**Minutes of Parish Pastoral Council**

**Wednesday 9 April 2014 7.15pm in the Hall**

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

**Present**

Louise Birley Peter Hancock

Hilary Bone Maura Holt (Chair)

Renata Clayton Theresa McDougall

Nicki Craggs Jan McTague

Patrick Doherty Michelle Woodhead

Katherine Ferguson John Weeks

Anne Gibbons Fr Danny

Lisa Greenhow

1. **Welcome**

Maura welcomed all present and we prayed together one of her favourite prayers from John Henry Cardinal Newman (1801-1890):

*God has created me to do Him some definite service. He has committed some work to me which He has not committed to another. I have my mission. I may never know it in this life, but I shall be told it in the next. I am a link in a chain, a bond of connection between persons. He has not created me for naught. I shall do good; I shall do His work. I shall be an angel of peace, a preacher of truth in my own place, while not intending it if I do but keep His commandments. Therefore, I will trust Him, whatever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him, in perplexity, my perplexity may serve Him. If I am in sorrow, my sorrow may serve Him. He does nothing in vain. He knows what He is about. He may take away my friends. He may throw me among strangers. He may make me feel desolate, make my spirits sink, hide my future from me. Still, He knows what He is about.*

Renata led us in prayer for little Evie from St Joseph's School and her family, for all the children and young people of our Parish and their parents, for those who will be making their First Holy Communion on 10 and 17 May, for our young people preparing for the Sacrament of Confirmation on 22 June in Portsmouth and for those who will be received into the Church this Easter – Breslau Meyer, Louise Doyle, Ome Nwanze, Elaine Williams and Danny O'Brien.

1. **Opening Reflection**

Fr Danny beautifully quoted a poem which set the tone for the meeting.

Maura stated that +Philip has proposed that all 1-hour meetings within the Diocese should consist of 15 minutes of Prayer and Reflection, thereby recognising that attendance is about serving God .

Louise had previously mentioned the idea of asking members of our parish community involved in prayer groups to come and lead us in prayer. Louise agreed to look into the possibility of doing this at future meetings. **Refer to Action 04/2.**

Maura highlighted that the **Life in the Spirit Seminars** were just a month awayand asked members to consider attending. Leaflets and a flyer are available and the high quality of speakers booked was praised .

**3. Apologies**

Apologies received from Ann Burke, Serafina Delmundo, Kenneth Maimo, Mary McNab, Simon Mwanje, Marie-Danielle Tichbon, Claudia Wing, Shaun Howard (with RCIA group) and Megan Perrett.

**4. Approval of Minutes from the meeting held on 19 March 2014**

The minutes of the meeting dated 19th March 2014 were acknowledged as being a true and fair record.

**5. Actions arising from those minutes**

**From PPC Action List**

**02/6**  Action completed. Eucharistic Ministers faculties and commissioning / re- commissioning to take place at the Mass of the Last Supper on Holy Thursday**.**

**02/7** Meeting of Liz & Michelle with Eucharistic ministers who visit the Sick and Housebound – Michelle has received her DBS certificate but is now awaiting Confirmation from the Diocese that her safeguarding process is complete.

**Ongoing**

**02/11** Revamp of Parish notice board - Katherine Ferguson put forward ideas and it was agreed to remove the shelf in the porch, enlarge the notice boards almost to ground level so that children and wheelchair users can access, all at modest cost which will be found within existing budgets. **Ongoing. Consider a whiteboard for children`s comments. Need to remember those young people who do not attend Parish primary schools as they might be forgotten.**

**02/13**  Request for Sunday evening Mass . **Ongoing**

**03/1** Action completed**.** Meeting of Education & Formation team has taken place. **SEE REPORT LATER**

**03/2** Feedback on updated Parish Framework. Team leaders have received no feedback to date. **Ongoing**

**03/3** Welcome flyer – drafted but waiting for a written piece from Fr Danny – **Ongoing**

**Fr Danny urges people to maintain the pressure on him if he is not delivering. Refer to action 04/1**

**03/4** Parish Welcome/Prayer Card – **Ongoing**

**6. TEAM REPORTS**

* **Contemplative Life Team**

Louise commented that in the spirit of the Contemplative Life, they have been contemplating. They have the first meeting of their team tomorrow 10 April 2014. Louise said that, if we have looked at the parish website recently, we will have seen that Michelle is posting links to centres offering retreats and days of reflection. If anyone is able to recommend a place please send it to her with a sentence or two describing what is on offer along with the link. **Refer to action 04/3**

* **Education and Formation Team**

In Kenneth's absence, Anne Gibbons reported on the meeting of the Education and Formation team.

