**2nd Meeting of the**

**Parish Pastoral Forum**

**Monday 3rd December 2018**

**7.00pm**

**In the Community Centre**

**Draft Minutes**

**Present:** James Johnson (Chair), Caroline Dixon (Vice-Chair), Katie Glavin, Carmel Osefoh, Miriam Parker, Liz Nicotra, Joan Murphy, Mark O’Donoghue, Sandra Tam, Father Tom Jordan (present to open proceedings)

1. **Opening prayer** was led by Carmel Osefoh.

**2. Apologies for absence:** Apologies were received from Laura Fuller, and from Father Tom as he left the meeting.

**3. Vacancies:** Katie Glavin has taken over fromAnnette Bacon St.Peter’s PA representative. Paul McLoughlin has resigned from Parish Finance – Mark O’Donoghue will keep us updated on that for the time being, until we can appoint a new Finance representative. There appears still to be a vacancy for a 4th parish member – Oliver Chime initially accepted but has not attended the meeting – to be followed up.

**4. Minutes of previous meeting:** A few queries, namely: mis-spellings of two names noted: correct spellings are: Mark O’Donoghue (as opposed to Mark O’Doneghue) and Callista Ogbogu (Legion of Mary). Carmel Osefoh queried her job allocation: she is happy with Uniformed Groups, Golden Club, but is not at all sure what the remit for hospitality and Fair Trade includes. Knit and Natter will be taken up by Sandra Tam. Minutes were then accepted as nearly fair and accurate.

**5. Matters Arising:** Paul McLoughlin has stepped down from the Parish Finance Committee, due to frustration over disorganisation following resignation of current Diocesan Director of Finance, which has caused a long period of limbo – nothing being decided or signed off. There still is no Director – parishes have been asked to look around for a replacement. Hopefully, a replacement for Paul will be found at the next Finance Committee meeting on 19th January. Noted that Caroline Dixon has secured a date for the four priests and stewards of our five parishes to set the ball rolling – we appear more ready than other deaneries. Also, apart from John Swallow, Mark O’Doneghue came forward as a volunteer from the open parish meeting. This number was disappointing as around twenty parishioners gave their email addresses with a view to helping and despite being sent the volunteer form, did not come forward to help with any of the groups. (Noted that 3rd December the feast of St. Francis Xavier, who went to S.Asia, now the home of the fastest growing Christian population.) (Father Tom took his leave at this point, with thanks from the assembled meeting)

**6. Updates from PPF members:**

**Spiritual:**

**Liturgy** – Laura Fuller.

Laura sent an update via email: Juma, choir leader, has sourced a PA system, which after being trialled at 11.30 masses will hopefully also be used at the 9.30 mass in the New Year, depending on people coming forward to operate the system with CDs of hymns. 11.30 choir only sing once a month, but maybe that could be looked at in the new year. One potential problem noted – need to be aware of different priests’ requirements over the number of verses of each hymn they wish to sing– but that should sort itself out once up and running. It would be nice to think 6.30 Mass could also benefit in time.

Has also contacted the leaders of the other five groups in her remit (altar servers, eucharistic ministers, readers, and welcomers, ushers and collectors) but only received a response from Annette Bacon in the Repository, who had nothing to raise.

**Spiritual:**

**Sacramental** – Liz Nicotra

**Baptism**: Colin Smith/Annette Bacon: noted that a number of parents attending the baptism course do not attend Mass regularly.

**Holy Communion**: Nicola Roberts: thirty-seven children this year. Facilities an ongoing problem. DBS/Safeguarding checks are currently being updated on catechists.

**Confirmation**: Liz Nicotra: twenty -four young parishioners came to the introductory session, but of those only ten committed to the course. This year, for the first time, the retreat will be shared with Corpus Christi, Collier Row, at Abbotswick in March. Possibility of combining confirmation course with Corpus Christi. Given numbers and also difficulty of recruiting catechists this might be a way forward. Planning to update course, too, and so will have conversation on matter with Corpus Christi, and with other parishes.

