

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held in the Keenan Rooms on Wednesday 16th May 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 21st March 2007

The minutes of the meeting of the PPC held on 21st March 2007 were approved as a correct record of that meeting

4 Volunteers

Digby was pleased with the response for volunteers. Approximately 80% of those volunteering were new to Parish activities and everyone had been contacted.

5 Catechesis Report

Jane presented a report on the actions she had been taking since the last meeting:

(a) Volunteer feedback – Jane commented that a number of the volunteers whom she had contacted were interested only either in children's liturgy or the mothers and toddlers group.

(b) Youth – There was a lot of crossover with the other departments. Nicola Brown had joined the Liturgy Group as youth co-ordinator. The visit to Kintbury on 1st July was to be made available to all youth. There was some doubt about the timing of youth masses with a preference for mass before Youth United sessions. There was some diffidence as to reading by the youth of the Parish which needed to be addressed and Jane wanted to encourage some of the youth to become Eucharistic ministers. It had been agreed that confirmation would, in the future, involve second year secondary students rather than first year secondary which would mean that there would be no confirmation next year.

(c) Child protection – the need for altar servers to change before mass remained an issue and consideration was being given to ask mothers of servers to help.

(d) Special needs – the question of those with special needs coping with the sacraments was under consideration and Margaret Taylor had agreed to assume responsibility in this area.

(e) Readers – John Blackwell had agreed to review the new diocesan guidelines which included encouraging older youths to become readers.

(f) Liturgical Year co-ordinator – ***Digby to contact Evelyn Keeley (DC)***

(g) Eucharistic ministers – Data on current Eucharistic ministers was being collated and so far between 20 and 30 forms had been completed. A co-ordinator for Eucharistic ministers was to be appointed. Providing guidance for dealing with children and vulnerable adults remained an issue and it was agreed that ***Jane should prepare a best practice note and ask Graham Powell to contact the Diocese for help (JW)***

(h) Easter – Digby felt that a few lessons could be learnt from the experience of the recent Easter services particularly in regard to ***co-ordination of readers and the marshalling of the congregation for veneration of the cross on Good Friday (JW)***. It was agreed that ***Digby would sign off the Christmas and Easter offerings for Father Jim (DC)***.

6 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 although only Kathy Hill had been able to attend.

CAFOD – The current week was Christian Aid week and an emergency collection for Darfur was being arranged for the near future.

CCAF – The CCAF appeals for the SUUBI Children's Home in Uganda and Our Lady of Nazareth Primary School in Kenya were ongoing.

CTW – Kathy Hill had agreed to become the Trade Justice Group representative on the CTW.

In answer to a query raised by Anne ***Phil confirmed that he would be posting minutes of PPC meetings held since the beginning of 2007 on the Parish website (PB)***.

7 Welcoming Report

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

(a) Welcome pack – This continues to be progressed but has not yet been finalised. Irene tabled copies of the format which were generally well received. The information sheets inside the pack were relatively inexpensive to produce with 600 copies costing less than £100 but the cover was proving more costly with quotes for printing from £600 to over £1,000. ***Irene agreed to investigate the cost of colour copying rather than printing (IM) and Digby undertook to make some enquiries with a printing contact he knew (DC)***

(b) Ministry of Welcome – More volunteers had been identified ; two for 6.30pm mass on Saturdays which was still not enough, three for 9.00am mass on Sundays and four for 11.00am mass on Sunday. As more volunteers were still required ***direct approaches were to be made (IM and DC)***. Identification badges were being investigated and were likely to be sourced direct from a retail outlet.

(c) Summer BBQ – The Parish BBQ had been arranged for 15th July 2007 and was to be organised with the help of the Catenians. Costs were to be £6 per adult and £3 per child and tickets were to be put on sale soon. Following discussion it was agreed that ***Irene should reconsider the use of the school playground for car parking and Father Jim requested an early decision so that the gates could be closed after 9am mass and he could alert those attending 11am mass that day (IM)***.

(c) New Parishioners – A new contact sheet was now available at the back of the church for completion by new parishioners but this was in the process of being redesigned to make it more attractive. A cheese and wine party for new parishioners involving the Welcome group and the PPC was to be held on Friday 12th October 2007.

(d) Social Committee – About 8 volunteers had put their names down for the Social Committee and a meeting was to be held at the end of June. A chairman needed to be appointed and several potential candidates were discussed.

(e) Pantomime – It would be necessary to find a person to organise the chaperones for the pantomime next year.

8 Pastoral Care

John presented a report on the actions he had been taking since the last meeting:

(a) Child protection – ***Graham Powell had asked all PPC members to provide him with early notice of any child protection issues relating to their areas of responsibility and to provide him with copies of the minutes of their meetings (All)***

(b) Bereavement – A memorial book had been placed at the back of the church and it was proposed that this be taken to the altar during masses as part of the Offertory procession. Masses for deceased members of the Parish were to be said over the last weekend in May and the “Just Listen” training video was now available to members of the Parish.

(c) Sick visiting – A number of new volunteers had come forward and consideration was being given to providing training for going into people’s homes. A form of identification was being considered and nursing homes were being contacted.

(d) Special Needs – An appeal to identify those with special needs was to be made. Consideration was being given to shortening the pews at the front of the church to provide access for the disabled but careful consideration needed to be given to the exact location of wheelchairs to provide privacy. A method of identifying members of the congregation who wanted to take communion but could not get to the altar was under consideration, possibly involving the ministers of welcome.

9 Administration Report

George reported that the code to the church door lock had been changed, users guides for the Keenan Rooms were in the process of being prepared, additional storage was being investigated, improvements were being made to the back of the church, repairs to the church roof were being considered and the fascia boards around the Keenan Rooms required attention.

10 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 now been put up and it was proposed to reorganise and improve their usage. Some additional cupboards were also to be built for the back of the church

(b) Church magazine – The new church magazine to replace the “Chronicle” had been published and the general feedback had been good. It was proposed to publish the next edition before the summer holidays and to include a feature on one of the PPC activities possibly Catechesis. The response to the children’s competition for a new Parish logo had been disappointing and this had now been passed on to St Teresa’s school.

(c) Church calendar – Ways of publicising this further were being investigated.

11 St Teresa’s School

Julia reported that (a) Jean Blackwell was now running the choir at St Teresa’s School (b) the school was to make more use of the Keenan Rooms and (c) school masses were to start in September.

12 PPC Finances

Digby requested all members of the PPC to provide him with an estimate of likely new expenditure for the next 12 months (All)

13 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).

14 Larger Pastoral Area

Digby reported that the next meeting involving the LPA was to be held on 27 June 2007

15 Parish Project

Digby reported that a Parish Pilgrimage Committee had been set up and tabled a paper showing (a) that the aim of the Committee was to consider running a Parish pilgrimage in, say, 2008 and to make recommendations to the PPC and (b) some questions for the Committee to consider

16 Social Gathering

Digby mentioned that as only one other member of the PPC could make the 28th July he would postpone the proposed social gathering at his house until later in the year

17 Next Meetings

The next meeting of the PPC was to be held on Wednesday 18th July 2007 starting at 8pm at Julia's house. George apologised for not being able to attend. The following meeting on 19th September was to be at Digby's house.

Digby requested that meetings for 2008 should be agreed at the next meeting (All).

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