Our first meeting was at Claudia’s house on Monday 31st March. We hadn’t all met together as we attend different Masses so this was a start at getting to know one another.

* First, we are all committed to doing all we can to help our young people to continue in their faith journey and to take their places as valued members of our parish community. This is especially important because we have no local Catholic secondary school. So for many of them, formal Catholic education and the Christ-centred atmosphere that surrounds them in our lovely primary schools comes to an end at age eleven.
* We need ideas from our young people about how to do this. Megan was unable to come to the meeting but I know she will have an important input.
* As far as the young people of the parish are concerned, whatever their stage in education or work, we will support any activity they would like to base in our parish. Kenneth would like to set up a meeting with the young people in May so they can come up with some ideas.
* We’d like to set up a meeting with our young people to encourage them to join existing parish choirs as singers or musicians. Maria has agreed to contact the choir and musician leaders about this.
* We also thought the idea of a Youth Mass on a Sunday evening, with Father Danny’s agreement, would be great. We obviously have some talented musicians and if they could get together with some singers to form a Music Group we would wholeheartedly support this. We thought a start could be made soon and we could help to publicise this if we could agree a date for the first meeting after Easter with a view to celebration of a Mass in September. We could provide some adult support.
* Hilary has agreed, with Megan, to source information about youth gatherings, such as Soul Survivor, which may well interest our young people. We could share information, probably starting with our Confirmation candidates. We hope they will continue to meet regularly after they have received the Sacrament.
* The four of us who are primary school governors would like to see our two schools, St Joseph’s and St Margaret Clitherow, come together for a combined schools Mass. Claudia and Maria are to speak to the Headteachers and Father Danny to ask if one can be organised. This would hopefully be a 10.30 Sunday Mass during the coming summer term. We would like to see the children do the readings and the hymns to be chosen by the children for that Mass.
* We would also like there to be a combined Year 6 retreat (day of recollection) during the summer term. Again, this will need to be discussed with the Headteachers and RE coordinators of the two schools. A possible venue might be the open space at South Hill Park.

Fr Danny reported that young people had sounded him out about making available the upstairs loft area, as a prayer, music/chill out room. The area needs a safety check as the windows are old and not fit for purpose, but, in principle, why not, so let's see what costs might be .

After the last PPC, when the young people spoke so well about what they would like, momentum must be maintained. Hilary mentioned that there have been ongoing conversations between Mary (McNab) and Tom, Dan, Megan and Sophie and that Mary has offered to have them over to her house for an informal get together to start planning. The creation of a music group and a Youth Mass seem to be top of their lists (along with the above-mentioned conversion of the upstairs loft area). Guy should be included in the planning as he is keen to stir up support among other young people and has already been in discussion with Kenneth and Fr Danny. The decision about when to have the youth Mass is for our young people to decide with reference, of course, to Fr Danny. Fr Danny confirmed that this would be easy to put on. The initial idea was for a youth-led Mass with young people taking charge of readings and music so we need their input and ideas to move forward on this. It was also agreed that our young people should be given opportunities of service and a greater involvement in the Parish. We should report back to the young people that we support whatever they want to do and we will try to create space to let it happen. **Refer to actions 04/4, 04/5 and 04/6**

* **The New Evangelisation Team**

Renata gave the following report:

