



**ST. EDMUND CAMPION CHURCH
MAIDENHEAD**

**MINUTES of meeting of Parish Pastoral Council
on 20th November 2018 at 7.30pm in the Parish Centre**

People

Present:

Mary Fraser (Chair)
Fr Liam Cummins
Laura Bigoni
Jennifer Camp-Overy

Noris Dukes
Jayne Mullen
Lilian Okere

Basil Solomon
Andrew Stearn
Gillian Hollingbery (Minutes)

1. Opening Prayer

Fr Liam opened the meeting with prayer at 7.30pm.

2. Apologies for Absence

None.

3. Declaration of Any Other Business

The following items of other business were declared:

- Recruitment (Fr Liam)

4. Minutes of Last Meeting

The minutes of the meeting held on 17th September 2018 were accepted as a true record and were signed.

5. Matters Arising

None.

Parish resources

6. Parish Vision

Fr Liam said that RCIA would be starting in December.

The next meeting of the Parish Vision group would be in January 2019.

7. Finance and Property

a. Finance

Andrew said that there had been a meeting of the Finance Committee the night before at which there had been a discussion about a Finance Drive to be held over the next two weekends. This was to inform parishioners of the Parish's need for extra income, for example for a new pastoral assistant, and encourage them to set up Standing Orders or Direct Debits instead of putting cash in the collection bags. If they are tax payers and sign a Gift Aid Declaration, the Parish would be able to reclaim an extra 25% from HMRC.

Parishioners who are already giving by SO or DD would be encouraged to increase their payments. Someone from the Finance Committee would speak at the end of each Mass and a pack of forms would be available. Help would be needed in giving these out.

The Catholic Legacy initiative would not be done at this time.

8. Charity fundraising / nominations for 2019

After discussion, it was agreed to ask parishioners for nominations of charities to support in 2019. A note would be put in the bulletin asking them to give their suggestions to Fr Liam or the Parish Office. There would then be a vote. This would be for the Lenten Project and also for other fundraising activities through the year.

9. Liturgy Committee

Jayne said that the All Souls service had been well received. The PPC agreed that it had been lovely. Jayne said that they would probably follow the same format next year.

The committee was starting work on preparing the Christmas services.

Jayne said that the Year 5 pupils do a Carol Service each year for the rest of the school. There is no space for the parents, so they had arranged with Fr Liam to do it in the church as well this year on the previous evening, 18th December, at 7pm. Parishioners would also be welcome.

10. Mass Rep Reports

- 6.15 Mass Gillian had spoken to Pam who reported that, by having the television available in the Parish Centre for Mass, a parishioner unable to cope with sitting in church (due to health issues) can participate in the Mass. This is much appreciated by the parishioner's family.

- 9.30 Mass Fr Liam had received a report from Shirley raising the following points:
 - Parking was still a problem.
 - Quite a few parishioners wanted to go on a pilgrimage, possibly to Knock.
 - A comment had been made that Fr Liam's leading of funeral services was good; he made each one personal.
 - The community was very welcoming.

- 11.15 Mass Nothing to report.

11. Great Park Evangelisation Strategy Team

No report.

This Item would be removed from the agenda.

12. Parish Day of Recollection 2019

Laura said that there had been an Alpha retreat at Ascot Priory. While there, the Rector, Fr Paul McLaren-Cook, had said that the Priory was getting booked up very quickly for 2019. She said that the Parish had held a Day of Recollection earlier this year and had agreed to do it annually. The next one would need to be booked now.

A suggestion was made of having an external speaker. It was suggested that Fr Paul be asked. Laura would do this and book the Priory for 15th June.

Progress

13. Action Points from Last Meeting

Action points from the last meeting were checked.

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

Comments were made as follows:

- 1. Noris had checked with the PTA and had decided that late March would be a good time. After discussion, it was agreed to hold it on Saturday 30th March after Mass.
- 3. Gillian had been putting up a full set of minutes in the church lobby after each meeting. It was agreed that a summary was not required.
- 8-10. Basil offered to do all these actions. He would need Mike Quinn's email address. Gillian would send it to him.
- 13. This action point would be removed, but a suggestion was made of projecting a prayer or picture for reflection before the Masses. Currently the projector was being used only for the 9.30 Mass.
- 16. Rod had taken pictures of the PPC earlier in the evening. A photo of Karen Murdoch, the Safeguarding Rep, was still needed.
- 18. The EM rota had been prepared and was being included in the bulletin. Basil mentioned the altar servers rota. He said that often the children did not come, so others had to take their place. He said that parents needed to take responsibility for getting their children there, or arranging a swap if unable. Basil would monitor the situation.

Closing items

14. Any Other Business

a. Recruitment

Fr Liam said that the new Pastoral Assistant would need to start by August 2019, so job adverts would need to be placed next Spring. Laura suggested advertising on the Diocesan website.

The Diocese would need to be involved from an early stage as there were procedures to follow. Gillian said that the Personnel Manager at the Diocese was Barry Phillips. Gillian would send his email address to Mary. Gillian would also send her job description to Mary; she had already sent it to Fr Liam and Andrew following the discussion at the Finance Committee the previous evening.

It was agreed to form a subcommittee.

15. Date of Next Meeting

Tuesday 22nd January 2019 at 7.30pm.

The next Finance meeting would be on Monday 14th January 2019 at 7.30pm.

16. Closing Prayer

Fr Liam closed the meeting with prayer at 8.40pm.

Signed:

Date:

POINTS FOR ACTION
from meeting of Parish Pastoral Council
on 20th November 2018

	Ref	Action required	To be done by
1	1/5/2018 13.a	Arrange art exhibition	Fr Liam
2	1/5/2018 13.c	PPC constitution	Fr Liam
3	17/10/2017 8.5	Talk to Mike Quinn about having registration form on website	Basil
4	17/10/2017 8.5	Find out how to tie website form to PAMIS – waiting on above	Basil
5	17/9/2018 13.3	Talk to Mike about website	Basil
6	30/7/2018 Item 5	Arrange for photo to be taken of Safeguarding Rep, Karen Murdoch.	Fr Liam
7	20/11/2018 Item 8	Note in bulletin asking for suggestions for charities to support in 2019	Gillian
8	20/11/2018 Item 12	Book Ascot Priory	Laura
9	20/11/2018 13.8	Send Mike Quinn's email to Basil	Gillian
10	20/11/2018 13.18	Monitor attendance of altar servers	Basil
11	20/11/2018 14.a	Send Barry Phillip's email and Gillian's job description to Mary	Gillian
12	20/11/2018 14.a	Form recruitment subcommittee	Fr Liam