

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held in the Keenan Rooms on 2nd April 2009 at 10.15am

Present:	Father Jim	President
	Digby Carter	Chairman
	Sue Baggott	Communications
	Philip Brown	Secretary
	Peter Davies	Administration
	Lynne Hall	Welcoming
	Carrie Kerr	Liturgy
	John Osbaldeston	Pastoral Care
	Jane Williams	Catechesis
	Kerry Scrutton	Catechesis

[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 Opening of meeting

Digby opened the meeting and welcomed those present particularly Kerry Scrutton who was attending her first meeting of the PPC and was to act as deputy to Jane in the Catechesis department.

2 Apologies

Apologies for absence had been received from Liz Robinson, Madeleine Black, Jeremy Best, Christina Bycroft and Margaret Taylor.

3 Minutes of meeting held on 19th February 2009

The minutes of the meeting of the PPC held on 19th February 2009 were agreed.

4 Catechesis

Jane reported on the actions which she had taken since the last meeting as follows:

(a) Confirmation – the date for confirmations to take place was confirmed as 5th June 2009. It was generally felt that 13 was a better age for confirmation rather than 14 and confirmations of 13 year olds would, therefore, take place again next year.

(b) First Holy Communion – Fr Jim said that he had experienced much more contact with the children with instruction being carried out by St Teresa's school but conversely there had been less contact with the parents. Margaret Taylor was continuing to instruct children from schools other than St Teresa's and Kathy Osbaldeston, was also instructing the few children at Ludgrove School. **Jane undertook to get feedback from parents (JW) and Fr Jim confirmed that he would be writing to the parents of the children at Ludgrove school (Fr Jim).**

(c) Eucharistic Ministers – Charles Gallagher had made appeals at weekend masses for more Eucharistic Ministers and this had resulted in three parishioners who had previously acted as EM's agreeing to act again and two new volunteers. Although the training of EM's had improved there was still scope for improvement in other areas particularly rotas

which were not working properly. Charles had attended a course for attending vulnerable adults but this had proved to be of limited value.

(d) St Teresa's – Jane had attended her first meeting as a Foundation Governor at St Teresa's school and aimed to develop further links between the school and the Parish.

(e) Youth United – Brenda Watterson who had only recently been appointed the new leader had indicated that she wanted to step down from the role in September. Jane was trying to persuade Brenda to change her mind but, in the meantime, was looking for a new leader and additional helpers. **The ratio of adults to children could present a child protection issue and Jane was to speak to Graham Powell on this (JW).**

(f) CaFE – The current series involving Churches together in Crowthorne with the Creed as its theme was proving to be very good.

Jane finished her report by announcing that she was stepping down from her role on the PPC but she would stay involved with Youth United.

5 Liturgy Report

Carrie reported on the actions taken since the last meeting as follows:

(a) Liturgy – a questionnaire was to be sent out to parishioners seeking their views on certain aspects of the liturgy including music

(b) Group sponsored masses – masses sponsored by the Catenians and UCM had taken place and it was proposed to try and arrange for other parish groups to sponsor masses in the future. **Thought needed to be given as to how best to publicise the fact that the masses were being sponsored by a particular group and ordinary Sundays of the year were considered to be more effective when there would be less distraction from the feast of the Sunday itself (CK).**

(c) Altar Servers – there was a need to improve the washing and fitting of vestments for the altar servers and a number of suggestions were considered. **It was felt that an adult should be put in charge of the altar servers and it was suggested that Rory McCormack should be asked to speak to Jeremy Best (CK).**

(d) Sacristan – Marie Tomlin wanted to train another person to take on the role and was looking for additional help for the mass on Maundy Thursday

(e) Parish Pilgrimages – The 2009 parish pilgrimage to Canterbury led by Fr Jim was to take place on 21st June and plans for a pilgrimage to Poland in 2010 were to be deferred to 2011 so as not to conflict with any similar events planned to mark the 40th anniversary of the church in 2010.

6 Outreach Report

In Liz's absence Digby referred to her written report on the actions taken since the last meeting as follows:

- (a) CTW – the plans for Good Friday reported at the last meeting of the PPC were outlined again.
- (b) CAFOD - £1,600 had been raised the previous Sunday
- (c) CCAF – an amount in excess of £18,000 had been raised as a result of the appeals made in Lent including some special donations.
- (d) Wokingham Times – four volunteers had been found to write religious articles on behalf of the Parish in the Wokingham Times.
- (e) CAFOD / Tradecraft – consideration needed to be given to ensure that CAFOD appeals did not clash with any Tradecraft initiative.

