**First Meeting of the**

**Parish Pastoral Forum**

**Wednesday 12th September 2018**

**7.00pm-8.30pm**

**in the Community Centre**

**Draft Minutes**

**Present**: James Johnson (Chair), Caroline Dixon (Vice-Chair), Laura Fuller, Sandra Tam, Liz Nicotra, Carmel Osefoh, Tracey Gardener (for Annette Bacon), Miriam Parker, Paul McLoughlin, Mark O’Doneghue, Father Tom Jordan (present to open proceedings).

1. **Opening Prayer**: Father Tom opened proceedings with a reading and prayer. After his opening remarks he then thanked everyone for their involvement before handing over to James Johnson, before departing at this point due to his ill health.
2. **Welcome & Introductions**: James Johnson took over proceedings, welcoming everyone and thanking them for coming on board with the re-formed PPF, promising that by the end of the meeting all would be very much clearer regarding the role of the PPF and their roles within it. Everyone had a pack of documents, which should have included the parish financial report however these were not available due to the resignation of the Diocesan Financial Director therefore they had not been signed off by the Diocese.

This evening saw the re-launch of the Forum as a response to the Diocesan Document, ‘Working Together to Evangelise of Diocese’ (Advent 2017) and the feedback from parishioners through questionnaires and two parish meetings. It would aid the formalisation of structures within our parish and further links with other parishes. Through the PPF, parishioners’ views would be represented in the development of our parish on all fronts, including setting up links on sacramental and other levels with neighbouring parishes in the deanery keeping everyone fully informed of developments.

We arrived at this point building on the hard work of Caroline Dixon, our Steward of the Gospel and her team. The constitution of the PPF was created by Caroline Dixon, James Johnson, Joan Murphy and Father Tom and was the result of much research both locally and nationally. It had already been posted on the parish website (which would henceforth be updated regularly) and on the notice board outside church. Minutes of meetings would also be posted as above within ten days.

Members of the Forum introduced themselves: Caroline Dixon, Laura Fuller, Sandra Tam, Liz Nicotra, Carmel Osefoh, Tracey Gardener (on behalf of Annette Bacon), Miriam Parker, Paul McLoughlin, Mark O’Doneghue, James Johnson. The secretary will be Amanda McKiernan.

1. **Apologies for absence**: Apologies were received from Joan Murphy and from Father Tom as he left the meeting.
2. (**Minutes of previous meeting**: This item would be part of future meetings)
3. (**Matters arising**: This item would be part of future meetings)
4. **Vacancies**: There was one vacancy for a parish representative. We are awaiting a reply from one more possible member to fill this vacancy.
5. **PPF Foundation Document**: Although published on the website and on the PPF noticeboard at church, James Johnson apologised as the document was only sent out a day or so before the meeting. The aims of the document were to bring together the spiritual, pastoral, temporal needs of the parish through the PPF in a more formal manner providing a structure to assist the parish priest. In short, to evangelise our parish and diocese.

Outline: There will be 13 members. It will meet four times a year, as follows: the AGM, which will be in June and open to all members of the parish, followed by three meetings September, December and March.

All the Parish Groups will be linked to the PPF:

1. To let them know that as a PPF we are interested in their group.

2. To let them know, in a positive way, that as a Parish organisation they are accountable to the parish through the PPF.

If a group wants to raise something with the PPF, it can do so through their rep. Likewise, should the PPF wish to raise something with them it can do so through their rep. Each PPF member is to make contact with the named persons to inform them of this and that they will be their link to the PPF. E-mail or phone. Speak to Julia Pitkin will have contact details.

Roles:

**Spiritual**

Laura Fuller will have overall liaison responsibility for Liturgy, including the following groups, leaders name in brackets, some of which will need confirming:

* Choir: (Juma and Emily) 11.30 mass, first Sunday of the month, with practice final Saturday. Ideally, we would expand the choir to cover 6.30 Sat. and 9.30 Sunday Mass too, hopefully on a weekly basis. More people needed. Maybe involve choir from school once a month, as suggested by Miriam Parker. *Action points*: Possibility of paying an organist for certain occasions, eg. The Easter Triduum? Maybe combined with CD backing tracks, as used in school and schools more widely. Will need to purchase a new PA system, to be possibly situated up in choir loft. Liturgical music may them also be played before Mass and at Communion as well as backing tracks of hymns for the congregation to sing to rather than unaccompanied as at present. This would greatly enhance the singing and thus create a much a more uplifting worship. We would create a rota of people to administer this PA system.
* Eucharistic ministers: Theresa McEwan
* Altar servers: Elisabeth Tanner
* Readers: Theresa McEwan
* Welcome ministries/Ushers/collectors: Gordon Crane
* Repository: Annette Bacon
* Children’s Liturgy: Steve & Sarah Tunnicliffe

Liz Nicotra will have overall liaison responsibility for the Sacramental life of the parish, including the following groups, leaders name in brackets, some of which will need confirming:

* Baptism: Colin Smith/Annette Bacon
* Communion: Nicola Roberts/Elizabeth Tanner
* Confirmation: Liz Nicotra
* Marriage: Father Tom
* RCIA: Eleanor Piper

Joan Murphy will have overall responsibility for the Charities groups including the following, leaders name in brackets, some of which will need confirming:

* CAFOD: Joan Murphy
* SVP: Geraldine Ellis
* Legion of Mary: Balista Ogogu

**Pastoral**

St. Peter’s staff member: Miriam Parker (Deputy Head)

St. Peter’s PA: Annette Bacon (from next meeting)

Stewards of the Gospel: Caroline Dixon PPF (Vice-chair)

