



**ST. EDMUND CAMPION CHURCH
MAIDENHEAD**

**MINUTES of meeting of Parish Pastoral Council
on Monday 17th September 2018 at 7.30pm in the Parish Centre**

People

Present:

Mary Fraser (Chair)
Fr Liam Cummins
Laura Bigoni

Jennifer Camp-Overy
Noris Dukes
Lilian Okere

Basil Solomon
Andrew Stearn
Gillian Hollingbery (Minutes)

1. Opening Prayer

Fr Liam opened the meeting in prayer at 7.30pm.

2. Apologies for Absence

Jayne Mullen

3. Declaration of Any Other Business

The following items of other business were declared:

- Parishioner request
- Eucharistic Ministers rota
- Ill parishioners
- Older parishioners
- Committees meal
- PPC feedback

4. Minutes of Last Meeting

The minutes of the meetings held on 1st May 2018 and 30th July 2018 were accepted as a true record and were signed.

5. Matters Arising

a. Welcome Pack

Fr Liam said that the welcome pack booklets had been printed and would be given to parishioners at Mass on the next weekend. He gave a copy to each member of the committee. He said that the same team would be producing a new directory with contact details for the Parish groups (to be discussed at the Finance meeting). Fr Liam also said that the Parish Vision is printed on the inside back cover of the welcome pack (item 12 on the agenda). There was a discussion about including a standing order form and a parish registration form with the welcome pack. It was agreed that these would be included in the directory instead, but parish registration forms would be made available next weekend.

b. Pastoral Area youth worker

Fr Liam said that he was considering that Gillian's replacement as Parish Secretary would also do youth work and pastoral visiting, and would therefore be full-time. This would be discussed at the Finance meeting.

c. Fiesta

Noris said that she and Rob were planning now on doing this in the spring. Andrew suggested fixing a date. Jenny suggested checking with Kelley Phelan of the PTA, to fit in with their calendar.

Policy

6. Gallup results

Fr Liam reported that the Alpha course had started and RCIA would follow on from this. The Confirmation course had also started. The welcome pack had been finished. Fr Liam said that the Parish Vision group would meet again in a couple of months to check progress.

7. Finance and Property

a. Finance

- i) Andrew suggested that the Finance meeting should meet before the PPC; this was agreed.
- ii) Andrew would like to set up a monthly schedule of who needs to do what when, which he hoped to do at tomorrow's meeting.
- iii) Gillian explained that the financial year runs from September to August, and so we had just had end of year. Parishes had to submit an annual return of the accounts to the Diocese. In answer to a question, Gillian said that the Parish expenditure in the last year was greater than the income. Fr Liam said that the bank reserves were low. It was agreed that there would need to be a drive to increase donations.

b. Property

Fr Liam said that, since two months ago, TV and sound were being provided in the Parish centre during the Sunday 9.30 Mass, so that people with noisy children could go in there and still be involved. This was appreciated. A note would be put in the bulletin to let people know about the option.

8. Liturgy Committee

No report.

9. Mass Rep Role

There was a discussion. A question was raised that, as there is now a good team of welcomers, whether the Mass rep was still required.

Mary explained that the rep was supposed to report back to their Mass what had happened in the PPC meeting, but two of the reps were not happy with doing this. It was pointed out that the minutes were made available online and in the church lobby, but it was agreed that there is still a place for feeding back at Mass. This could be done by members of the PPC in turn. Solomon suggested providing a one-page summary.

Fr Liam said that ideally the Mass rep should do the introduction and welcome at the beginning of Mass and make the announcements at the end, but he was happy to do that.

It was decided that there was still a place for the Mass reps to pass on comments from the parishioners to the PPC.

10. Mass Rep Reports

- 6.15 Mass Nothing to report.
- 9.30 Mass Nothing to report.
- 11.15 Mass Nothing to report.

