## Parish of St Joseph & St Margaret Clitherow

## Bracknell

**Minut**

**Minutes of the Parish Pastoral Council Meeting
Wednesday 23rd September 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, Anne Gibbons, Terri Hinton, Maura Holt, Kenneth Maimo, Theresa McDougall, Mary McNab, Jan McTague, Simon Mwanje, Marie-Danielle Tichbon, John Weeks, Claudia Wing

**Associates:** Dr Trevor Keeling, Bernard O’Neill, Bernadette Fisher, Anne Taylor, Marija Brincat

**1 Welcome**

Note: In the absence of Nicki who was attending a meeting of the Governing Body of St Joseph’s School this evening, Bernard very kindly volunteered to take the minutes.

Maura began by welcoming everyone back after the summer break. Fr Danny has now spent 2 years with us as our Parish Priest and Maura thanked him for strengthening, healing and spiritually nourishing our Parish during that time. Since our last meeting on 10thJune, Louise has stepped down as Leader of the Contemplative Life Team but will still remain a member of the PPC. Anyone willing to lead the Contemplative Life team should contact the parish office/Maura, preferably before the next PPC meeting on 14thOctober. Louise was thanked for all that she had done for the Parish as Leader of the Contemplative Life Team. Maura mentioned that Larissa had now gone off to University and commented on how grateful we are to her for using her gifts and talents in so many ways in our Parish and ensuring that the voice of our young people was heard on the PPC. We wish her every success in her studies. Maura said that Shaun will be attending future Finance team meetings on behalf of the PPC.

Foundation Governors from both schools are PPC members and work hard to strengthen the school / parish relationship. Maura thanked Anne and Maria who will be continuing to represent St Margaret Clitherow School on our PPC. Claudia has now stepped down from the Governing Board of St Joseph’s School but will remain as a member of the PPC. Nicki will probably be moving away from the parish at the end of 2015 and it has been suggested that Foundation Governors from St Joseph’s will act as representatives on the PPC on a rotation basis although this still is to be confirmed.

Before the summer break we welcomed 5 new members to the PPC – Amy, Tony, Ellie, Terri and Rita. Each PPC member belongs to one of the 3 areas of our Parish Framework: The Contemplative Life, Education and Formation and The New Evangelisaton. Tony, Amy and Terri have opted to join the Education and Formation team, Rita has opted to join the New Evangelisaton team and Ellie has still to decide.

Since our last meeting in June, Parish life has continued as busy as ever with a successful Confirmation ‘Come and See’ with Hannah Vaughan-Spruce (the author of Transformed in Christ), a very enjoyable pilgrimage to Aylesford on 13th July, Safeguarding Training Sessions at the beginning of July and end of August, Proclaim ’15 Conference in Birmingham attended by Maura, Fundraising for next summer’s World Youth event in Poland , Divine Mercy Chaplet with Eucharistic Adoration and Benediction on the 3rd Sundays of August and September and our parish has recently joined the Bracknell Forest Dementia Action Alliance.

A lot has been achieved during the past 18 months or so and we are taking tentative steps forward as a missionary Parish. However we do need to do more to reach out to those in our Parish community and beyond, who need our love and support.

**2 Prayer and Formation**

We said together the prayer that Bishop Philip has asked us to pray during this Year of Prayer. Father Danny then led us in a period of reflection and discussion focussing on mercy and compassion.

**3 Apologies**

Apologies were received from Louise Birley, Hilary Bone, Ellie Clark, Tony Clark, Nicki Craggs, Shaun Howard, Maria Illingworth, Marion McGuire and Liane Kettle.

**4 Approval of the Minutes from the meeting of the 10th  June 2015**

It was agreed that the minutes of the previous meeting were a fair and accurate record.