**Temporal**

Paul McLoughlin: Finance

Mark O’Doneghue: Premises

The four Parish Representatives will be re-appointed each year, after the initial three-year period in order to allow greater continuity of the PPF at this time. Each one will take responsibility for liaising with certain groups in the parish, as follows:

* James Johnson:
	+ Safeguarding: Katie Chow/Nicola Johnson
	+ Petals: Julie Smith
	+ Toddler Group: Sarah Gallagher
	+ Bazaar/Social events: Annette Bacon
* Carmel Osefoh:
	+ Uniformed Groups: John Hartie, Annette Bacon
	+ Church cleaning: Maria Mernin
	+ Golden Club: Geraldine Ellis
	+ Knit & Natter: Mary Murnane
* Sandra Tam:
	+ Pre-school group: Lisa Bradshaw
	+ Sunday hospitality: Julie Smith
* ANOther: (PPF member to be appointed)
	+ Parish website: Andre Cardozo

1. ***‘Working Together to Evangelise of Diocese’* Diocesan document (Advent 2017)**
	1. Update from the Steward of the Gospel and Parish Priest

Stewards of the Gospel programme has just been extended for another 2 years, for 4 years +. The final document is expected to be published in November and there will be a meeting to decide on the best way to involve parishioners in the changes, which will start to take place in January very gradually over the next few years. The Bishop had asked the stewards to create a parish plan and this moved very slowly, but with the publication of the document they will be able to take a (small) step back. The Diocese is arranging six training days spread over the next few months, open to stewards and their teams, and also to any interested parishioners, with the aim of disseminating ideas through the parishes. (The programme will be sent out with the minutes to Forum members, and also displayed on the parish website and notice board).

1. **Updates from PPF members, including the Parish Priest:**

Fr. Tom was absent therefore no report from the Parish Priest.

Updates from other groups will be part of the next and future meetings. However, the following was discussed:

* Finance Committee is due to meet 2nd October. A comprehensive discussion then took place, the main issues raised as follows:

Recommended to expand this group to include Premises/Health and Safety. James Johnson had spoken with Paul McLoughlin and Julia Pitkin, Parish Secretary, on this to get a handle on how these areas are currently handled. Very disappointing that there are no financial reports to discuss at the meeting and publish for parishioners. Could they not have been published with a note that they had not been audited as it is really too long to wait until December? Paul McLoughlin reported they had the accounts from the last financial year. A discussion then took place regarding the dilapidated state of repair of the Community Centre, the Parish Hall and the need to re-decorate the church which was looking shabby. Several months ago Fr. Tom had apparently met with two premises personnel from the Diocese, Amanda Balicki & Peter Johnson, who had asked the parish to come back with premises proposals but that had not happened. There is a lot that needs doing, eg. the church has not been decorated since 1999 and is a priority. Building and Maintenance Fund barely covering upkeep of the premises. Parishioners had not been kept updated as to the status of the fund or potential projects/spending plans. Greater transparency and details of potential projects may encourage people to donate more. No 1 site is potential asset. There is a need for a professional parish premises survey of all the parish buildings, with costings for repairs. This would incorporate a Health & Safety report, rather than doing this as a separate report. This would then fulfil the Diocesan requirement for a Quinquennial report from parishes on the state of their buildings. From this report a premises development plan could be constructed to take account of all the parish buildings. Perhaps we could apply for grants/funding. There would be difficulty in extending the church as it is a Listed Building. Think big and bold! But also objectively.

ACTION: Paul and Mark to take all these issues to the next Finance Committee and report back to the PPF.

1. **Parish Evangelisation & Development Plan:**
	1. To discuss possible formats

A possible format was presented by James Johnson and discussed. It could be adapted and used as an overview to inform parishioners of what our plans were, as discussed in the previous item.

1. **Communication with parishioners:** Apart from the notice board and website with documents from each PPF meeting**,** a Suggestion Form was presented by James Johnson and discussed with one or two slight alteration. To be displayed on the PPF notice board and website. It will also be emailed direct to parishioners on helpers’ lists. Suggestion: no need for respondents to include how long they have lived in the parish. Aim to harvest interests and skills rather than professional abilities. A discussion took place as to how to further interest and engage younger people. It was acknowledged that ‘younger people’ fall into many age groups and had different needs according to age. Eg. Confirmation programme with neighbouring parishes offered an opportunity for social involvement. Also, today’s youth had very different social structures from the recent past. The church is no longer the centre of family life. Maybe, as in Africa, encourage children to commit to helping in some way before they start their First Communion/Confirmation programme. Encourage parents thinking about school applications as to how to get involved in the parish. A way of encouraging might be with introductory networking meetings for new parents/new members of the parish. An issue was that a sizeable proportion of children at St. Peter’s school were either not from this parish or not Catholic, thus diluting the numbers of Catholics. It would be good to know how many Catholic children were in each Year Group at the school and how many of these were resident in our parish. This could be monitored over the years to ascertain the trends so as to be able to cater for the needs of our Catholic children in the parish.
2. **Any Other Business**: should anybody wish to raise any points at the meeting in this section they should submit them in writing or via email to the Chair for approval at least 48 hours prior to the meeting then he and Fr. Tom will decide how and when to deal with the issues raised.
3. **Date of next meeting:** 7.00 pm Monday 3rd December (tbc with Fr. Tom)
4. **Closing prayer:** The meeting will ordinarily close with a prayer led by Father Tom. In his absence, James Johnson led the prayer. It was also agreed that members of the Forum will take turns to open the meeting with a prayer or scriptural reading. Carmel Osefoh agreed to open the December meeting.

The meeting closed at 8.30pm

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