begin a Parish Safeguarding review. Mary (McNab) holds relevant information. Marion will continue to work with Fr Danny to ensure that information/concerns are shared appropriately. Safeguarding Training needs will also continue to be monitored. Everyone involved with Children and/or Vulnerable Adults must have the appropriate Standard Training which is either the Child Protection Awareness or the Vulnerable Adult Awareness Training. This Standard Training lasts for 3 years.  The applicant must then get himself/herself on a Combined Refresher Training as soon as possible. They do have a period of grace of 2 years from when the Standard Training expires to do this otherwise the standard training has to be completed again.

Most DBS certificates have now come through and Marion continues to send paperwork to the Diocese by ‘recorded delivery’ to ensure a level of security and guarantee that it is received. Fr Danny thanked Marion for all her hard work. He also said that continued monitoring is vital to ensure safety and so that what we do in the Parish will stand up to scrutiny.

**6 Planning for the future – Where do we go to from here?**

Everyone agreed that the PPC has achieved many great things during its first year and that the time has now come to look forward, build upon those successes and reach out to those in our Parish community and beyond, who need our love and support.

Fr. Danny wants to continue to encourage school and parish links, and in particular ensure that the families at St. Margaret Clitherow School feel welcomed and part of our parish community.  The launch of the Keeping InTouch (KIT) ministry could be a way of engaging and encouraging parents. It was also noted that the signage used at the church does not reflect the 'Parish of St. Joseph & St. Margaret Clitherow’.

Improvements in communication and joint activities between St. Joseph School and St. Margaret Clitherow School are well under way.  Foundation Governors from both schools are PPC members and work hard to strengthen the school and parish relationship. Attendance of PPC members at PTA meetings was also suggested to encourage feedback from parents.

In view of the fact that a number of PPC members were not in attendance, it was decided to bring this item back for discussion at our next meeting.

**7 Team Reports**

* **New Evangelisation** **Team**

**Shaun Howard**

There will be a KEEPING IN TOUCH (KIT) presentation at 2pm on 21st March. (KIT is a lay-led ministry designed to involve the whole parish in reaching out in welcome to every local Catholic, whether or not they go to Church. KIT strengthens the roots of the whole parish community through home visits and small group meetings for those who wish to explore their faith once more.) There will be 3 speakers at the presentation and we want to ensure that there is a good attendance on the day. Members of the PPC should do their best to attend this event in person or to promote this event by encouraging those who might be interested to attend. **Refer to Action 2/08**

Following the KIT presentation, we hope to set up a KIT Group in our Parish.

* **Education and Formation Team**

**Claudia Wing**

A meeting of the Education and Formation team took place on 5th February 2015. With regard to a monthly Youth Social, it was felt that it would be too much to try to do it monthly as an event to which all the young people are invited. We could possibly do it every two months or it might be more practical to make it once per term. Dates suggested for this (Spring) term are 13th March or 27th March (approximate time 7.30 – 9.30 pm). These dates need to be checked with the Parish diary and members of the Youth Band.

 **Refer to Action 2/09**

Tom suggested that it should be a fun evening with games such as Xbox, table tennis and snooker set out (dodgeball was also suggested, if there is room) as well as a fun icebreaker at the start to get everyone to introduce themselves and just nibbles (crisps and savoury snacks) and soft drinks. Once the date is decided it can be advertised in the newsletter and website, via email to the Confirmation group and at the weekend Masses. Young people from Year 7 upwards will be invited to come along and bring a friend.

With regard to the Youth Mass at 5pm on the last Sunday of each month, the young people and adults who attend like the informality and warm, relaxed, atmosphere and would like to take this opportunity to thank Fr Danny. There was some concern that more young people do not come to that Mass and the School Governors on the Education and Formation team have been asked to remind the Heads of our two schools to include dates of the Masses in school newsletters.

On behalf of the Eternity Band, Tom had said that they would like to explore the possibility of the Youth Band, perhaps once a month, playing one or two of their songs during Communion at the Saturday 6pm Mass. This is because more young people attend that Mass than any other and it may well stimulate interest and encourage them to join the band or come to more events. This would have to be discussed further with members of the Youth Band, Francis Madeira, the organist at 6pm Mass and Fr Danny.

