## Parish of St Joseph & St Margaret Clitherow

## Bracknell



**Minut**

**Minutes of the Parish Pastoral Council Meeting  
Wednesday 10th June 2015, 7.15pm in the Church Hall**

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

**Present :** Fr Danny, Ann Burke, Nicki Craggs, Louise Birley, Amy Butler, Ellie Clark, Tony Clark, Serafina Delmundo, Maura Holt, Shaun Howard, Theresa McDougall, Marion McGuire, Mary McNab, Jan McTague, Simon Mwanje, Marie-Danielle Tichbon, Claudia Wing

**Associates:** Louis Burgisser, Terri Hinton, Liana Kettle, Rita McNicholas-Gumm, Teresa Taylor

**1 Welcome**

Maura began by welcoming everyone to our meeting and remarked on how wonderful it was to see so many new faces present: Elaine, Louis, Terri, Rita and Teresa. It was a pleasure to welcome back Amy Butler, Ellie Clark and Tony Clark who had attended the previous PPC meeting and Maura welcomed them as new members of the PPC.

Maura reminded all of the busy life of the Parish with 78 children having made their First Holy Communion during the weekend of Corpus Christi (6th/7th June). She thanked Fr Danny, the Catechists and everyone who helped to make the weekend such a special time for the children and their parents. The Bereavement Support Group Training Sessions ended on 26th May with the newly formed Parish Bereavement Group meeting with Fr Danny. Thanks were expressed to Steve Rollins for facilitating the training sessions. Since our last meeting the 3 Proclaim ’15 Small Group sessions have taken place and Maura thanked Louise for leading the sessions. On the afternoon of Sunday 24th May there was a beautiful Service of Healing and afternoon tea and Maura thanked Fr Danny and everyone who made this such an enjoyable afternoon for the sick, housebound and elderly of our Parish. At the end of May we were very grateful to Brother Martin for giving of his time and talents to lead a group in prayer and meditation and for speaking at Masses that weekend. Last night saw the first meeting of the newly forming KIT (Keeping In Touch) group and we wish them well. This morning we were privileged to have the relic of St Edmund Campion brought to our Church by the Knights of St Columba.

The Bishop recently announced changes to priests serving in the diocese. We will have 2 changes in Parishes in our South Berkshire Pastoral Area in September with the arrival of Fr David O’Sullivan, in Wokingham Parish and Fr Marcus Brisley in Crowthorne/Sandhurst Parish.

**2 Prayer and Formation**

We said together the prayer that Bishop Philip has asked us to pray in this Year of Prayer. Father Danny then led us in a period of reflection, a copy of which accompanies these minutes (see attachment).

**3 Apologies**

Apologies were received from Hilary Bone, Anne Gibbons, Maria Illingworth, Dr Trevor Keeling and Larissa Okyere.

**4 Approval of the Minutes from the meeting of the 9th July 2014**

Following one change, that Father Danny had given his apologies for the last meeting, the minutes of the previous meeting were agreed as a fair and accurate record.

**5 Actions arising from the minutes**

**09/4 - PPC MEMBERS’ PHOTOS:** Please send a passport size photo through to Mary in the office before the next meeting. **On-going.**

**1/04 - TRAINING OF CATECHISTS:** The next ‘Tuesday Faith Formation’ Evening will take place on 16th June 2015 in Reading. With regard to the Maryvale Certificate, which is a distance learning course over two years, there has been no uptake as yet from anyone in our Parish. There is funding available from ‘Living Our Faith’ which can be used for anyone hoping to enrol on this course. Louise said that the next course begins on the 31st October 2015. **On-going.**

**2/02 - WYD2015:** 6 young people from our Parish are now registered for this event and deposits have been paid. We are awaiting confirmation from the Diocese. Fundraising will commence the weekend of 20th/21st June – the target is to help to cover the £6000 fully inclusive cost of sending our youth to this event. Fundraising will be promoted through the Parish via the newsletter, noticeboard and website. **Action completed.**

