



# Meeting Minutes

25 May 2011

*For all associated actions from the meeting, please refer to the action chart at the end of this document.*

1	<p><b>Apologies:</b> Bernard O'Neill ( Jeremy Best deputising), John Hennessy, Carrie Kerr (Madeleine Black deputising), Richard Roberts , Sue Baggott (now resigned – see AOB)</p> <p><b>Attendees:</b> Jeremy Best, Madeleine Black, Margaret Taylor, Penny Casewell, Peter Evans, Fr Jim, Claire Robinson, Amanda MacAuley</p>
2	Minutes of the meeting held on 16 March 2011 – agreed by all
3	<p><b>Update on previous activities</b></p> <p><b>Safeguarding – Richard Roberts report</b></p> <ul style="list-style-type: none"> <li>- At the last meeting I said I would investigate the training requirements. All training MUST be carried out by a diocesan resource, no exceptions for non-diocesan trained/qualified resource.</li> <li>- I have applied to be trained as a trainer, hence able to carry out parish (and local area) training. No timescale issued for the course yet.</li> <li>- Requirement for CRB Disclosure remains as previously detailed. All volunteers working in contact with children and vulnerable adults.</li> <li>- The only change for CRB requirements is for EMs who DO NOT take communion to persons outside of the church building, for clarity the change refers to only those who deliver communion at the altar during mass. The Bishops have decided this ministry ONLY no longer require a CRB Disclosure.</li> <li>- Discussions on the renewal of CRB Disclosures over 3 years have been started - more information to follow when I have details.</li> <li>- Refresher Training for those working with children and/or vulnerable adults will be required by the end of this year (hence item 2 above). I shall monitor availability of local training sessions.</li> <li>- CRB applications have reduced to a trickle. I still have one or two people to chase, but that remains normal.</li> <li>- I would like to instigate meetings with leaders of groups who may require their volunteers to have CRB Disclosures</li> <li>- My only other request is one of logistics. Notice Board - space allocation. I would like to propose that Safeguarding has a share of a notice board in the church vestibule, for maximum impact on all those entering/leaving the church. The present allocation on a board outside the Keenan Rooms has diminished impact as not all of the congregation pass that board.</li> </ul> <p><b><i>- PPC agreed that Richard's photo and contact details will be added to the organization chart on the PPC board as well as all other PPC members to increase visibility (actions 05/1 and 05/2)</i></b></p>

### Formation – Penny Casewell report

- **First Communion.** The programme has been progressing well and Sylvia is very pleased with the group of children preparing. The sessions on Sundays and in the school have all gone well with no problems.
- **CaFE.** The monthly “Sing A New Song” sessions are continuing with 12-20 people attending. We had visitors from Bracknell and Crowthorne at the last meeting. Next meeting is Tuesday 7<sup>th</sup> June – all welcome.
- **Children’s Liturgy.** Sue would like some new helpers. (Perhaps we could organise a recruitment campaign for September?)
  - o **PPC agreed that a campaign in September to get volunteers for the children’s liturgy would form part of the general appeal in September for help. (action 05/3)**
- **Pilgrimage.** The pilgrimage team is currently working on 2 pilgrimages on behalf of the parish.
  - o **1 day pilgrimage to Winchester**
  - o Marketing the pilgrimage has started and to date we have around 20 signed up parishioners. The date is 27<sup>th</sup> July 2011 and will be led by Fr Jim. A coach has been arranged leaving the church car park at 8:30 and returning there around 6pm. A guided tour of the Cathedral has been arranged to include the Triforium Gallery, the Treasury and the Winchester Bible, perhaps one of the finest surviving 12<sup>th</sup> century English Bibles, followed by mass at 12:00 celebrated by Fr Jim in the Lady Chapel, a quiet place for worship and prayer. The afternoon is free for parishioners to pursue their own interests and activities in Winchester (and the organisers can certainly help with a range of spiritual and other points of interests and activities in Winchester). The price is £18-20 depending on numbers and we will require a further 10 or 12 pilgrims in order to break even at our target cost of £18. We judge at this stage that we will meet this target.
  - o **5 day pilgrimage to Santiago de Compostela**
  - o Marketing will start on 4<sup>th</sup> June, starting with announcements from the altar and information materials and sign-up sheets on the notice boards. The dates are June 4-9<sup>th</sup> 2012. Starting off in Bilboa, we will follow The Way of St James (El Camino de Santiago) to Compostela. The Way has existed for over a 1000 years and in medieval times was one of the 3 most important pilgrimages, together with Rome and Jerusalem. Overnighting along the Camino in both Burgos and Lean, we will be exploring the spiritual heritage of these beautiful cities with Mass each day in their Cathedrals. Arriving in Santiago in late afternoon of 7<sup>th</sup> June, we will spend 2 days in the city, where the tomb of St James is thought to have been discovered and will celebrate Mass in the magnificent Romanesque Cathedral of St James with its striking baroque façade. We will fly back from La Coruna, arriving back at the church car park around midafternoon of Saturday 9<sup>th</sup>. The price will be £739 and we will need to recruit around 24 pilgrims to make the pilgrimage viable and we believe that with God’s grace and the full support of the PPC and PP we can achieve this.
- **CTS.** Fr Jim decreed the boundaries for this reactivated Parish service at a previous PPC meeting and then Carrie clarified some points with him. We have been careful to stay well within Fr Jim's decisions.
  - o So far we have had four sales weekends since February and the total Parish expenditure to date is £178-93 and our total sales income is £161 which amply demonstrates that the Parish value and want to continue this much appreciated activity and further that it is not a significant drain on Parish finances. Another notable feature is that individual parishioners regularly contact us to order particular booklets.
  - o Our next sales w/e will be the 4<sup>th</sup>/5<sup>th</sup> June and we have had special orders eg for "John Paul II - The Road to Sainthood" as well as for Pentecost. We presently await the arrival of CTS Order No 4 which also includes topping up depleted stock items, total cost £41.