 **Refer to Action 2/10**

Band practice on a Friday evening is now from 6.00pm – 7.30pm. Extending the time to 8.00 pm would not be acceptable to all adults on the rota. All have family and other commitments and it was felt that one and a half hours was reasonable. It is vital that we do not lose people because too much is expected of them. It would be desirable for more adults to obtain DBS certificates to ensure that there are always two adults available. Many thanks are due to Maria (Illingworth) who compiles the rota.

With regard to externally organised trips, as stated, arrangements are already in hand for a group to go to Flame 2 on 7th March at Wembley Arena. Other future possible external events were suggested; bowling – this could happen locally, parents to drop off and collect and trips to fun venues but we would need to be clear that all safeguarding procedures are in place. It was also stressed that if a group of the young people who meet on Fridays want to organise their own activities, such as ice-skating, it should be made clear that this would be just a group of friends and not an activity sponsored by the Parish.

It was mentioned that there had been some discussion about having a supper (a type of ‘passover’ meal) for the youth band, followed by an all-night vigil in the loft (provided that it will have been made safe) to take place on the evening of Holy Thursday. Apparently, the young people are enthusiastic about this. Claudia said that the Education and Formation team should be informed if any support is required for this event. **Refer to Action 2/11**

* **Contemplative Life Team**

In the absence of Louise (Birley), Contemplative Life team leader, Jan McTague gave an update on the Society of St Vincent de Paul (SVP).

Chris Browne is the newly appointed President of the Ascot & Bracknell SVP Conference (Group). Members of the SVP look for opportunities to help those in need and, when asked, visit individuals and families where they are living and assess their needs. The main purpose of visits is to extend the hand of friendship. At present the SVP is busy working in the community in the Ascot-Bracknell area. The work is varied. In the Ascot area the work involves mainly visiting the sick and lonely while in Bracknell the needs are much more diverse. The SVP has a list of organisations that they can put people in touch with.

Jan attended The Bracknell Homelessness Forum on 23rd January at St Andrews Church in Priestwood. The Bracknell Homeless Drop-In Centre at St Andrew’s Church run by Pilgrim Hearts Trust opened in June 2014. It offers advice, mentoring, food, clothing and general support. They are looking for storage space within Bracknell to store donations and

they are also looking for other Churches in the area to provide overnight shelter.

**8 A.O.B.**

**Lent project:** For some time, concern has been raised about the number of requests for second offerings. As mentioned previously, we (The PPC and Finance Team) are working to bring some balance and fairness to this process and this work is ongoing. Since we are beginning our annual pilgrimage of Lent on 18th February, it was decided to make an interim decision about requests for help and the focus we should take at this time. Each year, CAFOD asks for two offerings. We have decided that we will allow only one this year and hold the link with the Family Fast Day. We have also decided to strengthen our commitment to our Twin Diocese of BAMENDA, with a very direct focus of supporting their efforts to build a clinic which will provide much needed health care to the poorest in the Diocese.

**Chrism Mass:** This will be held in Portsmouth on 31st March. Fr Danny explained that this is a beautiful Mass and well worth attending.

**Post Easter Vigil Celebration** : Theresa McDougall has suggested that it might be a good idea to have a celebration (similar to the one organised by Louise last Easter) to welcome those received into the Church at this year’s Easter Vigil Mass. It was agreed to speak to Louise about this on her return from holiday.

# Women’s World Day of Prayer: An interdenominational service will be held at Bracknell Methodist Church, Shepherds Lane, Bracknell RG42 2DD on Friday 6th March at 7.30pm.

# Framework Team Volunteer in the Catholic Diocese of Portsmouth: Booklets available in the porch for anyone interested in knowing more about this opportunity. “Are you willing to use your gifts, talents and experience to help our Diocese?”