**4/01 - PLANNING FOR CONFIRMATION 2016:** A group will be meeting with Hannah Vaughan-Spruce, Bishop Philip's PA and the author of ‘Transformed in Christ’(TIC), a relatively new Confirmation programme, in Portsmouth from 10am – 12pm on Sat 13th June – Ellie, Tony, Mary, Claudia and Maura. Krzysztof Szymaniec (from our parish) attended an induction day for TIC last September and his feedback about it was very positive at the time.  The meeting in Portsmouth will enable the group to look at what the goals of Confirmation preparation should be, how we can achieve these goals in our Parish possibly using 'Transformed in Christ’ and to start the journey towards creating a Confirmation programme that the young people in our Parish deserve. It would be wonderful to create a strong and supportive Confirmation team of catechists and helpers within the Parish. A ‘Come and See’, where we invite everyone interested to come and find out more about how they can become involved, has been arranged for 12pm on Sunday 5th July in Bracknell. We are very grateful to Hannah for agreeing to come and speak. A notice advertising this has already appeared in last week’s newsletter. (More information about 'Transformed in Christ' can be found at www.transformedinchrist.com)

**Report next meeting.**

**4/03 – PLANNING FOR THE FUTURE – WHERE DO WE GO FROM HERE? :**  See item 6 below. **Action completed with work on-going.**

**5/01 – ADVERTISE Br. MARTIN’S VISIT ON WEBSITE:** BrotherMartin was in the Parish during the weekend of 29th- 31st May. On the Friday evening he led a meditation, talk and discussion, prayer and praise from 7.30pm – 9.30pm. On Saturday, after the 10am Mass, he gave an introduction to meditation along with talks, discussion, prayer and praise. He addressed the congregations at all the Masses that weekend. It was suggested that it would be a good idea if we asked Br Martin to ‘build us in’ to his visit to the UK next year but, perhaps next time, we might avoid the May Half-Term/Bank Holiday weekend which could increase the number of

Parishioners able to attend. **Action completed.**

**5/02** – **TRIP TO AYLESFORD:** Louise has managed to find a coach company which can provide transport for this trip (Monday 13th July 2015). The question was raised as to how these things have been paid for in the past. Some parishioners have chosen to use their own money to book transport etc and then claimed the money back from those attending. It was suggested that it would be best to request an invoice from companies such as coach companies and that these be sent directly to the Parish office. This would relieve people from using their own money and mean that others, who feel that they cannot afford an initial outlay, are able to come forward and arrange events with no financial commitment. It will also ensure much clearer accounting through the Parish.  **Report next meeting.**

**5/03 - IDENTIFY POTENTIAL CHILDREN’S LITURGY LEADERS FROM CURRENT DBS + CP TRAINED PEOPLE:** Although it is possible to identify those in the Parish with current DBS + CP training, in most cases it is not possible to know which Mass they normally attend. At the moment Jo and David Mangan, who have recently moved out of the Parish and who lead Children’s Liturgy at the 8.30am Mass, are happy to continue to attend Mass in Bracknell and lead Children’s Liturgy. It may, however, be necessary in the not too distant future to find people to run Children’s Liturgy at the 8.30am Mass and it was felt that plans should be in place should Jo and David decide this commitment is no longer possible. Fr Danny feels that Children’s Liturgy is an area which needs much work especially as it is such an important part of Parish life. The number of children attending the Children’s Liturgy at 10.30am Mass continues to grow but it was suggested that, now that children have made their First Holy Communion, they should be encouraged to remain in Mass. It was felt that an appeal for additional help should be made and it was also suggested that the post-Confirmation group could be asked to help. A ‘Come and See’ session (possibly in September 2015) was also suggested. Some people felt that a barrier to helping may be a lack of training. **On-going.**

**5/04 - CALL UPON DIOCESAN/OTHER PARISH EXPERTISE REGARDING CHILDREN’S LITURGY:**  There was not much response to this request, although Mary did receive a flyer from Crowthorne about what they do and the training that they offer. **Action completed.**

**5/05 – WALL MOUNTED DIGITAL DISPLAY IN THE PORCH:**  The Finance Committee had received an excellent report from Shaun Howard and thanks were expressed to Shaun for his work with this. Two options: one needs internet access, the other is standalone software which contains information loop. Concerns over the security of the equipment need to be considered. The Finance Committee had decided that this issue needs further discussion and consideration. The PPC agreed that it would appear from Shaun’s detailed research that this is a much bigger project than originally thought. This may become a project for the future.