**Marriage**: Father Tom: nothing to report.

**RCIA**: nothing, but Eleanor Piper is still recovering from a knee operation, so out of circulation at the moment. The RCIA group generally has very low numbers, so this may be something else to combine with another parish.

**Pastoral**

**St.Peter’s Senior Staff Member** : Miriam Parker

Referred to the use of the word “diluted” in previous minutes in reference to the number of non-Catholics in the school – unfortunate and inaccurate as the percentage of Catholics will not affect the quality of the education. She pointed out that the school expanded to fulfil the need for places for Catholic children, and at the moment the percentage of Catholics in the school stands at 80%, which is relatively high. A brief discussion took place that the whilst it was pleasing that all our Catholic families were now accommodated in the school, it would be useful to know how many Catholic children in the school were from our parish so that we could be aware of how to involve them more in the life of the parish, as opposed to Catholics from other parishes and non-Catholics. This was an issue in other Catholic schools/parishes, of which examples were given. Nevertheless, there is a problem surrounding the relatively small number of children attending Children’s Liturgy, or indeed even Mass, on a regular basis. Could be that they are attending Mass in one of the neighbouring parishes? However, there is a real need to try and encourage Mass attendance, both of children and parents, and encourage involvement in some way in order to keep them through their teenage years. This is their parish too.

**St. Peter’s PA:**  Katie Glavin

School boundaries have expanded, children coming from further afield. This should be less of a problem when we have linked with other parishes. Point made that current Yr.3 is the first of the two-form entry, but that the extra places only came into being after the official date for applications had passed, which meant that children who would not otherwise have been considered were taken.

**Steward of the Gospel:**  Caroline Dixon.

The Diocesan Vison document has been distributed, and is a blueprint for the future of the Diocese. Our parish will be partnered with parishes of St. Dominic, and Holy Redeemer in Harold Hill, Christ the Eternal High Priest in Gidea Park, and Corpus Christi in Collier Row. Our Bishop has charged the stewards with planning the change, the logistics, timing of masses etc. He wishes them to instigate discussion over how we want our parishes to evolve in the future, how we will care for and sustain our priests, our lay teams, how we will manage our resources; stewards are to keep parishioners updated on plans for buildings, and organise social events. The plans should be set out by Easter 2020. Working with the 3 parishes of Hornchurch and Upminster (St.Joseph’s, English Martyrs and St.Mary Mother of God), we will appoint 2 Youth and Family Co-Ordinators. A job description is being created, and hopefully approved in January, but the overall aim is for him/her to keep our young involved. Fr. Dominic Howarth is overseeing – he has experience, having worked with a Youth and family Co-Ordinator during his time in Basildon. We may need a sub-committee, or an extra meeting, before 22 Feb. 2019. Our own parish’s attempt to create a youth group failed – because of too high expectations of those involved? Was not helpful that several of them disappeared off to University after less than a year. This is something else that might work better if we combine with other parishes.

**Charities:**  Joan Murphy.

SVP: appeal for new members had two take-ups. In the process of filling out new DBS forms. Rely very heavily on donations.

CAFOD: Joan Murphy: the annual mass for deceased members was hosted by our parish on 21 November, and attended by people from all over the Diocese. The Golden Club catered for the occasion and it was brilliant! The Harvest collection raised £668.94. A coffee morning was held at the beginning of October.

Legion of Mary: Callista Ogbgbu: the unsung heroes of the parish! Need for drive to recruit more people.

**Temporal:**  Paul McLoughlin stepped down from Finance Committee after ten years – our thanks to him put on record. Currently four members. It was decided not to combine Premises and Finance on one committee, as the load would be far too heavy, but the two will liaise fully. The Finance Committee is committed to full transparency of the parish figures. Next meeting will be on Tuesday 29th January 2019, followed by a meeting summary in the parish newsletter.