**5 Actions arising from the minutes**

**09/4 - PPC MEMBERS’ PHOTOS:** As photos have not been forthcoming, it was decided to abandon this Action. **Action completed.**

**1/04 - TRAINING OF CATECHISTS:** The next ‘Tuesday Faith Formation’ Evening is due to take place on 13thOctober 2015 in Reading and the next Maryvale Certificate course, which is a distance learning course over two years, is due to begin on 31st October 2015. As yet no one from our parish has signed up for this course. **On-going.**

**2/02 - WYD2015:** 6 young people from our Parish are registered to travel with Bishop Philip and young people from our Diocese to the World Youth event in Poland next summer (Thurs 21 July – Tues 2 August). The Fundraising cake sales, table top sales and smarties tubes have so far raised **£1176.96.** The target is to help to cover the £6000 fully inclusive cost of sending our youth to this event. It is planned to continue the monthly cake sales along with other Fundraising events decided by the Youth Fundraising team. **On-going.**

Mary mentioned that Pilgrim Information packs had been sent out to the participating youth detailing preparation events (in October, December, February, April and June). It will be necessary to adhere to the payment schedule and ensure that arrangements for the preparation events are understood by the participating youth from our parish. The Education and Formation team agreed to look at the Pilgrim Information pack at their next meeting and advise accordingly. **New** **Action: 9/01**

**4/01 - PLANNING FOR CONFIRMATION 2016:** Mary reported back that a very successful Confirmation’ Come and See’ had taken place on Sunday 5th July and that 31 young people had signed up for the Confirmation Journey. We also have a large team of helpers including young leaders. There was an Information BBQ for the young people and their parents on Saturday 5th September which was very well attended and enjoyed. The first Confirmation session took place on Wednesday 16th September**.** Maura thanked Mary and the Confirmation team for all that they are doing for the young people of our parish.  **Action completed.**

**5/02** – **TRIP TO AYLESFORD:** 26 Parishioners spent a veryenjoyable day at Aylesford on 13th July 2015. Maura thanked Louise and Renata for organising the trip and looked forward to the next one which could perhaps be organised at a weekend or during school holidays when families might be able to join in too. **Action completed.** .

**5/03 - CHILDREN’S LITURGY:** Following a successful appeal for additional help,new volunteers have come forward to help with Children’s Liturgy at 8.30am Mass and 10.30am Mass. It is hoped to have Children’s Liturgy each week at 10.30am Mass. It may not be possible to have a weekly Children’s Liturgy at 8.30am Mass at present as David is awaiting an operation following an accident in the summer. It is hoped in due course to introduce Children’s Liturgy at the 6pm Mass too and volunteers have already expressed an interest in helping at this Mass. Maura thanked Ann and her team for all that they are doing for the children of our parish . **On-going.**

**6/02 – NEWSLETTER ITEM INVITING APPEAL SUBMISSIONS TO BE CONSIDERED BY THE SUB-COMMITTEE:** The sub-committee made up of members of the PPC and Finance Committee met on 7th September 2015. It was agreed that Peter would prepare an item for the parish newsletter inviting appeal submissions for the new financial year commencing September. The sub-committee would then meet at a later date to consider all requests/Parish appeals. The outcome of the sub-committee meeting would then be reported back to the PPC and the Parish. **On-going.**

**6/03 – PREPARE A FINAL ‘PUSH’ TO REACH THE ‘LIVING OUR FAITH’ TARGET:** There had beena further appeal to try and reach the 100% mark if not more. We will have an update on the situation at our next PPC meeting. Fr Danny said that it would not be possible to use ‘Living our Faith’ to fund a Youth Worker if we did not reach the 100% mark. **On-going.**

**6 Items for Discussion**

1. **Justice, Peace and Social Responsibility**

In June, Bishop Philip wrote a pastoral letter centred on Church Social Teaching in which he stated that it was his hope that there would be a Justice, Peace and Social Responsibility team in every parish in the Diocese. Bernard O’Neill, who has volunteered to set up such a group in our parish, spoke about Justice & Peace. Unfortunately it was not possible to show the power point presentation that he had prepared but it is planned to show it at our next PPC meeting. Bernard presented a strategy for establishing this group into the Parish and to assist with local issues. He will arrange a meeting of interested people to take this forward. **New** **Action: 9/02**

**Strategy For Justice & Peace Commission in St Josephs Bracknell**

*This is a working draft to be updated as and when…. Sept 2015*

After a discussion with Fr Danny, it was established that J & P would start and address local issues.

