## Parish of St Joseph & St Margaret Clitherow

## Bracknell


## Minutes of the Parish Pastoral Council Meeting

**Wednesday 7th April 2015 at 7.15pm in the Church Hall**

**Present**: Fr Danny, Nicki Craggs, Maura Holt, Shaun Howard, Marion McGuire, Jan McTague, Larissa Okyere, Claudia Wing, Maria Illingworth, Theresa McDougall, Marie-Danielle Tichbon

1. **Welcome**

Maura warmly welcomed everyone present to the April meeting. Unfortunately it was not possible to reschedule the March PPC meeting which was cancelled as Fr Danny was unwell. Although a number of PPC members are at present on holiday, it was decided to go ahead with this meeting in Easter week as rescheduling it might have proved difficult.

Maura highlighted the number of events that had taken place since the last PPC meeting in February:- Ash Wednesday and Holy Hour for the New Evangelisation, Taize evening, Flame 2 Youth event at Wembley Arena, Rite of Election in Portsmouth and the Scrutinies during Lent, Census weekend, Lent Fast Day in aid of CAFOD, Fairtrade Fortnight, Bamenda appeal through Lent, a very enjoyable St Patrick’s night on the Saturday prior to his Feast Day, Youth Social Evening, the unveiling of the Community Gallery, Holy Week Services, Youth Band All-night vigil in the Upper Room, the Easter Vigil (when Abigail, Ehsan, David, Niamh, Amelia, Tony and Marco were received into the Church), post-Easter Vigil Celebration and the Easter Sunday Masses, with up to 100 people in the Hall at 10.30am Mass in addition to the church being full to capacity! Maura took the opportunity to thank everyone involved in the organising of so many varied activities, services and celebrations and those who attended them.

Since our last meeting, o**ur Parish was represented at the Bracknell Faith and Belief Forum on 16 Feb,** members of the SVP from our Parish attended an inter-denominational half day training course (working with vulnerable adults) on 2 March at St Andrew’s Church, Priestwood and our Parish was represented at the Women’s World Day of Prayer on 6 March at Bracknell Methodist Church.

Maura thanked the Finance Committee and, in particular, John Cole for all the work done in preparing the Car Park report.

**2 Prayer and Formation**

We shared the prayer that Bishop Philip has asked us to pray during this Year of Prayer.

Fr Danny then led us in our 15 minutes of Prayer and Formation.

1. **Apologies**

Apologies were received from Louise Birley, Katharine Ferguson, Mary McNab, Peter Hancock and Simon Mwanje.

1. **Approval of Minutes from the meeting held on 11th February 2015**

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

1. **Actions arising from those minutes**

**06/10 Research World Youth Day 2016 Poland:** As this has now been incorporated into the recent Action 2/02, this Action is now closed**. Action Completed.**

**09/4 Group Photo:** Following the cancellation of the March PPC meeting, all PPC members were asked in an email to send in a passport-size photo to the Parish Office for a photo frame which will go on display in the porch. To date, one photo has been received! Members are reminded to send in a photo asap. **Ongoing. Update next meeting.**

**09/5 Find a trainer/mentor for Altar Servers:** Ray Savage has agreed to take on this role. We are very grateful to Ray for agreeing to do so.  **Action Completed.**

**10/3 Invite those who were confirmed in June to start Year 2 of their Confirmation journey:** To date, therehas been no progress on this Actionand, given that we have gone so far through the year, it’s unlikely that there will now be progress. It was suggested and agreed that we close this as a current Action and incorporate it into a new action ‘Planning for Confirmation 2016 – involving our young people in the Church’. **Action Completed. Refer to Action 4/01**

**10/4 Additional Confirmation Catechists needed:**  To date, therehas been no progress on this Action and it was suggested and agreed that we close this as a current Action and incorporate it into a new action ‘Planning for Confirmation 2016 – involving our young people in the Church’. **Action Completed. Refer to Action 4/01**

**10/9 Ensure that Readers and Eucharistic Ministers are organised, if necessary for the monthly Youth Mass:**  To date, there has been no need for Eucharistic Ministers at this Mass. We have a team of young Readers (Larissa, Guy, Ola, Yalini) whom we can call upon in advance of each Mass. **Action Completed.**

**10/10 Organise monthly Youth Social Evening:** This was held on 27th March 2015. Our thanks go to Tom, Larissa and members of the Education and Formation team for what was a great evening. It was noted that there were not as many young people as at the Christmas Social.As mentioned previously, for these to happen monthly requires so much organisation that it was agreed instead that these should happen termly. **Action Completed.**

**11/04 Decide on what (drum kit) is required for the Youth Band:** As this Action is in the hands of our young people and can be overseen by the Education and Formation team and Finance team, it was suggested and agreed that we can close this as a PPC Action.

