**MINUTES OF ST PETERS PARISH PASTORAL COUNCIL MEETING 2**

**TUESDAY 12 JULY 2022**

**PARISH CENTRE at 7pm**

**Present:**

John Smart (Chair), Helen Marsh (Vice Chair), Fr. Thomas, Liz Lally, Cecilia Hubble, John Newbold, Denis Fannon, Mike Hart, Patrick Comer, Tim Ryan, Steve Blakemore, Angela Johnson, Teresa Kehoe, John Lally, Terry Monaghan, Paul Hebblethwaite (Secretary) (16)

**Agenda**

Opening Prayer

The meeting opened with a short prayer asking for spiritual support and guidance for the PPC to be successful in its role and actions.

**1. Apologies for absence**:

Yvonne Rendell, Adam Billig, Ann Rogers, Frank Fallon, Mary Ryan (5)

**2. Agree Minutes of Last Meeting**

The Minutes were agreed and signed.

**2.1 Matters Arising not covered on this Agenda**

All matters are covered on the Agenda for this meeting

**3. Discuss and agree issues raised by the draft guidelines for PPCs- review the purpose and objectives (p3/4 Diocesan Guidelines) and issues of diversity (p3 PPC Handbook)**

There followed a discussion about how the PPC should respond to the various challenges involved in the key areas of their suggested role.

* Evangelisation
* Worship and Word
* Community
* Service and Stewardship
* Leadership

Fr. Thomas reaffirmed the consultative nature of the Council and the need to involve the whole Parish in the process of assisting him in achieving the goals.

It was agreed that subjects such as Finance and Property Management are not in the scope of the PPC, but with regard to the former are well represented on the Council in any event. There is a need to have greater resource in the parish dealing with property and maintenance issues. The five-year Quinquennial Report on property maintenance is almost upon us again.

**ACTION: Recommended that we seek additional resource to address the management of property issues. (John Newbold to consider and define the roles of the proposed property management team)**

It was agreed that the Council establish a PPC Handbook outlining the roles and responsibilities. John Lally offered to format such a document.

The PPC members need to be better known in the parish community.

**ACTION: Members agreed to provide a passport style (jpeg) to John Lally so that he can produce a communication for the web site and notice board showing all the Council members and the Mass that they normally attend. John Lally to produce a PPC Handbook as discussed. John Lally to also consider the ease of access to the PPC details on the web site.**

Newsletter communication is an important task but formatting the weekly newsletter is time consuming. Is there an IT volunteer who might relish the challenge of collating news items and printing off the weekly newsletter?

**ACTION: Ask for volunteer/s – could this be a shared responsibility? John Newbold to advise.**

The issue of Council diversity was discussed. It was acknowledged that we need to address the opportunity for increasing ethnicity, gender and demographic.

**ACTION: Members to consider and recommend potential nominations to address the issue.**

Teresa Kehoe reviewed the activities of the youth groups and the success of the “minivinnies”. There was a discussion about the role of school and Parish in terms of preparation for the sacraments suggesting that there was room for improving the balance of activity and responsibility.

**4. Review listing of all current activities within the Parish**

**Revisit creating a parish directory**

 The listing of current activities in the Parish was discussed with particular focus on whether we had missed some. It was agreed that some of the activities mentioned were under resourced and more voluntary help was required. There were gaps in the provision of youth activities and school liaison. Activities such as school governance, relationship with CAFOD and ACIN (Aid to the Church in Need); Fairtrade and Living Simply should also be highlighted. Some areas are not performing well e.g. servers at Mass, Welcomers at all Masses and should be addressed.

**ACTION: It was agreed that we would develop an updated Parish Directory containing all the core activities together with contact details to enable parishioners to more easily see how they can contribute to parish life.**

**In addition we propose to issue a Census document that was previously developed in order for the parish to have up to date details of the congregation and their contact details. There is also an opportunity to volunteer with particular skills.**

**Helen Marsh/Steve Blakemore to organise.**

**5. Discuss the priorities going forwards - and formulate an initial plan of action. This should include the Implications for resources and responsibilities:**

- John Lally – brief review of the Synodal document

Working Together in the Parish was a successful activity with lots of engagement and enthusiasm for changes. The key outcomes were: the number of Catholics who no longer attend Church, improving our school liaison, the difficulties people have of publicly professing their faith, how to give a voice to those who are currently disenfranchised by the Church and support of the poor.

- Steve Blakemore - brief overview of Justice and Peace activities and forthcoming events

There are ten meetings per year and many events with external speakers with topics such as Justice, Syria, Islam, Climate, Israel/Palestine. Other focus is on The Live Simply initiative, Justice for Prisoners and Fairtrade weekends.

- Teresa Kehoe – on the Aid to the Church in Need Activities

A review of the key role of the ACIN in representing religious freedom, violence against women and others and the report “Persecuted and Forgotten” presented to Westminster recently. Three key objectives: Prayer, Awareness and Fund Raising.

There is a proposed event at Harvington Hall on November 19 for those interested.

**6. PPC member - Liz Lally - to suggest ways of improving the congregation experience at St Peter’s.**

Improving the visitor and parishioner experience on attending the Church is the objective. Making the entrance more welcoming means removal of clutter and old notices, providing more open space in the side chapels to encourage prayerful devotion.

Flowers in the porch and candles by St Peter’s statue are suggested.

**ACTION: Liz Lally to progress her proposals, which were accepted.**

**ACTION: The damage to the brass handles to the glass doors and the staining on the new doors needs to be repaired. The reason for the problem is either the use of brass cleaner or the sanitiser or both. (JN)**

**ACTION: Given the current issues with Covid it was agreed to leave the sanitiser station in the porch for now and monitor usage. (JN)**

**7. Matters raised by parishioner requests - movement of the St Peter and Paul holy day to the weekend.**

Fr. Thomas explained his rationale for the movement to the weekend. On the feast day there was a school mass. He wanted the devotion to our patron saint to be a celebration enjoyed by the whole Parish community and therefore the Sunday services were focused on the devotion to St Peter (and St Paul).

**8. Details of PPC member’s email/phone numbers and data protection provision**

The Chair emphasised that the PPC member’s details were retained solely for the purpose of communicating with the PPC on PPC business. The members accepted the need and endorsed it.

**9. Any Other Business**

Cecilia Hubble requested some assistance on the use of the new lectern and microphone and the provision of lighting.

**ACTION: Efforts to find a suitable lighting system will continue.**

 **10. Date of next meeting and frequency of meetings**

Tuesday 9 August 2022 at 7pm. In the Parish Centre. It is anticipated that following this meeting the PPC will meet 4-6 times a year.

The meeting finished with a final prayer and Father’s blessing.