We should invite parish members to form a working group initially to discuss and formulate a plan for the next 3/6 months with a designated task list.

Including

* Establish and make contact with other J & P groups in the Bracknell area.

*The main purpose is that there will not be duplication of same projects and also being able to input a collective response to immediate/emergency needs.*

* Confirm other groups in the Parish that can feed into and assist J & P

*Like St Vincent de Paul etc…*

* Discuss and agree Projects that we can lead on and local projects that we can assist with

*That can we can confidently deliver to make an impact…*

* Establish a communication media plan to update regularly parishioners on the work of the J & P and the local projects involvement

*Using the Parish website and a printed monthly newssheet*

* Establish a contact list of local services for reference to…..
1. **Year of Mercy**

Pope Francis has given the Church a Jubilee of Mercy which opens on 8th December 2015. (See the Misericordiae Vultus attachment.) The Jubilee is an invitation from the Holy Father for us, as a Church, to learn once again the mercy of God and how He shows His tenderness, His gentleness and steadfast love so that we can be that mercy to our world and to others. Fr Danny explained his intention to have a Door of Mercy in the church and several ideas of a design were suggested and discussed.

1. **Refugee Crisis**

Bishop Philip has asked us to make the Refugee Crisis a focus of prayer and we prayed:

**O Lord, to whom no one is a stranger**

**and from whose help no one is ever distant,**

**look with compassion on refugees and exiles,**

**on segregated persons and on lost children;**

**restore them, we pray, to a homeland,**

**and give us a kind heart for the needy and for strangers.**

**Through Our Lord, Jesus Christ ,Your Son,**

**who lives and reigns with You in the unity of the Holy Spirit,**

**one God, for ever and ever. Amen.**

Bernard had made contact with Bracknell Forest Council to offer assistance with the Refugee programme but as both the Government and BFC had not yet published any planned programme, he was advised to keep in touch. He presented an Action Plan for discussion.

**Refugee Project**

**ACTION PLAN (for discussion)**

* To find a coordinator for the refugee project

 Make contact with Bracknell Forest Council

* Post strategy plan

Obtain listing of available beds

Coordinate with schools

Arrange use of Parish Hall for meals and integration advise

Arrange Advisors

Arrange cooks etc

Request donations from Parish to cover cost of above

*Made contact today with the Chief Exec’s office who advised they are awaiting a strategy from the Government re Local Authorities input to National Refugee Project so as to plan a draft a BFC strategy. We must keep in contact through Customer Services. They have not named a Refugee Officer as yet.*

1. **Poverty in Bracknell**

Fr Danny referred to the recent report ‘Beyond the Foodbank: Tackling Poverty in Bracknell’ (see attachment) and said that the picture is disturbing that there are families living in abject poverty on our doorstep and we must look at how we can assist them. He advised that the SVP was already involved.

1. **Provision of Mass in South Bracknell**

Fr Danny spoke about the need for the provision of Mass for the Catholic community in south Bracknell. Various options were discussed and the majority of PPC members thought that celebrating Sunday Mass in St Margaret Clitherow Academy would be the best option for both the school and the parish and that relationships will be strengthened as a result. Fr Danny said that he would contact Mr David Masters, the Head Teacher, to discuss further. **New** **Action: 9/03**

**7 A.O.B**

**Wednesday Craft Group**: Marija Brincat said that she is interested in starting a craft group in the Parish, possibly on a Wednesday morning once or twice a month. She is also interested in reaching out to the Sick and Housebound, some of whom may be interested in joining in.  The PPC supported her idea and she will put a notice about starting such a group in the parish newsletter.

**Bereavement Support Group** - Terri, speaking on behalf of the recently formed Bereavement Support Group, said that Fr Danny will celebrate a special Mass at 10am on Saturday 17th October with members of the Bereavement Support Group in attendance to remember our loved ones, including members of our parish community, who have died recently.  This will be followed by tea and coffee in the hall.  We will have special Masses like this every quarter when we will have the opportunity to come together to remember those who have died and to offer our love and support. She also showed us the memorial board that she and her husband had designed and made with small crosses on hooks, under which the names and photos of the recently bereaved will be displayed. The memorial board will hang at the back of the church.

