

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held at 321 Barkham Road, Wokingham on Wednesday 19th November 2008 at 10.30am

Present:	Father Jim	President
	Digby Carter	Chairman
	Jeremy Best	Outreach
	Philip Brown	Secretary
	George Ennis	Administration
	Peter Davies	Administration
	Lynne Hall	Welcoming
	John Osbaldeston	Pastoral Care
	Margaret Taylor	Pastoral Care
	Madeleine Black	Liturgy
	Jane Williams	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 Peter Davies who was to assume responsibility for Administration on the PPC as a result of George Ennis's decision to step down at the end of the year and Margaret Taylor who had agreed to act as John's deputy in the area of Pastoral Care. Digby also welcomed back Jeremy who was acting as deputy for Anne and Madeleine who was acting as deputy for Carrie.

2 Apologies

Apologies for absence had been received from Sue Baggott, Anne Beesley and Carrie Kerr.

3 Minutes of meeting held on 17th September 2008

The minutes of the meeting of the PPC held on 17th September 2008 were agreed.

4 Catechesis

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

(a) Children at non Catholic schools – a person to assist with instruction was still being sought.

(b) Youth – a youth mass was to be held on the following Saturday, 22nd September but support so far had been very poor.

(c) Youth United – this year's programme had got off to a contrasting start with the first session having to be cancelled and the second session attended by more than 50. Consideration was being given to dividing the group by ages to make it more manageable.

(d) Confirmation – the programme was up and running with a good strong team and nearly 30 participants. It was planned to go to Kintbury in early January.

(e) First Holy Communion – going well. Six children from schools other than St Teresa’s were also to make their first holy communion, a programme had been put in place for them but more help was required.

(f) Café – A retreat had been planned for 6th December but it was subsequently reported that this had been cancelled through lack of support.

(g) Links between the Parish and the School – Jane and Clive Field were to act as the link between the two and this was progressing. The Headmistress would attend some future PPC meetings when she was available.

(h) Deputy – Kerry Scrutton had agreed to act as Jane’s deputy.

(i) Marriage preparation – A new younger couple had been found to help

(j) Youth PPC – consideration was being given to forming a youth council or discussion forum to identify activities of interest to the youth of the Parish

5 Liturgy Report

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

(a) Altar Servers – Rory McCormack had prepared a detailed report including an action plan for the next six months. A few new altar servers had been identified and Rory was keen to retain the services of the older altar servers.

(b) Liturgy group – two meetings had been held with the Liturgy Group headed by Tony Marsden which had proved useful. One of the ideas being explored was for different Parish Groups to assume responsibility for organising certain masses during important seasons such as Advent and Lent throughout the liturgical year.

(c) Sacristy – Sue Davey and Cathy Turner had agreed to support Marie Tomlin and provide cover for each of the weekend masses and this was working well.

(d) Liturgy of the Word – consideration continued to be given to the introduction of “liturgy of the word” in Fr Jim’s absence.

6 Outreach Report

Digby explained that Liz Robinson was to take over responsibility for Outreach as a result of Anne's decision to step down from the PPC.

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

- (a) CAFOD – Cathy Hill was organising a CAFOD Advent Appeal which was focussing on groups within the Parish
- (b) CCAF – the concert by the South Berkshire Singers was to now be held on Sunday 14th December at 3pm. The CCAF finances remained very healthy and consideration continued to be given as to how the funds could best be spent.
- (c) CTW – Richard Hughes continued as the Parish representative and a request had been made for more notice board space.
- (d) Returning Catholics – the debate continued as to whether this fitted comfortably within the Outreach remit and **Digby agreed to give this further consideration (DC)**
- (e) Support for the needy – It was generally felt that “people” help rather than “financial” help was required and, ideally, a “champion to the cause” should be identified. The accepted advice was to direct people to the services provided by the State

7 Welcoming Report

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

- (a) Social Committee – the Christmas “event” to be held on Saturday 29th November was now to start with music at 4pm, selective stalls from 5pm, a grand draw at 6.10pm and mass at 6.30pm.
- (b) Welcome Pack – this had been updated and corrected. It was still proving difficult to identify new parishioners.
- (c) Making the church more welcoming – Lynne referred to the following ideas for making the church more welcoming
 - Church porch – Lynne tabled three drawings showing different designs for a church porch. It was agreed that whatever design was chosen the costs would be significant and Digby proposed that **a group should be set up to progress the project and that he would speak to Jim Steven, Chairman of the Finance Committee in the first instance (DC).**
 - Planters on window ledges on the front of the Church – Lynne also tabled some detailed costing relating to the provision of planters, soil, plants and drip feed irrigation system. It was agreed that **this proposal should be progressed and an application should be made to the Finance Committee for the necessary funds (LH/DC).**

- Improved signage – Lynne had received a number of quotes to replace the existing signage at the front of the church and there was agreement with her recommendation **to proceed with the quote for £828 to install a replacement sign in brushed steel and make an application to the Finance Committee for the necessary funds (LH/DC).**

Digby thanked Lynne for all the work she had done in putting the various proposals together.