1. **Welcoming.** With regard to welcoming, this area is still in progress. The flyer has been drafted and is under consideration by Father Danny. We have looked at welcoming at masses and hope to have a rota but this will be subject to change because we hope to have young people helping with this. At the 6.00 pm mass, Ramond Savage who is sacristan and in charge of welcoming, along with Bob Wynne, has said that if people would like to join the rota, that is wonderful and the more the merrier. He is actively encouraging more participation and also he has been getting willing young souls to do the collection at the mass on an as and when basis because they rely on parents and grandparents for transport. He is putting feelers out for young readers on the readers rota too. With regard to tea and coffee after each mass, this is being provided by teams on a rota, although we could still use helpers. This has generally been viewed as successful. Theresa and Shaun and myself will continue to look at the needs of welcoming at each main mass and Theresa has overall responsibility for welcoming and teas and coffee after masses. I understand we will be providing refreshments to celebrate new church members after the Easter Vigil mass. This was proposed by Louise Birley. Some of the PPC members and others are providing the catering for this special event.
2. **Website development.** With regard to the development of the website, Michelle and Shaun together with Mary have done a sterling job and the new site is up and running. Michelle will give feedback on navigation of the site.
3. **Noticeboard.** With regard to the noticeboard, Katharine Ferguson is responsible for the design and upkeep of the board and is looking at costings for replacing the fabric and removing the ledge underneath, and she has proposed headings for each area, eg Parish, charities, school displays, special projects. This area is still in progress and under development.
4. **The Lenten Project.** This is still ongoing and I hope the display on the noticeboard and additional material to take away will be informative.
5. **RCIA Journey of Faith.** This is no longer under my team’s remit but I know from Shaun that the present group of candidates are nearly ready to become full members at the vigil mass next Easter Saturday. Shaun and Dominica and other helpers have put a great deal of work and attention into this,for which the parish should be pleased and grateful.

These are the main areas our team have been focusing on. I am aware that some of the areas under our remit have moved to other teams and also that several of the team members have not yet got a specific area to focus on. However our team needs help and support of these team members too so they should not feel undervalued. We still have under discussion, the question of whether there are any areas or issues within our remit that should be tackled for the PPC.

Michelle was thanked for her work on the web site. She said that, for our website, we would like to use photographs of the church and also of people coming in/going out of Mass, during Mass and afterwards in the hall where people will be having tea and coffee and wondered if it might be possible to do during the Easter weekend. It was understood that there is a need for caution with regard to safeguarding, privacy and data protection issues. Lisa, our Safeguarding Representative, said that as long as the adults know where and when photos will be obtained that should be okay but no photographs of children without parental permission. She added that something the week before the photos are due to be taken would be a good idea so that those who would rather not be photographed can attend a different Mass, maybe not stop for a cup of tea. It is a privacy issue for adults. However any photos of children is a safeguarding issue so the correct consent for taking and displaying must be obtained if there are any with children. It was decided not to have photos taken over the Easter weekend and to discuss the question of photographs further at our next meeting. **Refer to action 04/8**

Maura mentioned that we should have photos taken of PPC members for our noticeboard and/or website. It was accepted that some members might not wish to have their photos on the noticeboard/website.

It was highlighted that there are parish lists and rotas on our website that may need password protection or the names, addresses need to be taken down and visitors to these pages referred to the office. **Refer to action 04/9**

When asked if she had received any feedback specifically regarding navigating around the site, as requested by Mary in an email accompanying the Agenda (2 April 2014), Michelle said that she had received no feedback to date. This is a note for all of us as We can only get out what We put in! **Refer to action 04/7.**

**7. LIVING OUR FAITH**

**The Diocese website**

*The Diocese of Portsmouth serves the spiritual and pastoral needs of more than 190,000 Catholics across 93 parishes. For 125 years, it has ministered to the need of God’s people and we are continuing to see growth and change across our 24 pastoral areas  
  
Bishop Crispian, after much prayer and consultation, made the decision to embark on a historic endeavour to address the challenges we are facing to help and ensure our Diocese will continue to flourish for generations to come.* ***Living Our Faith*** *will enable our Church to continue to serve its people by raising much needed funds to:  
  
1. Invest in the clergy and encourage vocations, ensuring resources for the development and formation of men called to priestly ministry in our pastoral areas.*

*2. Assist lay formation and encourage volunteers and evangelization in our local parishes and pastoral areas.*

*3. Renew parish facilities, providing loans and grants.*

*4. Provide for specific local parish needs, through a generous sharing formula.*  
Peter reported that all Diocesan Parishes, save 10, are involved in the scheme and those who were first movers are almost at the end of their 5 year appeal. CCS , are a company chosen by the Diocese to advise and lead on the Parish appeals and they have booked to see Fr Danny 29 April to map out a way forward, if the PPC agrees that it is appropriate to join with our fellow parishes and support our Diocese. Our target over a 5 year appeal will be £165,000 which will include 25% benefits from a gift aid scheme.

