

**Minutes of a meeting of the Corpus Christi Parish Pastoral Council held in the Keenan Rooms on Wednesday 17<sup>th</sup> January 2007 at 8.00 pm**

Present:	Father Jim	President
	Digby Carter	Chairman
	Anne Beesley	Outreach
	Julia Braithwaite	Communications and St Theresa's School
	Philip Brown	Secretary
	George Ennis	Administration
	Irene Mitchell	Welcoming
	John Osbaldeston	The Vulnerable
	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.

**2 Apologies**

An apology for absence had been received from Jim Steven

**3 Minutes of meeting held on 22nd November 2006**

The minutes of the meeting of the PPC held on 22<sup>nd</sup> November 2006 were approved as a correct record of that meeting

**4 Parish Assembly**

Digby expressed satisfaction as to the numbers who had attended the Parish Assemblies, the input made by all the members of the PPC and the positive feedback he had received from a number of those who had attended

**5 Catechesis Report**

Jane presented a report on the actions she had been taking since the last meeting. Jane confirmed that a meeting had been held with some of the leaders of the groups which fell under her Catechesis remit on 7<sup>th</sup> December 2006 but only three people in addition to herself had been able to attend. It had been decided to divide the areas covered by Jane into "liturgy" and "sacrament preparation". Whilst the focus was to be on liturgy, ***preparation for baptism did present an immediate problem (JW)*** as two out of the three people previously involved had left and it was not possible for the remaining person to cope on her own. Resolution of this problem was, therefore, a matter of priority.

***Overall responsibility for Children's Liturgy had also become a problem (JW)*** as Claire Whatley had relinquished that responsibility and, so far, a replacement had not been found. Jane reported that she hoped to attend a meeting of those involved with Children's Liturgy the following evening with a view to getting to know more of those involved.

The next meeting of the Liturgy Group was to be held in early February and consideration was being given to rotating the Chair to avoid Jane assuming that role on a permanent basis.

***Digby asked Jane to ensure that readers and Eucharistic ministers were not neglected and that coordination of altar servers also required attention (JW).***

## **6 Outreach Report**

Anne presented a report on the actions she had been taking since the last meeting. Anne had held a meeting during the previous week with those in the Parish responsible for CCAF and CTW. Sue Cooper who had responsibility for CAFOD in the Parish had not been able to attend. It was planned to hold future meetings of the Outreach Group in the week before each PPC meeting.

CAFOD AND CCAF had agreed to coordinate forthcoming appeals as follows:

25 <sup>th</sup> February 2007	CAFOD appeal for Family Fast Day
4 <sup>th</sup> March 2007	Family Fast Day collection
11 <sup>th</sup> March 2007	CCAF appeal
18 <sup>th</sup> March 2007	CCAF collection

Anne also mentioned that she was beginning to put together dates involving Outreach activities with a view to those going into the Parish calendar being coordinated by Julia. It was also agreed that ***Anne would liaise with Julia as to the requirements for notice boards at the back of the church (AB/JB).***

## **7 Welcoming Report**

Irene presented a report on the actions she had been taking since the last meeting.

The Christmas weekend had raised £2182.60 and, overall, had been far less stressful than previous Christmas bazaars. A special thank you was given to Paul and Kathy Turner for sponsorship of the Santa's grotto which had been particularly successful. It was intended to repeat the same format this year but on the first weekend of December and consideration would be given to linking it with a special edition of the "Chronicle" inviting sponsorship of the various events.

The "Welcome" poster had been produced and ***George undertook to arrange for it to be framed and displayed at the back of the church (GE).***

Gerry and Anna McCormack had agreed to organise the tea and coffee rota for the 11am mass on Sundays and ***Irene was looking for someone to organise the rota for the 9am mass (IM).***

Irene had met with Julia to discuss Youth activities but was mindful not to interfere with the outstanding work currently being done by Chris Doddington and Nicola Brown.

Preparation of a “Welcome Pack” was being progressed and ***Irene was hoping to be able to present a draft for consideration at the next meeting of the PPC (IM).***

Irene confirmed that she was giving consideration to the format for the “Ministry of Welcome”.

