

**Minutes of the meeting of the Corpus Christi Parish Pastoral Council held at 321, Barkham Road, at 8.00 pm on Wednesday 12<sup>th</sup> May 2010.**

<b>Present</b>	Fr Jim	President
	Digby Carter	Chairman
	Claire Robinson	Deputy Chairman
	Liz Rhodes	Catechesis
	Madeleine Black	Liturgy
	Carrie Kerr	Liturgy
	Lynn Hall	Welcoming
	Margaret Taylor	Pastoral Care
	Jeremy Best	Outreach
	Sue Baggott	Communications
	Rita King	Administration
	Richard Roberts	Safeguarding
	Peter Evans	Secretary

(Please note that specific actions have been shown in ***Bold Italics*** followed by the initials of the PPC member required to take the action)

**1. Apologies**

Apologies were received from Liz Robinson.

**2. Introductions**

Digby introduced Claire Robinson who has agreed to become Deputy Chairman with a view to taking over from Digby as Chairman when he re-locates.

He also introduced Richard Roberts who has taken over the Safeguarding role from Graham Powell. Richard gave us a brief update on Safeguarding emphasising the need for CRB checks to be carried out before the 12<sup>th</sup> June.

**3. Minutes of the meeting held on 24<sup>th</sup> March**

These were accepted without comment

**4. Catechesis**

Liz reported that she sometimes found it difficult to contact some of her team.

David Shillibier is preparing to organise a new course for Confirmation and Mick Breslin had proposed dates for the Baptism course. This had recently been revised with the help of Fr. Jim. Liz said that the main concern was with Youth United where Brenda Watterson is standing down after the summer and no volunteer had come forward as a replacement. Richard said that the CRB situation could have an impact on appointing a suitable volunteer Digby asked Liz to treat this as a matter of urgent concern, as it would be a shame if we were to lose our youth activity. Sue suggested that linking up with the Confirmation group might revitalise it. Fr Jim also suggested that the Diocesan Youth Officer might have some ideas.

***(Action L Rhodes to help Brenda to find a solution)***

Digby asked Liz if she had met up with Kerry Scrutton yet. Liz said she would ascertain whether Kerry could / wanted to assist as Deputy in the Catechesis Department. ***(Action Liz Rhodes)***

## **5. Liturgy**

Carrie reported that Jeremy Best is continuing with his good work with the Altar Servers. Marie Tomlin is still looking for more help with the Sacristy duties particularly at 9.00 am mass. Digby suggested that contacting people directly was probably the best way to find a volunteer. There is also a pilgrimage to Salisbury on 28<sup>th</sup> July being organised along the lines of last year's pilgrimage to Canterbury.

## **6. Outreach**

Liz was not able to make the meeting but submitted a report from Cathy Hill regarding CAFOD. Cathy reported that the delayed CAFOD collection had raised £1194, but not much use had been made of the 50<sup>th</sup> Anniversary material. There would be no more collections for CAFOD until the Harvest Fast Day on 1<sup>st</sup> October.

CAFOD had produced a version of Stations of the Cross called "Walk with us" and the booklets cost £2.50 each. Cathy thought it may be worth getting copies for use from time to time. CAFOD have been busy nationally during the General Election focusing attention on climate change, poverty and overseas aid.

Cathy went on to say that they had organised Fairtrade Fortnight in Feb/March with both homemade cakes and Fairtrade supermarket items being sold as well as the Traidcraft stall.

Jeremy gave a brief update of the CCAF Lent Appeal which had raise £9118 plus Gift Aid and would exceed the target of £9200. He had received one donation of £1300 to sponsor a fifth Corpus Christi Scholar. This will allow a full 4 years secondary education as a boarder starting from Jan 2011.

The April meeting of CCAF had to be postponed and will now be held in May when the distribution of funds will be considered.

## **7. Welcoming**

Lynne is having to resign for family reasons and gave Claire a detailed list of the activities of the Welcoming group.

## **8. Pastoral Care**

Following his recent illness John Osbaldeston has handed in his resignation. Everyone wished him a quick and full recovery. Digby asked that the PPC's thanks to John, for all his work since the PPC was set up, be recorded.

Margaret reported that Richard had now taken over Safeguarding from Graham Powell (see Item 2 above).

Fiona Hayward has drawn up a list of Eucharistic Ministers for the 3 masses with teams of 7 operating on a rota basis. This would be changed monthly. There was still a shortage of EM's for 9.00 am mass.

A second chair had now been purchased for people with back problems.

Deirdre McCormack is continuing to send out Cards to Bereaved Families.

Margaret also said that she was hoping to organise a service for parishioners with special needs possibly in the Keenan Rooms rather than the church.

## **9. Communications**

Sue once again emphasised how important the Parish Web Site was and with the 40<sup>th</sup> anniversary coming up, Gianna was looking for articles, photographs and any other material relating to the opening of the church. She was advised to contact Sr. Bernadette and John Milner who probably had some material. An appeal would also be placed in the News Letter.

*(Action Sue)*

Digby said that he thought that the Calendar section was working well and added that it was important to keep Gianna up to date with information and events.

Digby raised the idea floated in an earlier email about publishing web-based email addresses for each PPC member and some others. This was agreed and Digby will action with Gianna.

*(Action Digby)*

Digby initiated a discussion, again circulated by email before the meeting, about obtaining a Performing Rights Society licence for the web site, so that the Life in the Spirit seminars could be made available on the web site. Sue supported the idea in principle as a novel way of using the web site. The cost (c. £130 p.a.) was not thought justifiable. Sue will therefore investigate using Youtube or some similar free facility first.

*(Action Sue)*

#### **10. Administration**

Rita said that she would like to complete a comprehensive "Operations Manual" for the church including a floor plan showing positions of Fire Extinguishers etc. contractors which are used and any service agreements for boilers and any other appliances as well as an "Action Diary" for such things as covering the cross at Passiontide and erecting the Crib at Christmas. It would be useful to have a register of possible volunteer contacts (e.g. to help sweeping the snow from the church path). Digby asked Rita to prepare an outline skeleton of her proposals as soon as possible and to circulate to all PPC members for comment. He hoped the final document could be ready by the summer.

*(Action Rita)*

#### **11. St Teresa's School**

It was felt that we needed a formal link with the school now that one no longer existed. Fr Jim and Digby will discuss.

*(Action Fr Jim/ Digby)*

#### **12. Pastoral Area**

Fr. Jim reported that Ascot would be joining our pastoral area with new boundaries being drawn up by the Bishop.

#### **13. Any other business**

Digby reported that the Church Improvement Committee had met under Anne Beesley and suggested several points which were being graded according to cost and desirability. These were to be discussed at the Parish Assembly the date of which has yet to be agreed.

#### **14. Chairman's hand over**

Digby said that he does not envisage his move taking place in the immediate future. It was agreed therefore that, over the coming months, Claire would contact each Department Head with a view to having one-to-one discussions to brief her. Once Digby's move plans are clarified a handover date would be agreed.

*(Action Claire)*

Fr. Jim indicated that, over the coming years, he wanted the PPC to take on increased responsibility within the parish. Digby said that Claire, being new, would inevitably rely much more on the Department Heads being proactive.

#### **15. Date of next meeting.**

Yet to be confirmed. *(Action DC/CR to circulate preferred dates)*

With so many people working it was thought that an 8.00 pm start time should be the norm.

PGTE

15.05.10

