

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held at 321 Barkham Road, Wokingham on Thursday 19th February 2009 at 8.00pm

Present:	Father Jim	President
	Digby Carter	Chairman
	Sue Baggott	Communications
	Gianna Crolla	Communications (website)
	Philip Brown	Secretary
	Peter Davies	Administration
	Lynne Hall	Welcoming
	Christina Bycroft	Welcoming
	Carrie Kerr	Liturgy
	John Osbaldeston	Pastoral Care
	Margaret Taylor	Pastoral Care
	Liz Robinson	Outreach

[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 Liz Robertson who had assumed responsibility for Outreach on the PPC, Christina Bycroft who had agreed to act as Lynne's deputy in the area of Welcoming and Gianna Crolla who looked after the Parish website.

2 Apologies

An apology for absence had been received from Jane Williams.

3 Minutes of meeting held on 19th November 2008

The minutes of the meeting of the PPC held on 19th November 2008 were agreed.

4 Catechesis

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

(a) Confirmation – the confirmation group is running well and they had a successful weekend at Kintbury. A mass had been planned for the group on 14th March and another youth mass had also been planned.

(b) Communion – there had been ongoing masses and preparation both from Margaret Taylor and St Teresa's school. John Osbaldeston added that his wife, Kathy, was also instructing the few children at Ludgrove School.

(c) Eucharistic Ministers and Readers – Jane planned to meet with Kerry Scrutton to agree actions

(d) St Teresa's – Jane was now a Foundation Governor at St Teresa's school and aimed to develop further links between the school and the Parish.

(e) Marriage Preparation – a younger couple are in the process of becoming part of the team.

(f) Youth United – Brenda Watterson had been appointed the new leader. Meetings were to be held monthly with a leaders' meeting on 1st March.

(g) Café – Another series is planned with Churches together in Crowthorne with the Creed as its theme. The six week series is planned to run at two different times, afternoon and evening, throughout Lent.

5 Liturgy Report

Carrie confirmed that a meeting of the Liturgy Group had been held the previous week and reported on the actions taken since the last meeting as follows:

(a) Lent – Stations of the Cross were to be held at 4pm on Sunday afternoons throughout Lent and for the children at 10.30 am on Good Friday morning. A penitential service was to be held on the Monday before Easter and Fr Chris from Bracknell was to be available to hear confessions.

(b) Confirmation – was to take place on Friday 5th June.

(c) Group sponsored masses – a mass to be organised by the Catenians was to take place at 11am on Sunday 8th March and a mass to be organised by the UCM was to be held at 11am on Sunday 22nd March.

(d) Liturgy of the Word – the holding of a “Liturgy of the Word” in Fr Jim's absence was now unlikely to happen.

(e) 40th Anniversary of Corpus Christi – a questionnaire seeking views as to what parishioners would like to do to celebrate the 40th anniversary of Corpus Christi was being considered.

(f) Altar Servers – Carrie needed to speak to Rory McCormack on his proposals concerning altar servers. The plans were fine but needed an adult to supervise them.

6 Outreach Report

Liz confirmed that a meeting of the Outreach committee had been held and reported on the actions taken since the last meeting as follows:

- (a) Support for the needy – Liz reiterated previous advice that those in need should be directed to help provided by Social Services.
- (b) CTW – the cross which had been housed at Corpus Christi for the past year was to be processed from the church at 11.30am Good Friday morning. CTW were to commemorate the crucifixion by a short passion play in Wokingham Town Centre and ***Sue asked that this information be got to her and Karan, in time, for publication in the Magazine and Newsletter (LR)***
- (c) Fair Trade – dates were in the process of being sorted out to avoid clashes with other Parish groups.
- (d) CAFOD – 6TH March and 1st October had been identified as family fast days. Appeals for CAFOD were to be made during the 4th and 5th weekends in Lent. The Advent “Virtual Village” appeal had raised £1,394.51.
- (e) CCAF – Appeals for CCAF were to be made on the first, second and third weekends in Lent
- (f) Returning Catholics – Outreach and Welcoming were to work together to support returning Catholics but overall responsibility was to move back to Welcoming.
- (g) Wokingham Times – ***Consideration to be given as to who should write religious articles on behalf of the Parish in the Wokingham Times (LR)***

7 Welcoming Report

Lynne confirmed that a meeting of the Welcoming committee had been held and reported on the actions taken since the last meeting as follows:

- (a) Communications – ***Lynne asked Sue for help for Welcoming from Communications (LH/SB)***
- (b) Keenan Rooms – Lynne enquired as to whether it would be possible to advertise the availability of the Keenan Rooms more widely. This was agreed to in principle but with the proviso that the cleaning of the Rooms after use and access and security were of paramount importance. ***Peter was asked to prepare usage instructions for the Keenan Rooms (PD)***.
- (c) Making the church more welcoming – Lynne referred to the following ideas for making the church more welcoming

- Planters on window ledges on the front of the Church – Lynne confirmed that she had received a lot of positive feedback in respect of the planters which had so far been put in place.
- Improved signage – there was agreement with Lynne’s recommendation **to proceed with a quote for £1,265 to install a replacement sign in brushed steel and make an application to the Finance Committee for the necessary funds (LH/DC). (Afternote: currently on hold pending further discussions with Fr Jim and the Finance Committee (DC/LH))**
- Church Porch – Lynne had identified a manufacturer of wooden gazebos as a possible supplier of a church porch and it was agreed that **Digby would speak to Jim Steven as Chairman of the Finance Committee with a view to pursuing this possible option (DC).**

8 Pastoral Care

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

- (a) Special Needs – Margaret reported on work which was taking place to help those with back problems to sit more comfortably in church and enquired as to whether the Parish magazine could be used to obtain the views of parishioners with back problems.
- (b) Child Protection – Graham Powell was to attend a course in March on dealing with vulnerable adults.
- (c) Bereavement – Deirdre McCormack continued to work hard behind the scenes on bereavement. It was planned to say a mass each month for bereaved members of the Parish.
- (d) Jumbulance – Corpus Christi parishioners were to be given priority for places on the Jumbulance trip in June and it was agreed that **John should speak to David Lumsden on this (JO).**

9 Administration Report

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

- (a) External lighting – sensor operated lights now illuminated the whole of the Sturges Road car park for the church.
- (b) Damp – this had been discovered in the corridor leading to the toilet facilities in the Keenan Rooms. The taps in the toilets had been replaced and the position was being monitored.

(c) Cycle racks – **Peter undertook to investigate the possibility of installing some kind of fixture which could be used to chain bikes to without taking up any of the existing car park spaces (PD).**

10 Communications Report

Sue confirmed that the first meeting of the Communications committee had been held successfully. Sue was aware that communications was an extremely important activity for the Parish which still needed a lot of work but stressed that **the other departments needed to provide her with the material which needed to be communicated (All).**

Sue then reported on specific areas within the Communications department as follows:

(a) Parish Magazine – the deadline for the next edition was the following day but not much material had been submitted. Sue had been thinking about reducing the number of editions to two a year but there was a strong feeling that the number of editions should stay at three a year. Sue acknowledged that a number of ideas had been raised at the meeting which could be used in the magazine including providing details of the current PPC, reverting to the idea of featuring one of the PPC departments in each edition and providing an overview of PPC activities by reference to the minutes of PPC meetings.

(b) Notice boards – Sue asked **members of the PPC to provide her with an indication of the amount of notice board space each of their departments would like and an indication of frequency of use (All).**

(c) Parish Website – Gianna tabled a proposed site map for a new Parish website which was discussed and agreed in principle by the PPC. Reference was also made to a form of calendar to be used for all Parish activities and to a possible Parish logo perhaps incorporating a cross and a host. A meeting of the Communications group was to be held on 3rd March to discuss these issues further and it was agreed that Digby would attend that meeting.

11 Financial Appeals Policy

Fr Jim felt that it was important to formulate a financial appeals policy with a view to trying to ensure that there were no competing appeals and not too many events in support of one particular appeal.

12. 40th Anniversary of Corpus Christi

Fr Jim referred to the following proposals which were being considered to help celebrate the 40th anniversary of Corpus Christi church in Wokingham in 2010:

(a) A visit from another priest from the Portsmouth Diocese to see whether the church could be made more attractive.

(b) A pilgrimage for sick children to Lourdes

(c) A Parish mission or mini retreat next Lent

(d) A photographic history of the Parish

It was agreed that a co-ordinator should be appointed to assume overall responsibility for the 40th anniversary celebrations and that a job specification should be included in the next edition of the Parish magazine (DC).

13. Other Business

(a) 2009 Parish Pilgrimage – Fr Jim mentioned that it was proposed to undertake a Parish pilgrimage to Canterbury in June.

(b) Children’s Timeline – Margaret explained her idea to produce a timeline for children so that they would know what stage had been reached during mass possibly to be included in the existing children’s activities bags and this idea was enthusiastically endorsed by the PPC.

14. Date of Next Meeting

The next meeting will be held on 2nd April 2009 at 8.00pm in the Keenan Rooms.
(Afternote: Now changed to 10.15 am in the Keenan Rooms)