

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held at 11 Murdoch Road Wokingham on Wednesday 18th July 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
	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. Digby circulated copies of the year's priorities, given out at the Parish Assembly, as a reminder to everyone as to what the PPC said it would achieve this year.

2 Apologies

Apologies for absence had been received from Jim Steven and George Ennis

3 Minutes of meeting held on 16th May 2007

The minutes of the meeting of the PPC held on 16th May 2007 were approved as a correct record of that meeting

4 Pastoral Care Report

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

(a) Child Protection – Graham Powell had met with Diocesan director Angela McCorry. Risk assessments needed to be done but the Diocese would be issuing some guidance. The child protection policy would need to be amended. A training package was available and all volunteers including child liturgists would have to attend a training course currently scheduled for 24th November. Angela's remit did not extend to vulnerable adults but there was a working party looking into this and a policy would be available sometime. All Eucharistic ministers would have to be checked by the Criminal Records Bureau in the future.

(b) Sick Visiting – Still trying to establish exactly who requires a home visit and all nursing homes in the area are being contacted to facilitate this. John would still like to see Eucharistic ministers sent forth with their pyxes at the end of each mass to publicise the fact that communion is made available to people in their homes if this is required. Home visit training is still required for Eucharistic ministers and sick visitors.

(c) Special Needs – Still trying to identify those with special needs and the appeal in June did not reveal any new people with special needs. An article was included in the summer edition of the Parish Magazine and a leaflet is available at the back of the church. Focus bags for children are being produced and a further publicity push is planned for the Autumn.

(d) Bereavement Support – John mentioned that the recent death of his mother had provided him with very useful experience of matters relating to bereavement support. John now has a booklet provided by the hospital where his mother died which could be used as a model for use by the Bereavement Group and it is planned to try to get the undertakers in the area to fund a similar type of booklet. John has also identified a parishioner who is an ex chairman of Bracknell NHS Trust who has agreed to help with bereavement support. There is also a parishioner with a great deal of experience of acting as an executor whose services could be made available to the Parish. The need to find an appropriate place to keep the memorial book was discussed and several suggestions put forward including providing a fixed lectern by the votive candles.

Digby mentioned that consideration was being given to the possible formations of self help groups for (a) divorced or separated Catholics and (b) carers and it was agreed that ***Digby would take these forward (DC)***.

John concluded his report by mentioning that it was also planned to produce a pastoral care booklet to be made available to all parishioners. John then left the meeting.

5 Catechesis Report

Jane presented a report on the actions she had been taking since the last meeting. Jane confirmed that there had been a meeting of the Liturgist Group in June.

(a) Youth – Nicola Brown was taking the leading role on Youth matters within the Liturgist Group. A visit to Kintbury for all youth within the Parish was being planned for September or October. A youth forum was being considered to provide a sounding board for obtaining views of what the youth in the Parish were looking for from the Church. Consideration was being given to putting together youth musicians to play at youth masses.

(b) Readers – John Blackwell had volunteered to lead the training for readers.

(c) Pastoral Care – Margaret Taylor was looking at sacrament preparation for those with special needs.

(d) Eucharistic Ministers – 49 completed questionnaires had been received. Nine Eucharistic Ministers were currently visiting the sick. Charles Gallagher was to co-ordinate the Eucharistic Ministers and prepare rotas etc.

(e) Liturgical Year co-ordinator – ***Digby reported that he was sounding out a number of parishioners who might be prepared to become involved with planning the Liturgical year (DC)***.

(f) Alter Servers – Kieran Mahon's mother had agreed to help to robe the alter servers before mass and two of the older servers, one male and one female, had also been identified as probably being suitable to help.

(g) Christmas offerings – **Digby agreed to mention Christmas offerings for Fr Jim in a Parish newsletter closer to Christmas (DC)**

(h) Music policy – **Digby asked Jane to ensure that a Parish music policy was formulated before Christmas (JW).**

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 .

CAFOD – It was agreed that, where possible, provisions for the Keenan Rooms should be sourced from Fair Trade suppliers but it was accepted that a number of users of the Keenan Rooms supplied their own provisions

CCAF – The ongoing appeals for the SUUBI Children’s Home in Uganda and Our Lady of Nazareth Primary School in Kenya were going well. A concert was to be held at Pinewood on 13th December and a children’s carol service was to be held on 16th December.

CTW – As reported at the last meeting Kathy Hill had agreed to become the Trade Justice Group representative on the CTW and it was agreed that consideration should be given to including an article on this in the Parish Magazine. It was agreed that **Anne and Ian Field should form a view as to the Parish’s involvement with CTW and make a recommendation to the PPC before Christmas (AB).**

7 Welcoming Report

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

(a) Welcome pack – This was coming together. Printing costs looked as if they were going to be about £1 for each cover and about £100 for inserts. **It was suggested that Irene should get a comparative quote from Jay Printers in Wokingham (IM).**

(b) Ministry of Welcome – Sufficient volunteers had been identified for the 11am Sunday mass and a rota was to start in September. Irene was still struggling to find a sufficient number of volunteers for the other two weekend masses but she and Digby were continuing to search.

