



**ST. EDMUND CAMPION CHURCH
MAIDENHEAD**

**MINUTES of meeting of Parish Pastoral Council
on Tuesday 17th October 2017 at 8.00pm in the Parish Centre**

Present:

Liam Mifsud (Chair)

Fr Liam Cummins

Pam Cullinane (6.15 Mass Rep)

Patryk Debicki (Alpha/Friday group)

Jayne Mullen (Liturgy)

Anna Pardoe (11.15 Mass Rep)

Gillian Hollingbery (Minutes)

1. Opening Prayer and formation

Fr Liam opened the meeting in prayer at 8.10pm.

2. Apologies for Absence

Angela DeSouza, Rob Dukes, Greg O'Brien, Tricia Opalko.

3. Declaration of Any Other Business

No other business was declared.

4. Minutes of Last Meeting

The minutes of the meeting held on 6th June 2017 were accepted as a true record and were signed.

5. Matters Arising

a. Sion Community Mission 2017

Anna said that there were some more feedback forms. She would circulate them to the PPC.

Parish pastoral development

6. Transition arrangements to new priest

Fr Liam explained that he would have commitments to the Mill Hill Missionaries (MHM), and may be called away on their business occasionally, but other priests from MHM would cover while he is away. He said it was not just him as Parish Priest, but MHM as a team, taking on the Parish for at least three years, renewable for another three years. He would explain this to parishioners during the Masses of the first or second Sunday of Advent, the beginning of the liturgical year. Liam M suggested having a question and answer session after Mass in the Parish Centre and Fr Liam agreed to this.

Liam M asked if Fr Liam had a vision for the Parish. Fr Liam said that he would address that next Easter once he knew the Parish better.

Fr Liam mentioned the retired priests living in the Parish, Fr Kevin Jones and Fr Mike Stanier. They would like to say the occasional Mass. The PPC agreed to that.

7. Gallup results

Anna would send Fr Liam the results from the survey. She explained that a small group should go through these and set an action plan. She, Fr Liam and Liam M would arrange a meeting.

Parish ongoing activities

8. Action Points from Last Meeting

Action points from the last meeting were checked.

	Actions from previous meeting	Responsible person	Status
1	Consider who to invite to Mission Mass for sick and housebound	All	Complete
2	Circulate Gallup guide	Anna	Complete
3	Written instructions for projector	Patryk	Complete
4	Get photos from Silver Jubilee party	Liam	See below
5	Suggest Mission visiting teams take Welcome Pack	Liam	Complete and see below
6	Analyse Gallup survey results, involve Mission Team Leaders	Liam / Anna	Ongoing

Comments were made as follows:

- 3. Patryk would get another Apple TV device for the Parish Centre as the connectors on the one in the church were starting to get damaged from continually being unplugged. He was also making some changes to improve the wiring arrangements for projection and sound in the Church. When this was complete he would provide a summary guide for users. It was agreed there was no need for one in the Parish Centre.
- 4. Liam M had photos from Fr Pepe's Silver Jubilee party and also from the opening of the refurbished Parish Centre. It was agreed to display a selection of the latter. Liam M would print some for Pam to create a montage. He would put all the photos on a memory stick to give to Gillian for safe keeping.
- 5. The Welcome Pack needed to be updated with Fr Liam's details. There were also other changes required. Fr Liam would speak to Mary Fraser. It had been agreed at the Finance Committee that a Parish Register form and a Gift Aid form be included in each Welcome Pack. Patryk suggested that there could be a registration form on the website; Gillian would talk to Mike Quinn and find out how it could be connected to PAMIS.

9. Finance and Property

No report.

10. Notice boards and bulletin

Fr Liam said that he had been overwhelmed by the amount of information on the noticeboards in the church lobby. He suggested using the projectors to display notices before Masses. He also said that he would like to include more in the bulletin, e.g. the readings, and make it A3. Gillian said that there was a variety of options from John F Neale Publishing, the company that provides the Mass sheets currently.

It was mentioned that there were two versions of the hymn book on the rack, with different numbers. Gillian thought there were more new books in the office anteroom; she would check. Fr Liam suggested that the words could be projected at all Masses as well as at the 9.30 Mass where this already happens.

