

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held in the Keenan Rooms on Wednesday 21st March 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	Pastoral Care
	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 17th January 2007

The minutes of the meeting of the PPC held on 17th January 2007 were approved as a correct record of that meeting

4 Catechesis Report

Jane presented a report on the actions she had been taking since the last meeting. Jane confirmed that a meeting of the Liturgy Group had been held on 22nd February 2007 and the following areas had been covered:

(a) Eucharistic Ministers – A short meeting of Eucharistic Ministers was to be arranged probably after one of the Sunday masses with a view to trying to identify a co-ordinator. An audit was also to be carried out to check contact details, determine current level and scope of activity including visiting the sick and assess training requirements. ***Jane confirmed that she would be liaising with John in connection with visiting the sick and with Graham Powell in connection with vulnerable adult protection training in such matters as dealing with dementia (JW).***

(b) Altar Servers – Kieran Mahon had agreed to act as co-ordinator for the altar servers. Basic training was to be introduced and one or two social functions each year were to be considered. ***Jane confirmed that she would also be consulting with Graham Powell on child protection issues around changing (JW)***

(c) Youth – The Parish was developing an active youth programme and Youth United was very active and popular. Nicola Brown had been identified as a possible youth co-ordinator and her future involvement with the Liturgy Group was being considered. The concept of youth masses having a greater youth focus perhaps through music and drama was being actively considered by the Liturgy Group. The number of confirmation candidates was increasing and a day at Kintbury was to form part of the confirmation programme. A CAFÉ youth programme was also under way.

(d) Children in mass – Various initiatives to occupy children during mass were being considered including children's liturgy during the Saturday evening mass, special packs for special needs children and the provision of a play area in the porch at the back of the church during mass for disruptive children.

(c) Preparation for baptism – Kathy and Mick Breslin had agreed to oversee preparation for baptism.

5 Outreach Report

Anne presented a report on the actions she had been taking since the last meeting and confirmed that a meeting of the Outreach Group had been held during the previous week.

CAFOD - The Family Fast Day collection held on 4th March 2007 had raised £2,124 with a further £343 gift aided. Kathy Hill had attended a Diocesan day on green issues and had returned with a check list for churches in England and Ireland which was to be considered further.

CCAF – The CCAF appeals for the SUUBI Children's Home in Uganda and Our Lady of Nazareth Primary School in Kenya had been made on 11th March and the collections taken on 18th March. A newsletter in support of the appeals had been published and different types of fund raising activities were being considered.

CTW – Ian Field continues to be Corpus Christi's CTW representative. CTW is looking for a new Vice Chair but want this to be a clergyman. A list of dates and events is being prepared. Details of the Good Friday procession were being finalised and Corpus Christi had been allocated a 10 minute slot. It was generally felt that insufficient notice had been provided to do justice to the allocated time and ***that this should be taken into account in next years' planning (AB)***. A Trade and Justice representative was also being sought from Corpus Christi.

Jeremy Best had agreed to act as Anne's deputy on the PPC.

6 Welcoming Report

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

(a) Welcome booklet – This is being progressed. The cover has been agreed, the wording is well advanced and Chris Hall has agreed to do the formatting.

(b) Ministry of Welcome – Five volunteers have been identified so far; one for 6.30pm mass on Saturdays, two for 9.00am mass on Sundays and three for 11.00am mass on Sunday but more volunteers were required. Guidelines had been compiled and it was proposed to move hymn books to the porch area to relieve congestion at the back of the Church. ***It was agreed that Irene would liaise with Phil with a view to obtaining badges for the Ministers of Welcome (IM).***

(c) Summer BBQ – The Parish BBQ has been arranged for 15th July 2007 and is to be organised with the help of the Catenians.

(c) New Parishioners – Vi Griffiths and Valerie Loughnane have volunteered to help with visiting new parishioners. A leaflet is being prepared for completion by new parishioners and this will be left in the Church porch. The new welcoming initiative is to begin after Easter. This will involve a welcoming letter and information from Fr Jim, a notice in the newsletter every 3 months and a welcoming evening in the Autumn.

(d) Social Committee – A cheese and wine evening is to be arranged to act as a catalyst to form a new Social Committee.