**9 Closing Prayer**

The meeting closed with a prayer at 9.45pm

**PPC ACTION LIST**

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|  | **What** | **Who** | **When** |
| **06/10** | Research World Youth Day 2016 Poland. | All | Ongoing. Update next meeting |
| **09/4** | Group photo of PPC members – explore new ideas | Mary/Maura | Update next meeting  |
| **09/5** | Find a trainer/mentor for Altar Servers | Fr Danny | Ongoing. Update next meeting. |
| **10/3** | Invite those who were confirmed in June to start Year 2 of their Confirmation course. | Fr Danny/Mary/ Krzysztof | Report next meeting |
| **10/4** | Additional Confirmation Catechists needed. | Fr Danny/Mary/Krzysztof | Report next meeting |
| **10/9** | Ensure that Readers and Eucharistic Ministers are organised, if necessary, for the monthly Youth Mass | Youth Band/Education and Formation Team | Ongoing. Continue to monitor. Next Youth Mass – Sunday 22nd February at 5pm |
| **10/10** | Organise monthly Youth Social Evening | Youth Band/Education and Formation Team | Ongoing. Update next meeting.  |
| **11/04** | Decide on what (drum kit) is required for the Youth Band. | Youth Band | Ongoing. Update next meeting. |
| **11/08** | Increase the number of Eucharistic Ministers at Sat 6pm Mass and Sunday 10.30am Mass. | Fr Danny (approach people directly) | Ongoing. Update next meeting. |
| **11/09** | Help Carol Nicholls identify people who may be suitable to replace her on the Bracknell SACRE | Mary (Send details of what is required to Schools to see if they can help) | Ongoing. Update next meeting. |
| **11/10** | Organise training for those who carry out Baptism Preparation. | Fr Danny/Contemplative Life Team | Update next meeting. |
| **11/12** | Arrange a meeting on ‘How to involve our Young people within the Church’. | Fr Danny/Mary/Education and Formation team/Confirmation Catechists | Update next meeting. |
| **11/16** | Find out about families in need of our help from Case Workers who work with the SVP and refer cases to them. | Jan/Ascot & Bracknell SVP | Report next meeting. |
| **11/17** | Raise awareness of the work of the SVP. (Posters in schools/ school newsletters ) | Jan/Ascot & Bracknell SVP | Report next meeting. |
| **1/01** | Review what needs to be done on the Parish website | Simon  | Report next meeting. |
| **1/04** | Review need for training/ongoing training of Catechists | Thomas Donkor/ Fr Danny/ Contemplative Life team/ | Update March meeting.  |
| **1/06** | Identify people in Bracknell who need help or support from our Parish/SVP | Thomas (Donkor)Mary (McNab) | Report next meeting |
| **1/09** | Give further advice/guidance re Car Park through the Parish newsletter. | Fr Danny/John Cole/Mary | Report next meeting |
| **2/01** | Contact younger Readers on rotas to ask if they would volunteer to read at a Youth Mass.  | Mary | Report next meeting |
| **2/02** | Book places for young people from our Parish to go to the World Youth Day in Poland in 2016 | Finance/Mary/Fr Danny | Report next meeting |
| **2/03** | Email named contacts of Parish Groups to advise that additional info is needed for their page on Parish website | Maura | Report next meeting |
| **2/04** | Make decision on who should update information on Parish website – individual Groups/ Simon only | Simon/Mary | Report next meeting |
| **2/05** | Visit Parish website and provide feedback to Simon  | All | Report next meeting |
| **2/06** | Send Proclaim ’15 information to Parish (Prayer)Groups | Maura | Report next meeting |
| **2/07** | Arrange a date for a Holy Hour for the intentions of the new evangelisation. | Fr Danny/Mary | Report next meeting |
| **2/08** | Attend KIT Presentation at 2pm on 21 March in person or promote this event by encouraging those who might be interested to attend. | All | Report next meeting |
| **2/09** | Check if 13th March or 27th March are suitable dates for a Youth Social | Mary | Report next meeting |
| **2/10** | Explore possibility of Youth Band playing once a month at 6pm Mass | Youth Band/Francis Madeira/Fr Danny | Report next meeting |
| **2/11** | Contact Education and Formation team members if support is needed for possible Youth Band all-night vigil | Marion/Fr Danny | Update next meeting |