**Action Completed.**

**Safeguarding Update – Marion McGuire**

Volunteer Forms have been issued to most members of the newly formed Parish Bereavement Support Group and references have been taken up prior to the start of the DBS Safeguarding process. Mandatory Diocesan Safeguarding Training will take place on Saturday 4th July in Bracknell, with Child Protection Training taking place in the morning from 10am – 12.30pm and Vulnerable Adult Training in the afternoon from 1.30pm – 4pm. Marion pointed out that there is a requirement for training to have been completed within 6 months of the DBS being issued otherwise the process must start again – there are no exceptions to this!

It was noted that SVP members who hold a DBS certificate are not covered to work as volunteers in the Parish. They require a separate DBS to be completed.

Parish Safeguarding Audits are being rolled out in our Diocese over the next 12 months. Our South Berkshire Pastoral Area will be scheduled visits in January – April 2016. Prior to this, an audit pack will be sent to each Parish safeguarding rep. This will consist of a series of questionnaires which must be completed by the rep in conjunction with group leaders for various activities in our Parish. As part of the audit there will also be random sampling of volunteers from within our Parish.

Thanks were expressed to Marion for her work in this vitally important area of Parish life.

**6 Education and Formation Team : Planning for the future – Where do we go to from here?**

Note: Each PPC member belongs to one of the 3 areas of our Parish Framework: The Contemplative Life, Education and Formation and The New Evangelisaton. These form the 3 teams of our PPC. (Our 3 new PPC members, Ellie, Tony and Amy, will be assigned to the Education and Formation team.)

At our last meeting in May the Contemplative Life and the New Evangelisation teams, having considered the suggestions made with regard to **Planning for the future – Where do we go to from here?** reported back on what the focus of their teams should be in the year ahead.

As the Education and Formation Team meeting was due to be held on 21st May, the week after our last PPC meeting, it was decided to leave the report from the Education and Formation Team until the June PPC meeting.

Unfortunately, only a small number of team members were able to meet on 21st May and another meeting has been arranged for 20th July.

**Youth Social Group**

The feasibility of opening up Friday evenings to pre-Confirmation young people was discussed. It would be desirable to start to bring in Year 7s. As many of them go on to different secondary schools, in and outside the borough, this would be a way for them to maintain friendships from primary school and forge new ones. However, the question of what we actually are able to provide for them arose. In the future, we may be able to recruit a trained youth leader for the Pastoral Area but that will not happen immediately. It was suggested that perhaps we should start by inviting young people from Year 7 and upwards once a month, perhaps the last Friday of every month. The timing was also discussed. Would it be better to change the time of the ‘youth club’ to 7pm – 9 pm? It would give the young people a chance to have their evening meal first. It was proposed that these monthly socials start occurring from the new academic year, to allow sufficient time to plan. It was envisaged that band practice would not take place on these particular Fridays. This, of course, will depend on the number of adults available. This matter will be discussed further at the next meeting. Succession planning is vital because there will be natural attrition as some of the volunteers step down.

**Eternity Youth Band**

Kenneth will talk to the band and suggest that they work out a schedule for playing at Saturday evening masses (or keep things adhoc if this is the preference of the band).

**Joint Y6 event**

Claudia and Anne to remind the respective Headteachers about the joint Y6 event.

An idea was put forward by Ken at the team meeting that each member of the team might be assigned to a particular area of the Education and Formation Framework e.g. Youth, First Holy Communion, Children’s Liturgy, Confirmation. As well as taking a closer interest/ ‘lead’ in one specific area, they would also be the key contact for people to come to for information and support. (This was thought to be a particularly good idea by members of the PPC.)

**WYD2016**

Larissa, Tom and the other young people planning to go to Poland to work out fund raising plan detailing proposed dates/details and also any support required. **New** **Action: 6/01**

Maura thanked the Education and Formation team for all that they do for our young people. She also asked Amy to give details of her proposed trip to India next February with other pupils from the Salesians, Chertsey. Amy said that there will be a meeting on 2nd July when they will discuss fundraising to help with this visit. Whilst in Calcutta, she will have the opportunity to visit places of significance to Mother Theresa as well as helping at one of her orphanages.

**7 Parish Offerings**

Of the 52 weekends of the year, on 10 of them, in our Parish, we must take mandatory diocesan retiring collections/offerings after Sunday Mass. There are also discretionary Diocesan collections/offerings to be considered. It has been raised before and with the Finance Committee that Fr Danny receives a lot of requests from Parishioners to support various charitable causes by having a retiring collection at the end of Mass.