(e) Tea and Coffee Rotas – Pauline Delaney has agreed to co-ordinate the tea and coffee rota for 9.00 mass with the McCormacks looking after the 11.00 am mass.

(f) Pantomime – The Parish Pantomime had again proved very successful. Approximately £400 had been raised for the Keenan Rooms and new friendships had been established.

(g) Parish magazine – An article on welcoming had been drafted for the new Parish magazine.

In concluding her report Irene confirmed that she had extended the hand of friendship to the other churches in the LPA and to the Garrison Church at Arborfield.

7 Pastoral Care

John started his report by informing the other members of the PPC that the name of his area of responsibility had been changed from “The Vulnerable” to “Pastoral Care”. John then presented a report on the actions he had been taking since the last meeting in respect of the following areas covered by his remit.

(a) Child protection – Graham Powell continued to retain responsibility for this area.

(b) Bereavement – Kate Harris, who had provided advice to the Children’s Liturgy group, had agreed to help with dealing with bereavement in the Parish. John was in the process of collating a number of leaflets on the subject and it had been proposed to send cards out on anniversaries for the first few years following a death of a parishioner. A “Just Listen” training video was to be made available to members of the Parish. Masses for the deceased had been arranged for May.

(c) Sick visiting – John proposed that Eucharistic Ministers who were taking communion to the sick should be invited by Fr Jim at each Sunday mass to collect their pixes from the altar so drawing attention to the fact that Eucharistic Ministers were available to take communion to the sick and housebound within the Parish. It was subsequently agreed to delay the introduction of this practice until Jane had held her meeting with Eucharistic Ministers.

(d) Special Needs – John reported that it was hoped to produce a plan for dealing with special needs within the Parish by the middle of the year.

8 Administration Report

George reported that the service contracts relating to the Keenan Rooms were currently being reviewed. The provision of some form of “Welcome” signage was proving difficult. Alternative forms of locking the church doors were being investigated. The leaking of the church roof was also being investigated. A meeting of users of the Keenan Rooms had been held and had proved very useful.

9 Communications Report

Julia presented a report on the actions she had been taking in respect of Communications since the last meeting.

(a) Notice boards – New notice boards had been ordered and should be delivered within the next week or so. A small display cabinet was to be obtained for use by Sister Veronica in the church porch.

(b) Church magazine – The new church magazine to replace the “Chronicle” was in final draft form and was to be distributed during the weekend of 14th and 15th of April. Digby was to use the publication of the magazine as an opportunity to speak at masses that weekend and ask for volunteers to help in those areas identified by the PPC. ***Digby asked each member of the PPC to send to him by email their requirements as to volunteers and to let him know at the same time whether they would be available to collect the names of volunteers after the masses that weekend and the times of the masses when they would be available (All).***

(c) Church calendar – Karen Pollard had assumed responsibility for maintaining a calendar of all church events and it was suggested that the calendar should also include major national and local events with a view to trying to prevent clashes between dates. A copy of the calendar was to be put on a notice board in the church porch as well as being made available on the Parish website. Attention would be drawn to it in a future newsletter. Digby asked everyone to keep the calendar updated through Karen, and to use it before planning their events.

10 St Teresa's School

Julia reported that Jean Blackwell had agreed to start helping with music at St Teresa's School.

11 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).

12 Larger Pastoral Area Contingency Plan

Digby reported that the PPC for the two Bracknell churches was being reconstituted and that the contingency plan for the LPA was to be reviewed taking into account the Bracknell churches.

13 Other Matters

(a) Parish Project – Digby reported that consideration was being given to a possible Parish pilgrimage to Medjugorje and he tabled a brochure providing details of various tour options available.

(b) Badges – Phil distributed PPC badges with stronger magnetic fastenings and Digby repeated his request for the badges to be worn by all PPC members at Sunday masses.

(c) Parish Finances – Fr Jim confirmed that it had been agreed by the Finance Committee that he should make an appeal for parishioners to increase their contributions to collections at Sunday masses particularly those on standing orders which probably had not been changed for a number of years.

(d) Social evening – Digby invited all the PPC members to a social evening at his house on 28th July 2007 and **requested everyone to let him know whether or not they could attend (All).**

15 Next Meeting

The next meeting of the PPC was to be held on Wednesday 16th May 2007 starting at 8pm at the Keenan Rooms.

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