There was a feeling that we must get involved but concern for “hard sell” was aired . Also a need that those with little should not be coerced into donating, but by the same token, should not be refused if their contribution was small.

Fr Danny said that, in his previous parish, a dedicated team, outside the PPC and Finance Committee, was established so that the work of those committees could continue and not be fully diverted onto LoF issues. Fr Danny will know more after his meeting in time for the next PPC meeting .

Also, on Finance, the shortform annual report for the year to August 2013 (to match the Diocesan year end) had been circulated with a 1 page commentary and the meeting recommended, within the spirit of transparency, issuing that report and commentary to the wider community after Easter by perhaps stapling a page to the newsletter, as well as uploading onto the Parish Website. **Refer to action 04/10**

**8. Parish Summer Social**

Time did not permit a detailed discussion but ideas ranged from a Parish Day to be celebrated annually, a Summer Fun Day, a Youth summer event, perhaps an event to celebrate the Certificate hand out to our confirmation group (check whether the 2012 certificates were given out!) and a Mass/Service of Healing for our Sick and Housebound Parishioners followed by afternoon tea in the Hall one Sunday possibly in May. **Agenda Item at our next meeting**.

**9. AOB**

* To sponsor Theresa McDougall who is walking 20k in aid of the Alzheimer's Society go to the following link [www.justgiving.com/team-endevour](http://www.justgiving.com/team-endevour) (without the a).
* There is a need for a Parish events/social committee to develop ideas. People are needed.
* There is to be a Friendship Sunday in early July. More information at our next meeting.
* Basia needs to hand on the Prayer Calendar to a volunteer.
* Fr Danny has asked builder Carl to give us quotes to convert the room used as a Foodbank store to an SVP drop in centre; convert the Ladies into a disabled facility; and demolish the garage and build a small self contained unit for the homeless. Additionally a glazing company is to review the loft area.
* Mass/Service of Healing for our sick and housebound followed by tea one Sunday afternoon in May.

**9 CLOSING PRAYER**

Fr Danny led us in a brief prayer to close the meeting.

**Next Meeting:** Wednesday 14 May at 7.15pm in the church hall.

**PPC ACTION LIST**

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|  | What | Who | When |
| 02/7 | Meeting of Eucharistic Ministers who visit the sick and housebound | Liz/Michelle | Handover between Liz and Michelle |
| 02/11 | Revamp of parish notice board | Katharine + team | On going |
| 02/13 | Request for Sunday Evening Mass | Fr. Danny | On going |
| 03/2 | Any feedback on updated Parish Framework | All to team leaders | Ongoing |
| 03/4 | Parish Welcome Card Competition | StJ / StMC School Reps | Ongoing |
| 04/1 | Completion of Parish Welcome Flyer | Theresa/Fr. Danny | ASAP |
| 04/2 | Prayer at future meetings | Louise | Next meeting |
| 04/3 | Recommend centres offering retreats and days of reflection to Michelle for inclusion on the parish website | ALL to feedback to Michelle | Before next meeting |
| 04/4 | Young people to meet to start planning (Music group, Youth Mass) | Mary / Kenneth | Report at next meeting |
| 04/5 | Source information about youth gatherings | Megan and Hilary | Report at next meeting |
| 04/6 | Safety check/review of Upper Room | Fr. Danny/Mary | Report at next meeting |
| 04/7 | Feedback regarding navigating around the parish website | ALL to feedback to Michelle | Before next meeting |
| 04/8 | Photographs on Website | Mary / Maura / Michelle | Report at next meeting |
| 04/9 | Check that parish lists on our parish website have password protection | Mary | ASAP |
| 04/10 | Short form annual report and commentary to be distributed to the parish stapled to newsletter and uploaded to parish website | Peter | After Easter |
| 04/11 | Mass/Service of Healing for our Sick and Housebound followed by tea one Sunday afternoon in May | Maura / Fr. Danny | Report at our next meeting |