  **Action Completed.**

**11/08 Increase the number of Eucharistic Ministers at Sat 6pm and Sunday 10.30am Masses:**  It was suggested to approach people directly rather than putting an item in the newsletter. It was good to see so many young people serving as Eucharistic Ministers during Holy Week and Easter. Fr Danny said that he felt that there are currently no issues with the numbers.

 **Ongoing. Update next meeting.**

Shaun mentioned that there will be a meeting next week (15 April) with the new members of our Parish community who were received into the Church at Easter when they will be introduced to all aspects of Parish life and given the opportunity to consider ways in which they might like to become involved in the life of the Parish eg volunteering for Parish ministries. Apparently, many people, who join the church at Easter, do not attend Mass regularly thereafter. Shaun said that he fully understands that people have busy lives and other time commitments but this may be a way forward to ensure that they always feel a part of the Parish community.

**11/09** **Help Carol Nichols identify people suitable to replace her on the Bracknell SACRE:**

Fr Danny said that Chris, a retired history teacher, is willing to take on the role. Steve Rollins has also expressed an interest. We understand that there are 2 places available for Catholics on the Bracknell SACRE. At present, only Carol represents our Parish so it would be possible for both Chris and Steve to join SACRE if they wished. **Action Completed.**

**11/10 Organise training for those who carry out Baptism preparation: Action Completed.**

**11/12 Arrange a meeting on ‘How to involve our young people within the Church’:** To date, therehas been no progress on this Action and it was suggested and agreed that we close this as a current Action and incorporate it into a new action ‘Planning for Confirmation 2016 – involving our young people in the Church’. **Action Completed. Refer to Action 4/01**

**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 gave an update for this item. There are currently 19 case workers at BFBC. One new family to the area was referred to the SVP last week. They are in great need of help which is being progressed. Currently, the Ascot & Bracknell SVP has nowhere to store donations (eg furniture) that come in from Parishioners before they can be delivered to those in need. Fr Danny suggested that, as the garage is empty at the moment, it might be used temporarily to store items for the SVP. **Ongoing. Update next meeting.**

**11/17 Raise awareness of the work of the SVP in schools:** Chris Browne, Ascot & Bracknell SVP President, has spoken to Claz Gomez, the new National Young Vincentian Coordinator, regarding the possibility of launching Mini Vinnies in our Catholic Primary Schools. The Governors present at the PPC meeting said that their respective schools would welcome more information on this. Maura said that she would contact Chris Browne and ask for an SVP Youth Development Officer to contact and visit the schools.  **Ongoing. Update next meeting.**

**1/01 Review what needs to be done on Parish Website.** As this has now been incorporated into the recent Action 2/05, this Action is now closed**. Action Completed.**

**1/04 Review need for training/ongoing training of Catechists:** See Agenda item 6.

 **Ongoing. Update next meeting.**

**1/06 Identify people in Bracknell who need help or support from the Parish/SVP:** Mary (McNab) provided the PPC with an update prior to the meeting “I have arranged to meet the Manager and SEN contact for the Rowans and Sycamores Children's Centres in Bracknell with a view to understanding more about the so called 'Super Output Areas' in Bracknell where families are living in poverty and to see whether we can join with them and other agencies to see if we can help”. Maura thanked Mary for this. **Ongoing. Update next meeting.**

**1/09 Give further advice/guidance re Car Park through the Parish newsletter:**

 **Action completed.**

**2/01 Contact younger readers on rota to ask if they would volunteer for the youth Masses: Action Completed.**

**2/02 Book places for the young people to attend WYD in Poland 2016:** Mary (McNab) provided the PPC with an update prior to the meeting “I received the following advice from Will Hince at the Diocese regarding WYD when I asked whether there would be a possibility of reserving a number of places on the coach without giving any names yet:

*I've added your details to the WYD application list. When the further info goes out you'll be sent it too.  We have received a large number of requests for further information, so we anticipate the places filling quickly. We have decided that the fairest way to allocate the 80 places on the trip is on a first come, first served basis, based on when we receive completed registration forms together with the £50 non-refundable deposits for the trip. If we open the doors to group reservations, things are going to get really tricky.  I'm hoping the information will be sent out very soon, but is there any way you can call parents & speak to a few young people to get them keen enough to register?”*

It was agreed that this needs to be publicised to the youth and names collected as soon as possible. More information, however, is still required. It was felt that fundraising events could take place to pay towards travel costs of those going. **Ongoing. Update next meeting.**

**2/03 Email named contacts of Parish Groups to advise if additional info is needed for their page on the Parish website:** Maura emailed all named contacts. **Action Completed.**

**2/04 Make a decision on who is to update the information on the Parish website:** It was decided that, for the time being, Simon will update the Parish website. **Action Completed.**

**2/05 Visit Parish website and provide feedback to Simon:** Maura said that information relating to Parish Groups etc contained in the Parish booklet has now been uploaded on to the website. Comments suggested that the website needs careful monitoring to ensure that it is kept as up to date as possible. The calendar needs to be reviewed week-on-week with regard to Mass times and information relating to forthcoming meetings and activities.

 **Ongoing. Update next meeting.**

**2/06 Send Proclaim ’15 information to Parish Prayer Groups:** Maura has given the information to the Life in the Spirit Prayer Group and RCIA Group. **Action Completed.**

Louise Birley is interested in running the 3 Proclaim ’15 small group sessions prior to Pentecost on 30 April, 7 May and 14 May at 7.30pm. This will be advertised.

**2/07 Arrange a date for Holy Hour for the intentions of the New Evangelisation:**

 **Action Completed.**

**2/08 Attend KIT presentation at 2pm 21st March in person to promote this event:**

 **Action Completed.**

**2/09 Check if 13th or 27th March is suitable for Youth Social:** **Action Completed.**

**2/10 Explore possibility of the youth band playing once a month at the 6pm Mass:** As this is an item on the Agenda of the next Education and Formation team meeting, it was suggested and agreed that we can close this as a PPC Action.  **Action Completed.**

**2/11 Contact Education and Formation team members if support is needed for possible youth band all night vigil:** **Action Completed.**

**6. Planning for the Future – Where do we go from here?**

Maura gave feedback that, as a number of PPC members were not present at the February meeting when we started discussing this item, it was decided to bring it back for discussion at the next meeting.

To go some way towards addressing the question: **Planning for the Future – Where do we go from here?** and as there was no PPC meeting in March, it was decided to email PPC members and ask them to forward ideas/thoughts/suggestions to Mary at the Parish Office or to Team Leaders. Alternatively, members were advised that, in the Parish room, the following weekend (14/15 March), three charts would be displayed - one for each team i.e. Contemplative Life, Education and Formation and New Evangelisation.  Members were asked to write down on post-it notes suggestions of what they think is important to focus on for the coming year (and/or beyond).

Maura expressed her gratitude to Mary for sending out emails and for organising the charts and post-it notes in the Parish Room. About 6 PPC members came up with suggestions and these are provided in a print off (see Attachment: Brainstorm ideas) for discussion.

It was agreed that a lot has been achieved during the past year and that 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.

**Contemplative Life**

In discussing ‘Brainstorm Ideas: Contemplative Life’, discussion focussed on:

**Develop a programme of training of all Catechists:** This had already been highlighted previously as an area that needs to be addressed. It was felt that support was not always available for catechists and, as a result, some had withdrawn. It was agreed that this whole situation needs to be reviewed. There was little feedback, though, on what training people required/wanted. Catechists are involved in the preparation for Baptism, First Holy Communion, Confirmation, Journey of Faith/RCIA and Children’s Liturgy. Maura suggested that perhaps training could be held in-house by bringing people in. Fr Danny also suggested that some of the Catechists could actually train others. It was agreed that a lot of work needs to be done in this area and, if the PPC agree for this to be done, we can start to move on in this area. Claudia suggested breaking the whole area of training into small groups i.e. Confirmation, First Holy Communion and prioritise these groups by need. It was agreed that we could begin with Confirmation as it is the focus too of Action 4/01. It was felt that our role is to identify people who could help and then ensure that they are supported.

