

**Minutes of a meeting of the Corpus Christi Parish Pastoral Council held at 321Barkham Road Wokingham on Wednesday 19th September 2007 at 8.00 pm**

Present:	Digby Carter	Chairman
	Philip Brown	Secretary
	Irene Mitchell	Welcoming
	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**

Apologies for absence had been received from Fr Jim, Anne Beesley, Julia Braithwaite, George Ennis, John Osbaldeston and Jim Steven.

**3 Minutes of meeting held on 18th July 2007**

The minutes of the meeting of the PPC held on 18th July 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.

(a) Alter Servers – A practice for alter services was to be held on Saturday 29<sup>th</sup> September. ***Jane was to contact Kieran Mahon to make sure he was still happy to act as coordinator of the alter servers and to become involved in their training. (JW)***

(b) Readers – John Blackwell was organising the training for readers and a training date of 6<sup>th</sup> October had been fixed.

(c) Eucharistic Ministers – Charles Gallagher had agreed to act as coordinator for the Eucharistic Ministers. Graham Powell was to be consulted on any child protection issues and liaison was to be established with the Diocese. Some training may be necessary.

(d) Liturgical Planning Group – Three possible volunteers to head up a new group responsible for liturgical planning had been identified and arrangements had been made for Jane and Digby to have a meeting with one of the volunteers as a prospective chairman. Digby confirmed that terms of reference for the group had been drawn up and that its remit would include a music policy for the Parish.

(e) Youth – Jane confirmed that she proposed to attend a future Youth United meeting and a youth mass was to be held over the Christmas weekend of 1<sup>st</sup>/2<sup>nd</sup> December. The visit to Kintbury involving the youth of the Parish was to take place during the second weekend in January 2008. There were to be two Youth CAFE meetings a year and it was still intended to have a youth forum but after the youth mass in December. Julia was going to help with the youth music.

## 5 Outreach Report

Although Anne had been unable to attend the meeting she had sent an email to Digby requesting the PPC's views in respect of the following:

CAFOD – A suggestion had been made that the various groups in the parish be asked to raise money to buy a specific gift for a CAFOD “virtual village” as an alternative to the normal collection in Lent. Those present at the meeting expressed some reservations about this idea particularly as it was felt it might compete for funds for CCAF and there was a danger that it would not involve all the parishioners.

CTW – Irene confirmed that she could arrange for parishioners to do tea/coffee for the CTW meeting to be held at Corpus Christi on 1<sup>st</sup> October. An outstanding action from the previous meeting was 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).***

## 6 Welcoming Report

Irene presented a report on the actions she had been taking since the last meeting. A meeting of the Welcoming Group had been held the previous day.

(a) Welcome pack – Irene tabled a near final draft of the Welcome Pack which received favourable comment from those present. It had been decided to dispense with the more expensive form of cover previously envisaged and insert the pack in a transparent plastic folder. This would reduce the cost of the pack dramatically to less than £100. It had also been decided to provide copies of the pack only to new parishioners with a few copies available for reference placed at the back of the church.

(b) Ministry of Welcome – Seven volunteers had been identified for the 11am Sunday mass which was sufficient to form a rota and the Ministry was to start in September at that mass. Irene was still struggling to find a sufficient number of volunteers for the other two weekend masses with four identified for the 6.30pm mass on Saturdays and six for the 9am on Sundays but she and Digby were continuing to search.

(c) New Parishioners – Generally progressing well; invitations had been sent out for the cheese and wine party for new parishioners to be held on Friday 12<sup>th</sup> October 2007 to which all PPC members had been invited.

(e) Social Committee – A second meeting of the Social Committee had been held. The Chairman of the Committee, Chris Beesley was to address the Parish on the weekend of 13<sup>th</sup>/14<sup>th</sup> October to ascertain preferences for social events. It had been decided to hold Christmas events over the weekend of 1<sup>st</sup>/2<sup>nd</sup> December.

(f) Ideas for 2008 – Main aim was to consolidate on the achievements made in 2007. The date for the Parish BBQ had been set for 6<sup>th</sup> July 2008.

(g) Returning Catholics – ***Irene was asked to consider the Diocesan initiative on lapsed Catholics (IM) and it needed to be decided whether Irene or Anne should assume responsibility for this area of work (DC).***

## 7 Pastoral Care

Digby confirmed that he had advertised the possible formations of self help groups for (a) divorced or separated Catholics and (b) carers but had, so far, not received any response from either group.

***Digby reported that he still had to arrange a meeting with John as part of his wish to arrange one to one meetings with each of the “departmental heads” on the PPC (DC).***

## 8 Administration Report

In George’s absence Digby reported that in attempt to improve security at the church bars had been put up at the windows of the Keenan Rooms and an alarm system was to be installed.

A general appeal for financial help was to be made at masses over the weekend of 29<sup>th</sup>/30<sup>th</sup> September to fund repairs and improvements to the church.

## 9 Communications Report

Although Julia was unable to attend the meeting she had sent an email to Digby reporting on the actions she had been taking in respect of Communications since the last meeting.

(a) Parish Magazine – The deadline for submissions to the next edition of the Parish Magazine had been published and Julia was aiming for that edition to be produced by the end of October. ***Phil undertook to remind John that Pastoral Care was to be featured in the next edition of the Magazine (PB/JO).***

(b) Feedback – An outstanding action from the last meeting was that ***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 – Julia reported that she now met with Karan every Tuesday to review content and layout of the notice boards at the back of the church. It had been announced that all notices must be submitted to the Parish Office before being displayed. This was to ensure consistency and to prevent causing issues involving matters such as child protection. ***It was agreed that the use and maintenance of the notice boards still needed addressing. (JB)***

(d) Parish Council display – Julia hoped to have the display available at the back of the church very shortly

(e) Parish diary – An outstanding action from the last meeting was that **publicity needed to be given to the Parish diary and a hard copy needed to be provided at the back of the church (JB)**.

#### 10 St Teresa's School

An outstanding action from the last meeting was **that another way of ensuring good liaison between the PPC and St Teresa's School had to be found following Julia's departure from the Board of Governors (Fr Jim/DC)**

It was noted that Chris Fields had been appointed Chairman of the Governors of St Teresa's School.

#### 11 Parish Assembly 2007

Digby reminded those present that the Parish Assembly with all PPC members in attendance was to be held on 28<sup>th</sup> November with a 'reprise' with just Digby and Phil present on 6<sup>th</sup> December. **Digby again reminded all members that priorities for 2008 would have to be finalised and agreed with him before the next meeting (All)**.

#### 12 Parish Pilgrimage

Digby referred to a note, a copy of which had been sent to all, from Julie Hughes, Chairman of the Pilgrimage Committee outlining plans for a pilgrimage to Assisi/Bolsena in 2008. There was general agreement with the plans but it was suggested that (a) two quotes for two dates in the Autumn should be obtained, one covering half term and one not and (b) consideration needed to be given to what 'corporate responsibility' the Parish might have in connection with matters such as sickness or injury which could occur on the pilgrimage.

#### 13 Other Matters

Digby reported that there was to be a meeting on 2<sup>nd</sup> October to discuss options for improving the outside of the church. It was agreed, however, that any proposals should not be allowed to detract from obtaining the funding required to carry out essential maintenance on the church in respect of which an appeal was to be made over the weekend of 29<sup>th</sup>/30<sup>th</sup> September.

#### 14 Next Meeting

The next meeting of the PPC was to be held on Wednesday 21st November 2007 starting at 8pm in the Keenan Rooms.