(c) Summer BBQ – The Parish BBQ held on 15th July had been a success and particular thanks was due to Lynne Hall, Hugh Black and members of the Catenians who cooked and generally helped on the day. The profit from the event of £512.52 had been put towards the funds for the Keenan Rooms but it was agreed that profits arising from other social events in the future should not be used for paying off the Keenan Rooms debt. Social and fundraising activities should be kept separate and social events should roughly break even across the year. Some important lessons had been learnt for running the event in the future including co-ordinating the BBQ with “Going Forth” following First Holy Communion.

(d) New Parishioners – The boxes at the back of the church for use by new parishioners were working well. Maja Perthuisot was to help with Polish, French and Italian languages and a new parishioner had been contacted who could help with Spanish. Invitations were to go out in September for the cheese and wine party for new parishioners to be held on Friday 12th October 2007 to which all PPC members had been invited.

(e) Social Committee – The first meeting of the Social Committee had been held on 6th July. There are ten parishioners on the Committee and seven had attended the meeting. The Chairman of the Committee was Chris Beesley and the deputy was Martin Robins. Possible future social events to be short listed at next meeting in September.

(g) Pantomime – Next year's pantomime was to be a version of Peter Pan and was to be directed by Carmel Smith. It was to take place on 31st January and 1st and 2nd of February. Caroline Robins had agreed to be in charge of chaperones..

(h) Youth – Activities involving the youth of the Parish were being well looked after and there was no need for a youth co-ordinator as originally envisaged.

(i) UCM – The UCM were happy to help with catering at First Holy Communion and Confirmation.

8 Administration Report

Digby referred to a written report which George had prepared as he was not able to attend the meeting.

Recent heavy rains had found weak spots in the Church roof and unexpectedly through the sky light in the Keenan Rooms. The contractor for the Keenan Rooms had been informed but no dates for repairs had yet been agreed. Additional storage had been provided for the Keenan Rooms and two ornamental bush hedges had now been placed outside the front of the church.

Recent burglaries and attempted break-ins had prompted the need to improve security of the church. It was, therefore, proposed to key lock the Sturges Road door as well as using the code entry. (***Subsequent further break-ins had highlighted the need to review the security of the church as a matter of urgency (GE).***)

9 Communications Report

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

(a) Church magazine – The second edition of the church magazine had recently been published and general feedback had, again, been good. ***Another PPC activity was to be featured in the next edition and Pastoral Care was identified as the likely activity (JO).***

(b) Feedback – ***Provision was to be made at the back of the church, probably in the form of a box, to facilitate general feedback from parishioners on any matters including the PPC (JB/GE).***

(c) Notice boards – ***It was agreed that use and maintenance of the notice boards at the back of the church needed to be reviewed (JB).***

(d) Family tree – ***Julia was to consider further showing a family tree at the back of the church extending beyond the PPC to other activities in the Parish (JB).***

(e) Parish diary – ***Publicity was to be given to the Parish diary and a hard copy was to be provided at the back of the church (JB).***

10 St Teresa's School

It was agreed to find another way of ensuring good liaison between the PPC and St Teresa's School following Julia's departure from the Board of Governors (Fr Jim/DB)

It was agreed that school events should be publicised either within or at the back of the church.

11 PPC Finances

Digby reported that so far £1,000 had been allocated out of Parish funds to cover PPC expenditure but more money would probably be required.

12 Parish Assembly 2007

Following discussion at the meeting it was decided after the meeting that the Parish Assembly with all PPC members in attendance would be held on 28th November with a 'reprise' with just Fr Jim, Digby and Phil present on 6th December. ***Digby reminded all members that priorities for 2008 would have to be finalised in time for the Assembly (All).***

13 Parish Archives

Digby reported that Mary Durman had agreed to manage the Parish archive project.

14 Parish Pilgrimage

Digby reported that the Parish Pilgrimage Committee had met and had sent out a questionnaire to all parishioners with a view to soliciting opinions as to where it should go and what form a Parish pilgrimage should take. 40 responses had been received and Digby referred to a summary note which he had received from Julie Hughes, Chairman of the Committee, indicating strong support for Assisi/Bolsena next Spring.

15 2008 Meeting Dates

The dates for meetings of the PPC in 2008 were agreed as 16 January; 12 March; 14 May; 16 July; 17 September; 19 November.

17 Next Meeting

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