**SION Mission 10 – 25 September 2016.** A Parish co-ordinating team will be needed to work on this by September when a Sion Pre-Mission Co-ordinator will be assigned to our Parish. He/She will be the first line of contact between the Parish and Sion Community.

**Called and Gifted Workshop** The first available date is early 2016. Fr Danny said that it was possible for members of our Parish to attend ‘Called and Gifted’ workshops being organised elsewhere in the Diocese this year as this would help with the planning of a Called and Gifted Workshop in our own Parish/Pastoral Area. (Note: Called and Gifted Workshop - 5/6 June - Reading Pastoral Area). Miranda Joyce and Dr Trevor Keeling attended the first Called and Gifted Workshop last June 2014 and Maura attended one at St Joseph’s, Maidenhead for the Great Park Pastoral Area in March 2015.

It was suggested and agreed that the Contemplative Life Team should review ‘Brainstorm ideas: Contemplative Life’ in the light of the discussions above and their own team discussion and report back at our next PPC meeting on **Contemplative Life Team: Planning for the Future – Where do we go from here?** **Refer to Action 4/02**

Note: it would be extremely helpful if reports could be sent through to the office in advance of the next meeting (13 May).

**Education and Formation**

In discussing ‘Brainstorm Ideas: Education and Formation’, discussion focussed on:

**Recruit a Youth Ministry Leader for the Pastoral Area:**  In interviews that Fr Danny has held to date with those in our Pastoral Area interested in joining the Evangelisation Strategy Team, the need to recruit a Youth Ministry Leader for our Pastoral Area is seen as an important area of focus. The Evangelisation Strategy Team will encourage PPCs to ‘think outside the box’ when moving forward. Fr Danny said that one of the prospective EST team members had actually suggested that a ‘job spec’ should not be written for applicants for the role of Youth Ministry Leader but, instead, they could be asked to write their own, to encourage their ideas and not limit them to what we think we may want at this point.

**Friday Night Youth Group – allow all young people 11+ to come along:** Members of the Education and Formation team present at the meeting said this suggestion had been made by members of the Youth Band too and is due to be discussed at the next meeting of the Education and Formation team. Marion McGuire mentioned that new volunteers for the Youth Group rota have completed the DBS process and have attended Child Protection Training. Thanks were expressed to Marion for her hard work in ensuring that this was done and to those adults who have signed up to the Friday evening rota, have a DBS certificate in place and have attended the mandatory Diocesan Safeguarding training.

**Children’s Liturgy** Marion mentioned her concerns with regard to the numbers attending Children’s Liturgy, particularly at the 10.30am Mass and the need for additional support. It was agreed that the Education and Formation Team will add this to their Agenda and contact Anne, Sarah, David and Jo (Children’s Liturgy Leaders) and ask them also for suggestions of how they would like to move this issue forward.

With regard to **The Social Life of the Parish**, it was agreed that thishas beenslowly building so far this year with an enjoyable Quiz Night, St Patricks Night and another quiz planned for May. Thanks were expressed to those involved in the organising of these events and it was hoped that there would be more opportunities to ‘have fun’ in the coming months.

It was suggested and agreed that the Education and Formation Team should review ‘Brainstorm ideas: Education and Formation’ in the light of the discussion above and their own team discussion and report back at our next PPC meeting on **Education and Formation** **Team: Planning for the Future – Where do we go from here?** **Refer to Action 4/03**

Note: it would be extremely helpful if reports could be sent through to the office in advance of the next PPC meeting (13 May).

**New Evangelisation**

In discussing ‘Brainstorm Ideas: New Evangelisation’, discussion focussed on:

Shaun gave details of Parishes that have used leaflet drops to encourage people to attend church or get involved in events taking place there. A discussion followed and it was agreed that leaflets would be quite costly and would need to have an item/event to focus on. Perhaps a notice board outside the Church might be a more suitable starting point.

**Run an Alpha Course or provide another ‘door’ into the Church** It was suggested that the team could explore the ideas contained in the article ‘Unlocking the secret to evangelisation’. (See Attachment)

**Have a Parish Stall at the Schools’ Summer and Winter Fairs** This would be fairly easy to do as it would involve having for example a tombola, engaging people in conversation about the Parish and have Parish leaflets available. The schools might be a good place to carry out new evangelisation.