It was agreed that we need to make this more manageable and review all requests/Parish appeals to decide which is most appropriate to support. It was agreed that a sub-committee be set up on behalf of us all to look at this area and to recommend what choices to make.

This sub-committee should be made up of members of the PPC and the Finance Committee. Volunteers were asked to join a sub-committee that would meet, probably in September. It was agreed this would be an annual meeting. Prior to the sub-committee meeting, it was suggested and agreed that an Item should appear in the Parish newsletter inviting appeal submissions for the new financial year commencing September. **New Action: 6/02**

The outcome of the sub-committee meeting would then be reported back to the PPC and the Parish. Teresa, Nicki and Simon volunteered to join the sub-committee.

It was also noted that the ‘Living Our Faith’ programme is well under way with approximately 98% of target so far reached. It was agreed that a further ‘push’ should be made to try and reach the 100% mark if not more. **New Action: 6/03**

**8 A.O.B**

An email had been received from a parishioner addressing various concerns:-

1. A request for the date of each Sunday to be put on the front of the newsletter: agreed to draw this to the attention of the office staff
2. Ash Wednesday – could there be a lunchtime Mass for the benefit of those who work in Bracknell? - agreed to look again at this nearer the time.
3. Lunchtime sing-along Carol Service during Advent - agreed to look at nearer the time.
4. Is it possible to hold ‘open days’ for anyone to come into the Church and have a look around?
5. If any concerts are to be held in future, perhaps play some of the music before or after Mass to encourage attendance.

The points in this email will be sent on to the various teams of the PPC so they can be addressed.

**Proclaim 15** – **Evening of Prayer in Parishes, 11th July** Cardinal Nichols is inviting parishes across England and Wales to organise an Evening of Prayer for evangelisation on Sat 11th July. Evening of Prayer materials available on www.catholic news.org.uk/proclaim15

**Climate Change Rally Wednesday 17th June**

**Flowers for Malala – 11th July** Malala Yousif’s 18th birthday is on the 11th July – this will bring an opportunity for the whole community to come together (including schools, churches etc) via the initiative of ‘Flowers for Malala’.

**Shop** – An audit and stock take has now been carried out of all the items in the church shop and store.

There is a chance that St. Francis in Ascot might be interested in purchasing some of our stock.

Fr. Danny has repeatedly asked for volunteers to run the shop; however to date there have been no offers of help. Marion offered to help in the interim. It was agreed that this is too big a job for one person to take on. One suggestion made was that someone took responsibility for the ordering and volunteers manned it. However this would require some careful monitoring.

Chris and Mary are available to open up the shop if anyone needs it, however Father Danny pointed out they cannot do this on an ongoing basis.

**Parish Office -** A reorganisation is planned to allow Mary to move away from the administrative side of things and into a more ‘Pastoral’ role. A replacement will be recruited in due course to work alongside Chris in the parish office.

**New Evangelisation Strategy Team** – Father Danny informed the PPC that the new team is now in place. The team comprises representatives from all the parishes in our Pastoral Area and Mary will be the chair. The first meeting will take place on 14th July 2015.

**9. Closing Prayer**

Father Danny led the closing prayer.

**PPC ACTION LIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | What | Who | When |
| 09/4 | Passport size photo of each PPC member for group photo frame. | All PPC members | Before next meeting. |
| 1/04 | Review need for training /ongoing training of Catechists | Thomas Donkor/ Fr Danny/ Contemplative Life team | On-going. |
| 4/01 | Planning for Confirmation 2016 – involving our young people in the Church. Organise ‘Come and See’ evening. | Fr Danny /Mary / Education & Formation/ previous Confirmation Catechists | Report next meeting. |
| 5/02 | Trip to Aylesford – 13th July 2015 | Contemplative Life Team | Report next meeting. |
| 5/03 | Identify potential Children’s Liturgy Leaders from current list of DBS/CP Trained people. | Maura/Mary/Marion | Update next meeting. |
| 6/01 | Work out fundraising plan and provide Parish with proposed dates/details and also any support required. | Youth People who have registered to go to WYD2016 in Poland | Update next meeting. |
| 6/02 | Prepare an item for the Parish newsletter inviting appeal submissions for the new financial year commencing September to be considered by the sub-committee. | Fr Danny/Mary/Finance | Update next meeting. |
| 6/03 | Prepare a further ‘push’ to reach the ‘Living Our Faith’ target. | Finance | Update next meeting. |