11. Great Park Evangelisation Strategy Team

Laura explained the role of the group. It had been set up by the Bishop, as a way for Pastoral Areas to set strategy. Canon David of Windsor was responsible for Great Park. The last meeting had decided that it would be a sharing forum for Parishes to inform each other what they were doing.

The joint Confirmation classes had come out of the Strategy Team.

12. Parish Mission Statement

This had been covered under Item 5a.

Progress

13. Action Points from Last Meetings

Action points from the last meeting were checked.

	Actions from meeting on 1st May 2018	Responsible person	Status
1	Find list of housebound from Parish mission	Anna	Complete
2	Get display racks / noticeboards	Fr Liam	See below
3	Talk to Mike Quinn about having registration form on website	Fr Liam	See below
4	Advertise Sunday tea through CTIM	Fr Liam	See below
5	Pastoral Area youth worker	Fr Liam	See below
6	Arrange art exhibition	Fr Liam	See below
7	PPC constitution	Fr Liam	See below
8	Find out how to tie website form to PAMIS – waiting on #3	Gillian	See below
9	Order 50 hymn books – dependant on #13	Gillian	Complete
10	Give photos to Pam	Liam M	Complete
11	Make template for projecting notices	Patryk	Ongoing
12	Poor box – arrange for one to be put in the Porch as a trial	Patryk	See below
13	App for projecting song words	Patryk	See below
14	Parking – look at shrubbery	Rob	Complete
15	Parking – talk to school about parking on grass	Rob	Complete
16	Youth picking fruit	Shirley	Take off
17	Parking bay – change “Priest” to “Disabled”	To Finance Committee	Take off

Comments were made as follows:

- 2. Eric Brutnall had seen a display at St Joseph’s of RE work from St Mary’s School. Jenny said that they were going to do the same at St Edmund Campion. Eric would take responsibility for this.
- 3. Basil said that he would talk to Mike about the website.

- 4. Fr Liam would send something to CTIM's postmaster. Andrew pointed out that some people were not making a donation. A note would be put in the bulletin, suggesting a minimum donation of £5.
- 5. Discussed under Item 5b.
- 6. There would be an evening arranged in October or November with cheese and wine and an opportunity to look at and discuss art with modern religious themes.
- 7. Jonathan Holder was looking at the PPC constitution from a legal point of view.
- 8. Gillian said that PAMIS is an online Parish register run by the Diocese. She explained the idea for inputting registrations via the Parish website. It was agreed that this would probably be quite difficult to set up, and that we would stay with the existing system of people filling in paper forms.
- 12. Fr Liam would ask Patryk if he and his wife still wanted to have a poor box. The members were concerned about the risk of the box being broken into and the money stolen. This action point would be taken off the list.
- 13. Jenny said that the school has every song in the hymn book in a PowerPoint on the school server. Fr Liam would speak to Catherine Arnold who set this up.

	Ref	Actions from meeting on 30th July 2018	Responsible person	Status
A	30/7/18 Item 5	Consider taking a turn at recording the minutes	All	See below
B	30/7/18 Item 5	Discuss role of Mass Rep at next meeting	All	Complete
C	30/7/18 Item 5	Arrange for photos to be taken of PPC members and Safeguarding Rep	Fr Liam	See below
D	30/7/18 Item 5	Attend all three Masses in September (date to be confirmed)	All	See below
E	30/7/18 Item 5	Consider items for the agenda in September	All	Complete
F	30/7/18 Item 6	Investigate meeting procedures	Gillian	See below
G	30/7/18 Item 6	Send minutes of last meetings (PPC & finance)	Gillian	Complete
H	30/7/18 Item 7	Send Gallup results	Gillian	Complete
I	30/7/18 Item 7	Send minutes of last meetings (PVG)	Gillian	Complete
J	30/7/18 Item 8a	Sign Confirmation certificates	Fr Liam	Complete

Comments were made as follows:

- A. It was agreed that Gillian would do the minutes then circulate them to those present for their feedback before finalising.
- C. It was agreed that this would be done at the next PPC meeting. Rod Morrod, who had done the photographs for the welcome pack, would be asked to do this.
- D. It was agreed that the PPC members would be introduced to the parishioners on the weekend of 6th/7th October at whichever Mass the members normally attended. A summary of the PPC meeting would also be given. Andrew and Lilian agreed to give a short talk at the 6.15 Mass, Basil at the 9.30 and Noris at the 11.15.
- F. Gillian said that she had been unable to find anything about meeting procedures.