**Wall mounted digital display in the porch** It was agreed that thissounded an interesting idea and one worth exploring.

It was suggested and agreed that the New Evangelisation Team should review ‘Brainstorm ideas: New Evangelisation’ in the light of the discussions above and their own team discussion and report back at our next meeting on **New Evangelisation Team: Planning for the Future – Where do we go from here?** **Refer to Action 4/04**

Note: it would be extremely helpful if reports could be sent through to the office in advance of the next meeting on 13 May..

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

**Community Gallery**

See the Attachment: Hugh’s Gallery update April 2015 .

There has been a very positive response to the Community Gallery which was unveiled on 28 March. There is an extensive article with colour photos in this week’s Bracknell News.

[www.bracknellcommunitygallery.org/guide](http://www.bracknellcommunitygallery.org/guide) now has pictures of everything, plus some background information and is well worth a visit.

Hugh’s latest suggestion FLOWERS FOR MALALA is to invite all local schools to provide a present for Malala on Saturday 11 July – the day before her 18th birthday. They would paint panels of flowers to fix on battens on the painted section of the wall in front of the church. This would hide the streakiness of the brickwork and offer further community engagement.
It was agreed that this was a lovely idea and thanks were expressed to Hugh for his unique take on New Evangelisation.

**Noticeboard**

Marion passed on a request from the Youth Group to have some space on the noticeboard in the porch to add their photos of events they hold/attend. Maura said that she would contact Katharine and speak to Mary about this. **Refer to Action 4/05**

**Tuesday Faith Formation**

See Attachment: Tuesday Faith Formation poster. This will be advertised in the Parish newsletter and on the noticeboard,

**Bereavement Support Group Training Sessions:** These 8 sessions are being run by Steve Rollins and they started yesterday evening Tuesday 7th April with about 20 people present.

**Service of Healing** **and Afternoon Tea:** This will be held at 3pm on 24th May. Invitations will be going out (via Eucharistic Ministers) to the Sick and Housebound of our Parish in 2-3 weeks time. All are welcome. This will follow the same format as in June and October last year.

**Divine Mercy Sunday**

There will be a Holy Hour at 2.30pm on 12 April, Divine Mercy Sunday. All are welcome.

**Good Friday – Veneration of the Cross**

Theresa asked if the Crosses could be positioned on either side of the church and the ‘flow’ of people be similar to that for Holy Communion which would hopefully prevent some of the confusion that occurred towards the back of the Church on Good Friday this year. Fr Danny said that he is positive to any ideas which make things easier for all.

**8. Closing Prayer**

The meeting closed with a Prayer at 9.10pm

**PPC ACTION LIST**

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|  | **What** | **Who** | **When** |
| **09/4** | Group photo of PPC membersAll PPC members are reminded to send in a passport size photo for a photo frame that will go on display in the porch. | All PPC members | As soon as possible - before the next PPC meeting on 13 May |
| **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. |
| **11/16** | 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** | a)Raise awareness of the work of the SVP - Posters in schools/ school newsletters b)Arrange for an SVP Youth Development Officer to contact and visit the schools. | a)Ascot & Bracknell SVPb)Maura to contact Chris Browne to request this | Report next meeting. |
| **1/04** | Review need for training /ongoing training of Catechists | Thomas Donkor/ Fr Danny/ Contemplative Life team | Update next meeting.  |
| **1/06** | Identify people in Bracknell who need help or support from our Parish/SVP | Thomas (Donkor)Mary (McNab) | 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 |
| **2/05** | Visit Parish website and provide feedback to Simon  | All | Report next meeting |
| **4/01** | Planning for Confirmation 2016 – involving our young people in the Church. | Fr Danny/Mary/Education and Formation team/Confirmation Catechists | Update next meeting |
| **4/02** | Planning for the Future – Where do we go from here? | Contemplative Life Team | Report next meeting |
| **4/03** | Planning for the Future – Where do we go from here? | Education and Formation Team | Report next meeting |
| **4/04** | Planning for the Future – Where do we go from here? | New Evangelisation Team | Report next meeting |
| **4/05** | Noticeboard – review its use. Ensure that there is an area for Young People. | Katharine/ Mary/Maura | Update next meeting |