**MINUTES OF ST PETERS PARISH PASTORAL COUNCIL MEETING 3**

**TUESDAY 09 AUGUST 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, Tim Ryan, Steve Blakemore, Angela Johnson, Teresa Kehoe, John Lally, Terry Monaghan, Adam Billig, Yvonne Rendell, Frank Fallon, Natasha Esparon, Paul Hebblethwaite (Secretary) (19)

**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**:

Ann Rogers, Mary Ryan and Pat Comer (3). Ann and Mary have decided to step down from the Council. John Smart will contact them.

**2. Agree Minutes of Last Meeting**

Steve Blakemore requested a minor amendment to item 4 concerning the Justice and Peace group. **The Minutes on the web site will reflect changes in RED.**

Subject to this the Minutes were approved and signed.

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

**The members agreed to continue to consider the issue of diversity in the search for PPC membership. It was also agreed that we should continue to invite any parishioners interested in joining the PPC through the newsletter.**

**It was agreed that the sanitiser station at the entrance to the church be retained for the present as it is still being used.**

**It was agreed that decision-making in the PPC should be by majority voting in the event that there is not unanimous agreement.**

**(We do need to consider what constitutes the PPC meeting being quorate – Secretary’s note)**

**3. St Peter’s PPC Handbook**

John Lally reported that there had been some progress but the work is not yet complete due to other priorities. **The item will be carried forward to the next meeting. .**

**4. PPC Who’s Who**

JL had received photo jpegs from **a**round half of the PPC members. **Those who haven’t yet responded were asked to do so asap. John Lally’s email is jel43@btinternet.com**

**5. Parish Directory**

Helen Marsh presented the draft of the revised Parish Directory. **The PPC members were asked to feedback their comments and any amendments or additions to Helen**. **Her email is: helenmarsh@btinternet.com**

Some comments were received from members. **Fr. Thomas asked that the letters MSC should follow his name. It was also agreed that the times for making contact by phone with him should be included.**

**It was suggested that the “Welcomers” should be renamed the Parish Welcome and Greeting Teams.**

**JL wished to rename the RCIA to Adult Catechesis.**

**Helen will need to contact each individual to agree the contact details can be shared in the Directory. In order to assist the required wording of the General Data Protection Regulations (GDPR) has been used for the proposed Parish Census and a copy will be circulated with these Minutes. Helen will obtain quotes for the printing of the directory.**

**6. Proposed Parish Census**

Tim Ryan introduced the topic and confirmed that the document was ready to go subject to the approval of the PPC. The census captures personal data such as contact details and also encourages volunteering by asking what the respondents could contribute to the parish in terms of skills and time.

Steve Blakemore gave a short background to the development of the Census and its alignment with the Diocesan format. The document will be circulated for comment.

The provisions of GDPR will be satisfied by the signing of the form. All data will be securely stored in the Presbytery.

**The Census forms a neat link with the launch of the Parish Directory and the timing of its issue should reflect this.**

**7. Newsletter Resourcing**

It was suggested that the opportunity to assist could be advertised in the Newsletter.

**Angela Johnson volunteered to join the current team of John Newbold/John Lally to assist in the process of compilation and production and how roles could be redefined.**

**8. Property Management Team**

John Newbold introduced the topic and recommended that the team should best operate within the Finance Committee.

Adam Billig volunteered to contribute to the team and **it was agreed that he should become a member of the Finance Committee.**

**It was agreed that with regard to the Directory Adam Billig should be the contact for Property issues going forward.**

**9. Parish Centre Refurbishment.**

Paul Hebblethwaite reported that the main topic on the agenda of the forthcoming Finance Committee is the refurbishment of the Parish Centre. Hopefully we are now free from the constraints placed on development by listed status and window replacement can be achieved without Council approval. It will also be an opportunity to improve the décor and facilities including security, locks and alarms. **It is proposed that at the outset of the project we present to a Parish meeting and form a team of stakeholders to assist in developing a specification that can be costed.** Diocesan approval will be required for the expenditure.

**10. Reintroduction of Servers**

The discussion moved from servers to the need for new Eucharistic ministers. **In both cases the need to put the request for volunteers to the Parish via the newsletter. The importance of training for new recruits and the need to refresh training for existing ministers was emphasised.**

**It was agreed that the newsletter should carry a standard statement concerning the way in which non-Catholics can participate in the Eucharist should they wish to. This would point out that they are welcome to present themselves for a blessing by approaching the minister with their arms crossed across the chest.**

**11. Greeting at all Masses**

Many PPC members volunteered for their respective Masses and had suggestions as to who would be prepared to assist.

**It was agreed that each would make contact with the Chair who would pass the names on to Andrew Maund who has agree to take over the rota role from Pat Comer including the welcome and greeters rota for all Masses.**

**12. School Liaison**

It was agreed that a small sub-group comprising Cecilia Hubble, Teresa Kehoe, Angela Johnson, Natasha Esparon and hopefully Tom Dance and Andrew Maund would meet to discuss the way forward to improve the links. Whilst St Peter’s was a first priority, the need to include St Bede’s and St Augustine’s in the thinking was key.

**Progress would be reviewed at the next PPC meeting.**

**13. Siting of the Defibrillator**

Following a serious incident in church the defibrillator sited at the school entrance was accessed. There had been a delay in gaining access due to the blurred coding on the device.

**This should be resolved as a matter of urgency. (WHO?)**

Because of the relative distant positioning of the device the view was that the church needed its own device that could also serve as a community facility.

**Fr. Thomas agreed to check on funding options available and the requirements for installation. testing and maintenance.**

**14. Any Other Business**

Yvonne Rendell requested funding for new music books and sheet music. **Yvonne was asked to provide details and costs for her request and submit it to the Finance Committee for approval.**

Terry Monaghan commented on the success and quality of recent Concert in the Church as part of the Bromsgrove Festival. It is a great way to engage with the community and to display our church and our hospitality. **The PPC was supportive of future events. Terry will discuss a future event with Tom Dance.**

**15. Date of Next Meeting: Tuesday 11 October at 7pm in the Parish Centre**

**The Chair asked that members do prepare and volunteer for the opening and closing prayers going forward. The meeting ended with a short prayer of thanks for a successful third meeting of the PPC.**