**Parish notice board:** With regard to the schools’ display on the noticeboard, which is out of date, Anne askedif theSchools’ Reps on the PPC would ask the two RE coordinators to liaise about an agreed timetable for updating.

**Pew Packs**: Sarah and Theresa were thanked for putting together the wonderful pew packs for children to use at Mass. These will be available for use shortly.

**Service of Healing and Afternoon Tea:** It is hoped to have this at 3pm on 25th October 2015. As the numbers previously were large, Mary agreed to contact the other priests in the Pastoral Area to see if they could come and assist Fr Danny.

**Thought for the Week** : After December, Hugh Gibbons will be giving up providing ‘Thoughts for the Week’ in the Bracknell News and other newspapers in the local area. He will provide a brief on what this entails. Bernard said that he might be interested in doing the column as he had previously done one for a Wokingham paper.

**Shop:** Marie-Danielle has volunteered to open the shop after the 0830 Mass up until the start of the 1030 Mass. Fr. Danny hopes that further volunteers will come forward so that a team can be created to support each other.

**Car Park:**  Due to on-going problems, the car park bollard system has been locked down and will be out of operation until further notice. The company who installed the system and the manufacturers will conduct a review and advise in due course.

John, who has led the implementation of the bollard system, now wants to hand on the future administration of the car park to another willing volunteer. John has done a tremendous job of putting the administration in place and is more than happy to spend time with his successor to ensure a proper handover.

**SVP Fundraiser:** This will be held during the weekend of 26th 27th September and it is hoped to raise awareness of the work of the SVP in the Bracknell area.

**Quiz in aid of Alexander Devine Hospice:** Please support this quiz being organised by Dr Chris Lindsay on 10th October at 7.15pm in the hall. All proceeds will go towards the building of a Children’s Hospice in Berkshire.

**Bracknell Forest Dementia Action Alliance** (DAA): St Joseph and St Margaret Clitherow Parish Church has just become a member of this. We are listed on the right column on the website link below : <http://www.dementiaaction.org.uk/local_alliances/8590_bracknell_forest_dementiaaction_alliance>

BF Dementia Action Alliance was established in October 2014 following recognition in Nov 2013 by the Alzheimer's Society that BF is 'Working to become dementia friendly'. Among the aims of the DAA are to:

* Encourage a range of local organisations, including churches, to become members of the Bracknell Forest DAA steering group
* Identify and increase the number of 'Dementia Friends' and 'Dementia Friends' Champions locally
* Arrange frequent 'Dementia Friends' information sessions locally to increase awareness

In order to raise awareness of dementia in our parish, we plan to host 2 open Dementia Friends’ sessions on Thursday 15th October at 11am and Thursday 19th November at 11am led by Caroline Rathmell, Dementia Action Alliance Co-ordinator.  You only need to attend one session which will last approx 45 minutes.  There is no charge for this and you can book your place by contacting caroline.rathmell@alzheimers.org.uk  We will be encouraging as many people as possible to attend. Dementia Friends gives people an understanding of dementia and the small things that you can do to make a difference.

**8. Closing Prayer**

Father Danny led the closing prayer.

**PPC ACTION LIST**

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|  | What | Who | When |
| 1/04 | Review need for training /ongoing training of Catechists | Thomas Donkor/ Fr Danny/ Contemplative Life team | On-going. |
| 5/03 | Children’s Liturgy | Ann and the Children’s Liturgy team | Update next meeting. |
| 6/02 | Appeal submissions for the new financial year commencing September to be considered by the sub-committee.   | Sub-committee | Update next meeting. |
| 6/03 | Prepare a further ‘push’ to reach the ‘Living Our Faith’ target.  | Finance | Update next meeting. |
| 9/01 | Look at WYD Pilgrim Information pack, in particular the preparation events and advise accordingly.   | Mary/Education and Formation team | Report back next meeting. |
| 9/02 | Arrange a meeting of interested people to set up a Justice, Peace and Social Responsibility team in the parish. | Bernard | Update next meeting. |
| 9/03 | Contact Mr Masters with regard to celebrating Sunday Mass at St Margaret Clitherow Academy  | Fr Danny | Update next meeting. |