The Premises committee comprises James Johnson, Julia Pitkin, John Swallow, Mark O’Donoghue, and Father Tom, with Ronan Gilbert as Health and Safety Consultant. Last met on Oct. 10th, and will meet again on 15th January 2019 with the two Premises Consultants from the Diocese to begin to plan the way ahead for a major overhaul of our buildings, also going through a Health and Safety report published in October. Also compiling a spec. for the redecoration of the church, as well as working towards plans for the no.1 site. Plans for this and the standing buildings are still in the early stages. These should run in tandem, although the church redecoration will probably be completed sooner. The blue hoarding around the no.1 site continues to be a source of complaints: it is in a pretty bad state and very unsightly. Legal issues around ownership of the land/buildings is an obstacle. It appears that some other parishes seem to have more control over what happens with their buildings than we do, although Diocese will always have the final word, but our relations with the Diocese do seem to be improving in this area. Maybe an idea for Premises committee and the group leaders from PPF to have a session together.

**Parishioner Representatives** – James Johnson

**Golden Club**: 67 members, a few from neighbouring parishes, and an average attendance of 50 per week. Fulfils a very important social slot.

**Petals**: Julie Smith sent a detailed list of updates and requests. Fr. Tom had already been consulted regarding these requests.

**Safeguarding**: Katie Chow and Nicola Johnson, working with Simon Moulds, the Diocesan co-ordinator and Julia Pitkin. They are working methodically through the parish groups – due to meet SVP on 4th December. Safeguarding notices and information have been placed on noticeboards in the church, Community Centre, Parish Hall and on the website.

**Social**: Annette Bacon, who does a tremendous amount – a lot seems to fall on her shoulders, so maybe time to look for an official social secretary?

**Toddler Group**- Sarah Gallagher. Currently around 40 on register, with a waiting list. Working on admissions policy in line with the pre-school.

**Parishioner Representative** – Carmel Osefoh

**Fair Trade** – unsure of what that involves but will find out more. (Basically it means that all tea/coffee/sugar used is fair trade)

**Sunday Hospitality:** very informal. There used to be a weekly rota, but now there is only the monthly rota between October and May for the First Communion parents, with a group of parishioners also using the facilities after 9.30 mass on Sundays (but generally not that well attended). The First Communion group accepts donations, which are given the the Calais effort. Judith Nicholls would be prepared to help set up a more regular rota for all parishioners. Advertising might help attract more people. Fostering a link between the First Holy Communion parents and the informal Sunday morning group could help.

**Uniformed Groups:** John Hartie and Annette Bacon. No response. Carmel is Secretary to the Cubs, and reported on the recent AGM, which elected a new committee. There is a shortage of volunteer leaders across all the uniformed groups, which has a detrimental effect on the running of the groups, and available activities.

**Parishioner representative:** Sandra Tam

**Pre-School Group:** Lisa Bradshaw. Concerns have been voiced a number of times over the state of the hall, but no response. Would like to know when she will get some sort of answer to the concerns she has expressed several times over the state of the hall. The Pre-School also lacks storage space – the uniformed groups and Parent and Toddler Group have cupboards and under-stage space. Hot water tap not working. Worktop mouldy – constant worry as conditions do not meet hygiene regulations. The kitchen is cold and draughty in winter, and in very cold weather the Pre-School has had to close as not warm enough for the children. Sandra passed list of concerns on to Mark who agreed to contact her.

**Church cleaning:** Maria Mernin. No concerns. Will leave a note if anything crops up.

**Knit and Natter:** Mary Murnane

**Parishioner representative:** Oliver Chime (not present)

**Website:** Andre Cardozo - not followed up.

7. **Communication and feedback from parishioners:** 20 attendees of the second parish meeting last year signed to say they would be happy to help in some way. Following our first Forum meeting lists were put at the back of the church and on the website asking for some help, and Caroline emailed the signatories, but only one respondent. Perhaps try and speak to people in person in future? Children’s Liturgy was omitted from the list; it needs a new co-ordinator. There is now a possible volunteer for this.

8. **Items not covered above.**

GDPR: Julia Pitkin working on this in tandem with the Diocese.

9. **Date** **of next meeting:**  Monday 11th March at 7 p.m.

 Sandra Tam volunteered to lead the opening prayer.

**10. We closed with a final prayer.**

The meeting finished at 8.45 p.m.