Closing items

14. Any Other Business

a. Parishioner request

A parishioner had asked if she could move her garden fence to incorporate a strip of adjoining Parish land. The PPC discussed it. Fr Liam had taken advice and had found that it would be nearly impossible to get permission from the Diocese.

b. Eucharistic Ministers rota

Gillian mentioned that the rotas on the back of the bulletin for Eucharistic Ministers had no names, just TBD. Fr Liam said that David Williams had taken responsibility for this rota and he would remind him to produce one.

c. Unwell parishioners

A parishioner had asked what happens if someone is ill and unable to attend Mass. Gillian said that Sandra Williams was responsible for the Special Ministers home visits. A note would be put in the bulletin.

d. Older parishioners

Some parishioners have stopped coming to Mass due to old age or otherwise being unable to get to church. A note would be put in the bulletin asking for people to tell Fr Liam if they know of anyone in this position.

e. Committees meal

Thanks were expressed to Fr Liam for organising such a lovely evening.

f. PPC feedback

It was agreed that a note would be put in the bulletin after PPC meetings to say that the minutes were available in the porch and on the website, once they had been finalised.

15. Dates of Next Meetings

Tuesday 20th November 2018

Wednesday 23rd January 2019

Wednesday 20th March 2019

Wednesday 15th May 2019

Wednesday 17th July 2019

All meetings would start at 7.30pm.

16. Closing Prayer

Fr Liam closed the meeting with prayer at 9pm.

Signed:

Date:

POINTS FOR ACTION
from meeting of Parish Pastoral Council
on 17th September 2018

	Ref	Action required	To be done by
1	17/9/2018 5.c	Fix date for fiesta, liaising with Kelley	Noris
2	17/9/2018 7.b	Note in bulletin about TV in Parish Centre	Gillian
3	17/9/2018 Item 9	Produce one-page summary of PPC meeting	Gillian
4	1/5/2018 13.a	Arrange art exhibition	Fr Liam
5	1/5/2018 13.c	PPC constitution	Fr Liam
6	16/1/2018 7.1	Get display racks / noticeboards	Fr Liam
7	17/9/2018 13.2	Display of school RE work, with Eric	Jenny
8	17/10/2017 8.5	Talk to Mike Quinn about having registration form on website	Fr Liam
9	17/10/2017 8.5	Find out how to tie website form to PAMIS – waiting on above	Gillian
10	17/9/2018 13.3	Talk to Mike about website	Basil
11	17/9/2018 13.4	Email CTIM postmaster about Tea on Sunday	Fr Liam
12	17/9/2018 13.4	Note in bulletin about donations at Tea on Sunday	Gillian
13	17/10/2017 Item 10	Make template for projecting notices	Patryk
14	1/5/2018 7.13	App for projecting song words	Patryk
15	17/9/2018 13.13	Talk to Catherine Arnold about song words	Fr Liam
16	30/7/2018 Item 5	Arrange for photos to be taken of PPC members and Safeguarding Rep.	Fr Liam
17	17/9/2018 13.C	Ask Rod to come to next PPC meeting to take photos	Fr Liam
18	17/9/2018 14.b	Talk to David Williams about EM rota	Fr Liam
19	17/9/2018 14.c,d	Note in bulletin about parishioners unable to attend Mass	Gillian
20	17/9/2018 14.f	Note in bulletin to say PPC minutes available	Gillian