8 Pastoral Care

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

- (a) Child Protection – continuing administrative nightmare with even more and different paperwork next year
- (b) Bereavement – Deidre McCormack was continuing to do a good job and the Memorial Book continued to be used although it did not provide a means of contacting people which remained a problem.
- (c) Sick Visiting – Lesley King had indicated that she was prepared to assume responsibility for sick visiting. Training for Eucharistic ministers to take communion to the sick was available but not many of the Eucharistic ministers had put themselves forward to do this. **Jane agreed to speak to Charles Gallagher who was responsible for Eucharistic ministers in the Parish (JW).**
- (d) Special Needs – still investigating ways of designing seats in the church to help people with back problems and still having problems generally in identifying people with special needs. Consideration was being given to holding a mass to be attended by people with special needs. It was recognised that publicity needed to be given to the fact that there was a group of people in the Parish prepared to help those with special needs and again the better use of notice boards was mentioned. The use of the loop system in the Keenan Rooms for those with hearing difficulties was also raised and the need for some basic training in its use was identified.
- (e) Recording of mass – the possibility of recording mass and downloading it onto the Parish website was raised
- (f) Jumbulance – Corpus Christi parishioners were to be given priority for places on the Jumbulance trip next summer and it was agreed that **John should liaise with Digby outside the meeting on this (JO/DC).**

9 Administration Report

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

(a) Cupboards in the Keenan Rooms – 50% of the chairs previously kept in the cupboards in the Keenan Rooms had been moved to spare space which had been made available at the back of the church. In addition Karen had agreed to have occasional purges with all groups using the Keenan Rooms to ensure that the cupboards were kept reasonably tidy.

(b) Damp – this had been discovered in the corridor leading to the toilet facilities in the Keenan Rooms. The cause of the damp had been discovered and this could give rise to a claim under the latent defects clause in the building contract.

(c) Gardening – a person to help with the gardening had been identified

(d) Heating – it was hoped that the repairs to the heating system in the church would be completed by the end of the week.

(e) Caretaking services – it had been agreed, at least for the time being that additional caretaking services were not required. Karen did, however, need additional support and methods of achieving this were being considered.

As this was the last meeting which George would be attending as a member of the PPC Digby thanked him for the enormous contribution which he had made a lot of which had taken place unnoticed behind the scenes.

10 Communications Report

Digby reported briefly on communications in Sue's absence.

There was a feeling that the Parish magazine was beginning to struggle a little. It was felt that it ought to revert to the concept of focussing on each of the PPC departments in turn and should be used more for publicising forthcoming events and issues facing the Parish.

The best use of the notice boards at the back of the church remained an issue and Digby saw communications as his area of priority for 2009.

11 St Teresa's School

Digby reported that Louise Adams, the head teacher at St. Teresa's School, had agreed to attend some meetings of the PPC in the future.

12. Situations Vacant

Digby confirmed that the results of his annual appeal for new volunteers at masses over the weekend of 4th & 5th October had been very encouraging **and asked members of the PPC to make sure that they established contact with all the new volunteers assigned to their departments (All).**

13. Parish Assembly

Digby confirmed that the main Parish Assembly was to be held on 26th November with the reprise to be held on 2nd December. Digby reminded ***all members of the PPC that they needed to prepare a brief report on actions taken during 2008 to be presented at the Assembly (All)***.

Digby confirmed that he would amend the reports to be presented at the Assembly on achievements made in 2008 and aims for 2009 as a result of the discussions held during the course of the meeting (DC).

14. Membership of PPC and identification of PPC members

Digby stated that he would like all deputies to be considered as members of the PPC and he would like all members of the PPC, including deputies, to wear badges showing that they are members of the PPC. ***Digby requested Phil to make sure that all members of the PPC and their deputies had badges (PB)***.

Digby also asked ***members of the PPC to make themselves available at the back of church before all masses to welcome parishioners and answer any queries (All)***.

15 Dates of Meetings

The next meeting will be held on 19th February 2009 at 10.30am in the Keenan Rooms.

The rest of the meetings of the PPC in 2009 will be held as follows:

2nd April at 8pm in the Keenan Rooms

11th June at 10.30am at 321, Barkham Road

13th August at 8pm in the Keenan Rooms

7th October at 10.30am at 321, Barkham Road

26th November at 8pm in the Keenan Rooms