

Minutes of a meeting of the Corpus Christi Parish Pastoral Council held in the Keenan Rooms on Wednesday 14th May 2008 at 8.00 pm

Present:	Father Jim	President
	Digby Carter	Chairman
	Anne Beesley	Outreach
	Philip Brown	Secretary
	George Ennis	Administration
	Lynne Hall	Welcoming
	Carrie Kerr	Liturgy
	John Osbaldesden	Pastoral Care

[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 particularly Carrie Kerr who was attending a meeting of the PPC for the first time having assumed the new role on the PPC involving responsibility for Liturgy

2 Apologies

Apologies for absence had been received from Jane Williams and Julia Braithwaite.

3 Reorganisation of Catechesis Department

Digby explained that a new Liturgy department had been set up headed by Carrie Kerr responsible for music and choir, sacristan / MC, sacristy administration and altar servers

4 Minutes of meeting held on 12th March 2008

The minutes of the meeting of the PPC held on 12th March 2008 were agreed.

5 Catechesis

Jane was unable to attend the meeting but had submitted a written report on the actions she had been taking since the last meeting:

(a) Eucharistic Ministers – Charles Gallagher was coordinating a training plan for current EMs and a course run by the Diocese for new EMs was to be held on Wednesday 16th July and Saturday 19th July 2008. A contact sheet for EMs was to be set up but apparently new volunteers had not yet been contacted.

(b) Readers – Jane and David Shillibier were to meet with John Blackwell with a view to discussing training for young readers. A number of possible young readers had been identified and David was in the process of contacting them.

(c) Youth – The next youth mass may have to be delayed until September as First Holy Communion and summer holidays will make June, July and August very difficult. **Jane was to fix the date (JW)** and David Lumsden and Jean Blackwell had agreed to help with the music.

(d) First Holy Communion – This year's programme ends on 14th June.

(e) Confirmation – David Shillibier was to confirm the programme plan for September and **Jane was to liaise with both David and Nicola Brown (JW).**

(f) Children's Liturgy – New books are to be purchased but there are still problems around who is to be responsible for administration. Digby added that Children's Liturgy was still desperately short on numbers of leaders and helpers.

(g) Children at non Catholic schools – The Convent has ongoing support from parents for Saturday morning group and will contact Jane if there are any problems. **Jane to reassess the position in September (JW).** Jane had met with Fr Jim in connection with the Catholic boys at Ludgrove and were to discuss the position with the Headmaster.

(h) Marriage preparation – Still need a couple to help run the classes but **Jane is continuing to recruit (JW).**

6 Outreach Report

Anne was not at the meeting but had sent a report updating members on progress. This included:

- a. CAFOD appeal has raised £1604 so far.
- b. CCAF appeal a bit slow, perhaps because of the Kenya situation.
- c. They will do another Outreach article for the next Magazine.

It was noted that the Cafod Soup lunch held in February had been very successful although the agreed note advertising the lunch had not been printed in the parish Magazine.

6 Welcoming Report

Lynne presented a report on the actions taken since the last meeting.

- (a) Church Porch – It was agreed that ideas for improving the church porch would be considered.
- (b) Quiz Night – The quiz held on 1 March was very successful. Thanks were passed to organisers.
- (c) Parish BBQ – The BBQ will be held again this year on 6th July.

7 Pastoral Care

John reported on:

- a. Wheelchair seating arrangements still under consideration
- b. Bereavement plans were being formed

- c. Sick visiting/help plans being looked at in the light of help being given to Sr Veronica.
- d. New date for Masses for Deceased Members of the Parish is w/e 31 May/1 Jun.

8 Administration Report

Members noted the written report from George. He is working with the choir to address problems in the choir loft, concerning heating, audio and seating. The fault with the heating in The Keenan Rooms will take time to locate as it is not clear where the leak in the system is at present. George will keep the PPC informed.

9 Communications Report

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

(a) The Calendar is not always updated with information on upcoming activities and therefore clashes could still happen. Julia and Digby are trying to identify a member of the Parish who will take responsibility for updating the calendar and printing a hard copy for display on notice boards.

(b) Notice Boards still need more attention and a volunteer will be found to ensure boards are up to date and attractive.

10 St Teresa's School

Digby and Jane will be meeting with Clive Field, Chair of Governors on 1 April and will report back to next meeting.

11 Parish Pilgrimage

Digby reported that so far 20 people have paid their deposit for the trip but the organising committee hope a few more people will come forward in the near future.

12. Weekend Notices

Digby circulated a proposal for PPC Members to announce Parish notices after every weekend Mass. It was agreed that this was a good idea in principle; however there were not enough names to guarantee regular cover for all masses. Digby said he would postpone the idea until Deputies had been formally appointed and involve them as well (see 13 below).

13. Deputies

Digby asked each PPC member to appoint a Deputy who CAN deputise, both in and out of PPC meetings (not someone whose role/life makes this impractical). Each Deputy is asked to attend at least one meeting this year, perhaps initially with the main member.

It was agreed that the PPC meeting is simply a forum for reporting back on the outcome of the proposals and decisions taken at sub-committee meetings, where real action was to take place.

14. Pastoral Area

Digby reported back on the Pastoral Area meeting held on 8 February. Discussions took place on how to prepare for a reduction in the number of Clergy across the three existing Parishes in the Pastoral Area. Over the coming year plans will be published to ensure all Parishioners have an opportunity to attend weekend Mass at their current Church.

15. AOB

Digby updated the PPC on discussions about potential changes to the façade at the front of the church. It was agreed that there is currently no obvious signage that the building is a church. Members noted that the discussions are in the early stage and there are no firm plans to make any changes.

16. Date of Next Meeting

The next meeting will be held on 14 May at 8.00pm in the Keenan Rooms.

It was agreed that, in principle, meetings would alternate between 10am and 8pm, to try to accommodate everyone.