



ST. EDMUND CAMPION CHURCH MAIDENHEAD

MINUTES of meeting of Parish Pastoral Council on 16th January 2018 at 8.00pm in the Parish Centre

Present:

Liam Mifsud (Chair)	Shirley Forde (9.30 Mass Rep)
Fr Liam Cummins	Jayne Mullen (Liturgy)
Pam Cullinane (6.15 Mass Rep)	Anna Pardoe (11.15 Mass Rep)
Angela DeSouza (Sacristans)	Gillian Hollingbery (Minutes)
Rob Dukes (Chair of Finance)	

1. Opening Prayer

Fr Liam opened the meeting in prayer at 8.10pm.

2. Apologies for Absence

Greg O'Brien, Tricia Opalko.

3. Declaration of Any Other Business

The following items of other business were declared:

- Social for older people
- RCIA
- Redecorating sanctuary
- Live video streaming

4. Minutes of Last Meeting

The minutes of the meeting held on 21st November 2017 were accepted as a true record and were signed.

5. Matters Arising

a. Christmas

Jayne said that the Children's Mass was brilliant. The children were drawn in. A carol was played before each Mass which gave a good atmosphere. The Midnight Mass was well attended and well received. There had been many favourable comments from those attending.

Jayne commented that, although Father Christmas was at the 9.30 Christmas Day Mass, he did not appear at the 11.15 Mass, where there were also children. It was agreed that giving out chocolates in the church porch rather than from the altar was better, and this will be considered again for next year.

The seating was better organised this year. Thanks were expressed to John Lynn for bringing in extra chairs beforehand. Thanks also to all who organised the liturgy.

Parish pastoral development

6. Gallup results

There would be a meeting on 23rd January, an opportunity for people to talk about the results and plan the response. Liam would invite those who had helped with last year's Mission.

Parish ongoing activities

7. Action Points from Last Meeting

Action points from the last meeting were checked.

	Actions from previous meeting	Responsible person	Status
1	Research wall racks for forms, magazines, etc.	Anna	See below
2	Prepare report on Gallup for distribution on Advent Sunday	Fr Liam	Complete
3	Arrange open meeting in January about Gallup	Fr Liam	Complete
4	Set up small groups for preparing Gallup plan	Fr Liam	Complete
5	Forward Gallup results to Gillian	Fr Liam	Complete
6	Talk to Mary Fraser about updating Welcome Pack	Fr Liam	See below
7	Trial of extra Masses early in 2018 (Wednesdays, 7.30pm)	Fr Liam	See below
8	Place photo of recently bereaved in church lobby	Fr Liam	Complete
9	Organise Penitential service	Fr Liam	See below
10	Consider Lord's Prayer gallery	Fr Liam	Remove
11	Diocesan Ministry Survey	Fr Liam	Complete
12	Check date of audit visit	Fr Liam	Audit done
13	Notice about Exposition in bulletin	Gillian	Complete
14	Send Gallup results to Finance Committee and PPC	Gillian	Complete
15	Talk to Mike Quinn about having registration form on website	Gillian	See below
16	Find out how to tie website form to PAMIS	Gillian	See below
17	Send card to bereaved on first anniversary	Gillian	Will be done
18	Sign-up list for bulletin by email	Gillian	See below
19	Check timing on lights in bollards and outside noticeboard	Gillian	See below
20	Complete audit questionnaire	Gillian	Complete
21	Organise Christmas services	Jayne	Complete
22	Print photos for Pam	Liam M	Ongoing
23	Check out projecting words of hymns/songs at 11.15 Mass	Liam M	Ongoing
24	Talk to Mike Quinn to do trial run of projecting notices	Liam M	Fr Liam will do this
25	Make template for projecting notices	Patryk	Ongoing
26	Poor box – arrange for one to be put in the Porch as a trial	Patryk	Ongoing

Comments were made as follows:

- 1. Anna had taken some pictures of the racks at the church where she works and had sent them to Fr Liam. He liked the look of them and would like to get something similar to reduce the clutter in the church porch. Liam M mentioned that there had been an idea for using the new Parish Centre entrance as the way into the church. It was commented that the large cross in the middle of the church porch was an obstruction.
- 6. Fr Liam showed the committee a welcome pack from a Parish in America which had been considered by the priests in the Great Park Pastoral Area. There were funds available from Living Our Faith to get it printed. It would cost about £2 per copy. A copy could be given to each family already in the Parish, and one to anyone new. The pack would be basically the same for all four Parishes, with just a few pages specific to each one. The Parish in America had given permission for their pack to be used as a template. The wording had already been modified. Photographs would be required and someone was needed to design the layout. A coordinator would also be needed. Anna suggested two people who had helped with the Mission. A subcommittee would be formed. This action point was now closed.
- 7. Very few people had attended the evening Mass on 1st December, the feast of St Edmund Campion, so Fr Liam had not arranged any other evening Masses. He would try again when the evenings were lighter. It was suggested having some in Lent.
- 9. The Christmas Penitential Services had taken place in each Parish in the Pastoral Area. Fr Liam said that the Easter Penitential Service at St Edmund Campion would be on 7th March at 1.45pm for the school and at 7.30pm for the Parish. The Penitential Services at St Joseph's and at St Edward's would be on 6th March and 8th March, respectively.
- 15. Gillian had emailed Mike but had not had a response. Fr Liam would talk to him about that, and also about some other changes to the website.
- 16. See point 15.
- 18. Gillian said that she had sent the bulletin to each of the four respondents explaining to them that it was sent as a mass mailing from the Parish register. Therefore, if they wished to continue receiving it, they would need to register. None of them had done so.
- 19. Gillian had checked the timings and found that they had been set incorrectly. She had amended them.

8. Finance and Property

- Finance

- i) Lettings

- Requests had been received from a Weightwatchers group, and from someone wanting to run yoga classes for postnatal mothers. These were being considered.

- ii) Budget

- Subsidies would be made available for people going on retreats, etc. A budget of £4,000 had been set for this.

- Property

- Rob asked for people to let Pavol know if any maintenance work was required.

9. Notice boards and bulletin

Notice boards had been covered under Action Points. The bulletin was okay for now.

10. Liturgy Committee

- Jayne said that the team would like to meet with Fr Liam in February to start planning Easter, and again later to finalise the arrangements.
- Jayne asked if the team could have their own set of keys for the church and the sacristy. Gillian would arrange to get some cut.
- Angela asked to be informed if any candles or other supplies, such as ash, were needed.

11. Mass Rep Reports

- 6.15 Mass Nothing to report.

- 9.30 Mass
 - Great appreciation had been expressed for the new artwork.
 - A suggestion had been made that artists within the Parish could donate paintings for the walls of the Parish Centre. There was a discussion about other art works that had been donated in the past and the sensitivity required in removing them without upsetting the donors or their relatives.
 - Fifty more hymn books were needed. Gillian would order some.
 - Concern had been expressed about the heating in the Parish Centre. Rob said he would look at the timer.

- 11.15 Mass Nothing to report.

12. Great Park Evangelisation Strategy Team

Four talks were being arranged on Pope Francis's vision for the Church. They would be held at St Edmund Campion and repeated at St Edward's. Currently, it is just the four priests meeting, but they were going to invite previous lay members to rejoin.

Closing items

13. Any Other Business

a. Social

Fr Liam said that several older people had expressed a desire to get out of the house once a fortnight to meet other people, have a cup of tea, and chat. Angela suggested that they may like to come to Thursday Group. Fr Liam would suggest this to them.

b. RCIA

Fr Liam said that six or seven people were very interested in joining the church. After Easter he would be running three taster sessions. An RCIA course would start in September and run until Easter 2019. This would need four volunteer catechists.

c. Redecorating the Sanctuary

Over the next year, Fr Liam would like to revamp the sanctuary area. This would be on the agenda for the next PPC meeting. A working party would be formed.

d. Live Video

An email had been received about a project installing live video streaming equipment in churches, to enable the housebound to watch services from home. However Fr Liam had reservations about the idea, so it was decided not to progress this.

14. Date of Next Meeting

Tuesday 13th March 2018 at 8pm.

15. Closing Prayer

Fr Liam closed the meeting with prayer at 9.20pm.

Signed:

Date:

**ACTION from meeting of Parish Pastoral Council
on 16th January 2018**

	Action required	Person responsible
1	Tell Pavol of any maintenance work required	All
2	Get display racks / noticeboards	Fr L
3	Set up subcommittee for welcome pack	Fr L
4	Get volunteer catechists for RCIA	Fr L
5	Trial of extra Masses during Lent (Wednesdays, 7.30pm)	Fr Liam
6	Talk to Mike Quinn about having registration form on website	Fr Liam
7	Talk to Mike Quinn to do trial run of projecting notices	Fr Liam
8	Find out how to tie website form to PAMIS	Gillian
9	Get keys for liturgy committee	Gillian
10	Order 50 hymn books	Gillian
11	Tell Angela if needing candles, etc.	Jayne
12	Print photos for Pam	Liam M
13	Check out projecting words of hymns/songs at 11.15 Mass	Liam M
14	Invite Mission helpers to Gallup meeting	Liam M
15	Make template for projecting notices	Patryk
16	Poor box – arrange for one to be put in the Porch as a trial	Patryk
17	Look at heating timer in Parish Centre	Rob