Fr Liam suggested having a common newsletter between the two Parishes, St Edmund Campion and St Joseph's, Maidenhead, & St Elizabeth's, Cookham, as there was some information that would be useful for both Parishes to share since some of congregation had connections in more than one parish. For example, it would be good to inform the other Parishes when there is a funeral. (Fr Liam asked if a card could be sent to the bereaved families on the first anniversary of a death; Gillian would do this.)

There was a discussion about disposing of the mismatched tables in the church lobby and using wall racks instead to hold forms, magazines, etc. Anna would see what they do at St Peter's in Winchester where she works.

The discussion returned to the topic of displaying the notices by using the projectors. Patryk said he could set up a template. There would need to be a rota of people to prepare the display each week, as it would be too big a job for just one person. Liam M agreed to prepare content for one week as a trial. He would also set up a Parish Dropbox for easy sharing of files. He would email Mike Quinn and arrange for a trial run during Advent.

11. Liturgy Committee

Jayne said that she and Fr Liam had met, and Fr Liam was happy for the committee to continue. There was a discussion about the Christmas services, as Christmas Eve this year would fall on a Sunday. Fr Liam said that he would say Masses as usual on Saturday and Sunday. He agreed to the 6pm Children's Mass, and Carols at 11.30pm leading in to the Midnight Mass. He would then say Mass at 9.30am and 11.15am on Christmas Day. Gillian would send these details to CTIM for inclusion in their Christmas card.

12. Mass Rep Reports

- 6.15 Mass Nothing to report.

- 9.30 Mass Nothing to report. (See appendix)

- 11.15 Mass There were four baptisms during the 11.15 Mass on 24th September, when Fr Kevin Hughes was supplying. One of the families showed no respect and were disruptive, so that the regular attendees were upset. Fr Liam said that he would normally do baptisms outside of Mass in future, unless it was a family known to the Parish or with whom Fr Liam had met beforehand.

Closing items

13. Any Other Business

a. Date of PPC Meetings

Patryk asked whether PPC meetings could be held on a different evening. When it is on a Tuesday it clashes with Reflections. Unfortunately, having looked at alternatives, it was decided that Tuesday was best for most people.

b. Retreat

Patryk gave details of someone who holds retreats. He would pass this to Fr Liam.

c. Feast of St Edmund Campion

This is held on 1st December with a School Mass. However, this year it would fall on the first Friday which would be a Healing Mass at St Joseph's. It was agreed that the Healing Mass would go ahead as planned, but Fr Liam would hold a School Mass at St Edmund Campion. He would also do a Mass in the evening.

He said that he was willing to do two evening Masses each week. The committee welcomed this, as it would suit those who work. Fr Liam may also do an early morning Mass on Mondays which he would try at a later date.

14. Date of Next Meeting

Tuesday 21st November 2017 at 8pm.

15. Closing Prayer

Fr Liam closed the meeting with prayer at 9.20pm.

Signed:

Date:

Appendix

The following report was received from Shirley Forde after the meeting.

As 9.30 mass rep., I have two comments:

1. Any statues, crucifixes etc. in the Church should be discussed by the PPC if there is the possibility of their being removed or replaced. They are part of our heritage as a Parish.
2. It has been suggested that church music should be played before the 9.30 Mass on Sundays to curtail the level of talking when others wish to pray.

**ACTION from meeting of Parish Pastoral Council
on 17th October 2017**

	Action required	Person responsible
1	Circulate Gallup feedback to Finance Committee	Anna
2	Send Gallup results to Fr Liam	Anna
3	Research wall racks for forms, magazines, etc.	Anna
4	Talk to Mary Fraser about updating Welcome Pack	Fr Liam
5	Trial of extra Masses early in 2018	Fr Liam
6	Set action plan from Gallup survey	Fr Liam, Liam M, Anna
7	Talk to Mike Quinn about having registration form on website	Gillian
8	Find out how to tie website form to PAMIS	Gillian
9	Check location of new hymn books	Gillian
10	Send card to bereaved on first anniversary	Gillian
11	Send Christmas services details to CTIM for Christmas card	Gillian
12	Print photos for Pam	Liam M
13	Put photos on memory stick for Gillian	Liam M
14	Set up Parish Dropbox	Liam M
15	Email Mike Quinn to do trial run of projecting notices	Liam M
16	Get another Apple TV device	Patryk
17	Make template for projecting notices	Patryk
18	Send information about retreat to Fr Liam	Patryk