7 Welcoming Report

Lynne reported on the actions taken since the last meeting as follows:

- (a) Church improvements – it had been agreed that any improvements to the church to make it more welcoming would be confined in the immediate future to internal changes.
- (b) New Parishioners – it was agreed that **Lynne would speak to Fr Jim with a view to identifying new parishioners (LH/Fr Jim).**
- (c) Returning Catholics – a pack was available from the Diocese but this was regarded as being too prescriptive. Again it was agreed that **Lynne would speak to Fr Jim with a view to agreeing a more gentle approach (LH/Fr Jim).**
- (d) Greeting – Digby felt that the informal greeting of parishioners at the entrance to the church before masses over the weekend by members of the PPC was working well but for this to be effective it was essential for **all PPC members to wear their badges at weekend masses for purposes of identification (all).**

8 Pastoral Care

John reported on the actions taken since the last meeting as follows:

- (a) Bereavement – there was a new form of memorial book which would allow entries to be made in monthly order. John continued to liaise with the Diocese on matters relating to bereavement.

(b) Special needs – three responses had been received to the general enquiry made to identify parishioners suffering from back problems and these were being dealt with individually. John was still concerned that back problems were keeping some parishioners away from attending mass but was continuing to have difficulty in identifying those concerned with a view to offering help.

(c) Parish website – a Pastoral Care submission for the parish website had been made by Margaret Taylor.

(d) Children's activity bags – **John was asked to check on the progress which had been made with Margaret Taylor's suggestion to create a timeline for children so they would know what stage had been reached in the mass (JO). In the meantime it was agreed that any toys included in the activity bags should be soft to prevent unnecessary noise (MT).**

(e) Child protection – new regulations were going to make Graham Powell's job even harder and Digby expressed the view that he may well need some help. **(JO to investigate).**

(f) Sick visiting – nothing new to report.

9 Administration Report

Peter reported on the actions which had been taken since the last meeting as follows:

(a) General maintenance – ongoing.

(b) Damp in the Keenan Rooms – the continuing problem remained unresolved.

(c) Cycle racks – it had not proved possible to identify a space for parking bikes at the Sturges Road entrance to the church.

(d) Instructions for use of Keenan Rooms – instructions had been drafted and **Digby undertook to circulate copies to all members of the PPC for comment (DC).**

10 Communications Report

Sue confirmed that a second meeting of the Communications committee had been held with Digby in attendance. Sue then reported on actions which had been taken since the last meeting as follows:

(a) Parish logo – Sue tabled a draft logo based on the cross of St Chad but **it was agreed that some revisions should be made to make the cross more distinctive (SB).** Once a logo had been agreed the plan was to introduce it in conjunction with a new parish website and a re-launched parish magazine in September.

- (b) Parish website – this was in the process of being re-designed as had been agreed at the last meeting of the PPC. In the meantime some PPC departments had not submitted the information to go on the website which Digby had requested in his email of 5th March 2009 and **those departments concerned were asked to submit the information as soon as possible (AII)**.
- (c) Parish magazine – the next edition was due in July and **Sue agreed to check on which PPC departments should feature in the next edition and notify those departments accordingly (SB)**.
- (d) Notice boards – only two PPC departments had notified Sue as to their requirements for notice boards and **the remaining departments were asked to submit their requirements to Sue as soon as possible (AII)**. It was agreed that membership of the current PPC should be displayed on a notice board preferably with photographs particularly as there had been so many changes to the membership of the PPC since it was formed in June 2006.

Consideration was also to be given to another “away day” for members of the PPC along the lines of the one held when the current PPC was first established.

11. St Teresa’s School

Fr Jim referred to the fact that the State funding for St Teresa’s had been reduced by 12% which would have significant implications for the school.

12. Pastoral Area

Bishop Crispian Hollis would be visiting the pastoral area in June.

13. 40th Anniversary of Corpus Christi

Digby reported that Chris Beesley had agreed to act as co-ordinator for the 40th anniversary celebrations of Corpus Christi which were to take place in 2010 and **he agreed to circulate draft terms of reference for the role to all members of the PPC for consideration (DC)**.

Events planned for the anniversary were to include a Jumbulance trip to Lourdes to be organised by John Robins and a mass to be celebrated by the Bishop. It was also hoped to carry out internal improvements to the church to make it feel more welcoming.

Fr Jim reported that it was proposed to start the anniversary year on the 1st Sunday of Advent in 2009 and end the year 12 months later.

14. Any Other Business

- (a) Diocesan activities – Digby went through a list of activities taking place in the Diocese to make sure members of the PPC were aware of what was taking place in their areas of responsibility.
- (b) PPC membership – Digby informed members of the PPC that Jane and Phil had indicated that they wanted to step down as members of the PPC. Digby thanked both Jane and Phil for their contributions to the PPC since its inception in June 2006 and confirmed he would be looking for their replacements over the weeks ahead.

15. Date of Next Meeting

The next meeting will be held on 11th June 2009 at 11.00 am at Digby's house.