Going forward ***Irene still had to meet with Jane in connection with the Youth of the Parish, extend the hand of friendship to Arborfield Garrison and other parishes in the Larger Pastoral Area and to visit the Afternoon Club, the Mothers and Toddlers Club and the Youth Club (IM).***

## **8 Vulnerable Report**

John presented a report on the actions he had been taking since the last meeting. John mentioned a contact which he had established who could provide wall mounted racks for leaflets free of charge. John also mentioned that David Lumsden was the Parish contact for use of the “Jumbulance” John referred to the Christmas gathering which he and Kathy had arranged for members of his group and of the PPC which had worked very well.

John reported that he proposed to run the four areas making up his remit as four separate groups with separate meetings of those involved in each group. John, along with other members of the PPC, expressed an urgent need for more helpers.

John reported specifically on the following areas covered by his remit:

(a) Child protection – Graham Powell hoped to be able to use the second meeting of the Children’s Liturgy group with Kate Harris to cover the child protection training required in respect of that activity.

(b) Bereavement – ***Kate Harris***, who was providing advice to the Children’s Liturgy group, ***was to be asked whether she could also help those involved with the Bereavement group (JO).*** Masses for the deceased had been booked for May.

(c) Sick visiting – nothing further to report.

## **9 Administration Report**

George reported that, in addition to attending to the priorities which had been set for 2007, he was investigating (a) the feasibility of widening the path leading out of the back of the church towards St Theresa’s School and the school playground; (b) the provision of external lighting to that area and (c) some form of black out to the windows along the back wall of the Keenan Rooms.

## **10 Communications Report**

Julia presented a report on the actions she had been taking in respect of Communications since the last meeting. Julia was aiming to sort out the notice boards at the back of the church over the next few weeks and requested ***Phil to email to her copies of the photographs of the members of the PPC (PB).***

Julia confirmed that she had held a meeting with those people who were to be involved with her on communications. Karen Pollard, the Parish Secretary, was to be a member of that group and had agreed to assume responsibility for preparing a calendar of events in the Parish and publishing it on the Parish website.

Consideration had been given to the content of the Parish magazine to replace the "Chronicle" and there was general agreement to the ideas which had been put forward by the Communications group. There was some debate as to whether or not a charge should be made for the magazine and it was agreed that the first issue, at least, should be free. A competition was to be run to decide on a name for the magazine involving different age groups and it was hoped to publish the magazine every two months. It was agreed that **Julia would provide Digby with a date when the first edition was to be published so that he could make an appeal to the Parish for more helpers at the same time (JB).**

It was generally agreed that the Parish website had been improved but Julia still proposed to restructure it longer term.

#### 11 St Teresa's School

Julia reported that the "School" Sunday masses were to begin after the next half term holiday. Amongst a number of new initiatives designed to involve the children from St Teresa's more in Parish activities, arrangements were being made for the children to help at the Mothers and Toddlers group meetings.

#### 12 Job Profiles and Appointment of Deputies

**Digby requested those who had not yet submitted their job profiles to him to do so as soon as possible and also asked for those who had not yet appointed deputies to again do as soon as possible (All).**

#### 13 Larger Pastoral Area Contingency Plan

**Digby requested comments on the draft contingency plans in the event of a reduction in the number of priests in the LPA by the end of January (All).**

#### 14 Other Matters

(a) Parish Project – **Digby** reminded the members of the PPC that he was keen to develop a 'Parish Project' such as a pilgrimage, or a visit to The Vatican, or something similarly longer term and **was interested to hear ideas from them (All)**. Sandhurst and Crowthorne were planning a visit to Rome and this might be something with which the Parish could become involved.

(b) Badges – **Phil was asked to contact the manufacturer of the PPC badges to see whether it would be possible to have stronger magnetic fastenings to the badges (PB).**

(c) Parish Finances – Although the PPC was not responsible for the Parish finances Fr Jim expressed some concern as to the current rate of expenditure and **Digby undertook to speak to Jim Steven about the possibility of additional fund raising (DC).**

## **15 Future Meetings**

The next meeting of the PPC was to be held on Wednesday 21<sup>st</sup> March 2007 starting at 8pm in the Keenan Rooms.

There being no further business Digby thanked those present for their attendance and closed the meeting.