- Looking ahead to end June the CTS will by then have reprinted their bestseller "A Simple Prayer Book" which will include the New English translation of the Mass (£1-95). Already many who use their own missals at Mass have made pre-orders with us for this booklet, which is much preferable to buying a whole new missal! We intend to put a poster and order form on the Church noticeboard shortly to meet the anticipated demand.

#### **Liturgy – Penny Casewell report**

- **Readers.** Working with Vyvyenne Bingham to assist her in taking over the role of Training Readers. We met with John Blackwell (previous organiser) to discuss the role. Vyvyenne produced a new summary of the "Guidelines to Readers" and has now planning to recruit new readers.
- **Sacristy.** Marie reports that all is going well
- **Altar Servers.** Jeremy said that all is going well. Jeremy also confirmed that he will appeal to the First Communicants to let them know they can become altar servers. **(action 05/4)**
- Following a query it was also confirmed that the Chalice should be taken to the altar servers during masses.
- **Music.** All going well
- **Eucharistic Ministers** - Rota distribution continues as normal.
  - **Sick Visiting** – On 16<sup>th</sup> April, Margaret met with Eucharistic Ministers who currently take Communion to the sick and housebound. This was the first opportunity the volunteers have had to come together as a group. It was a very positive meeting where ideas were shared on how to develop the service we currently offer. Areas that the group would like to explore for development include: co-ordination, cover for Ministers holidays, training, support, awareness and safeguarding. Unfortunately, not all those who wanted to attend were able to make the evening and it has proved difficult to find a time when those absent can get together. Margaret will forward the minutes of the meeting to such individuals for comment. Margaret will discuss ideas with Fr Jim to agree a way forward and how to get an owner for the sick visiting group to take ideas forward. **(action 05/5)**
- **Jumbulance** - David Shillibier and David Lumsden are organising a Jumbulance to Brittany in June. Details have been circulated to all Eucharistic Ministers who visit parishioners to see if they know of an individual who may like to attend. Details have also been placed on the noticeboard.

#### **Translation of the Mass - Fr Jim report**

- Fr Jim confirmed that the new wording of the sacraments will be introduced in August/September when the changes for the congregation will start to take effect.
- Fr Jim confirmed that all sacraments are affected by the new wording changes.
- The changes in the translation mean that the words are more faithful to the original Latin. It provides a better interpretation of the meanings.
- 1000 Leaflets have been ordered that explain the changes for the congregation and will be distributed in masses in August / September.
- Fr Jim will flag up the use of the new leaflets for 4/5 Sundays from August 2011.
- The expectation is that the changes will be drip fed across several months.
- Fr Jim does not yet know when he will received the changes he as priest will need to introduce. As soon as he receives the new materials he will start using them.
- Mass books will need to be changed although this is expensive. Fr Jim will remove the existing books by the end of July 2011. **(action 05/6)**
- There is no date yet confirmed when new missals will be available for purchase.
- Fr Jim has ordered 50 new copies of the 'Simple Prayer Book' and 50 missals for the Altar.
- The elderly and sick will maintain using the existing wording as needed to minimise confusion

#### Parish / Community Life – Bernard O’Neill report

- **CAFOD.** Lent collection was approx £1,600
- **Traidcraft.** Maintaining its monthly presence - next stalls 11/12 June and 9/10 July
- **CCAF.** Thanks to the generosity of the Parish, we have so far raised £11,917 for this year’s appeal. Further amounts will be received from Gift Aid claims.
  - o This means that we are able to send £6,000 to Our Lady of Nazareth Primary School in Nairobi, to assist them in building further toilet facilities at the school.
  - o We shall also be in a position to cover the £7,000 of the 2012 education costs at Suubi Children’s Home in Entebbe.
  - o Additional funds raised will be disbursed equally between to two beneficiaries as needs are identified and agreed by CCAF Committee.
  - o A communication has been added to the notice board and the website letting people know about this fundraising success.
- **Accessibility** – The survey planned to canvas ideas on how to help those with accessibility needs could now be included in the Parish Survey planned for October
- **Welcome Bags** – have not materialized at back of church so Margaret will chase. **(action 05/7)**

#### Facilities – Peter Evans report

- The Purple Cloth was placed over the “Risen Christ” on the Friday the week before Palm Sunday and taken down on the Wednesday before Maundy Thursday.
- The drainage gully in the Church car park has been cleared and the car park tidied by Jeremy Best, George Ennis, Michael Vosser and myself.
- The patio doors in Karan’s office have been repaired which is important as it is her only exit if there is a fire in the corridor leading to that office.
- Still on the “To-Do” list are the dishwashers in both the Keenan Rooms and the Presbytery and the back lawn and gardens which need mowing and tidying
- St Teresa’s School – Peter will continue to circulate the newsletter to all PPC members.
- *Jeremy agreed with Peter in the meeting to move the Health & Safety checks as a joint action between himself and Peter given the new PPC organisation structure.*

#### Communications – Claire Robinson update

- @Corpus-Christi emails : it was agreed that parish email addresses should be redistributed according to the new PPC organisation structure. The full listing will be obtained from Gianna and then distributed as appropriate. **(action 05/8)**
- Information will be distributed around those with corpus Christi emails on how to send emails from a home computer with the corpus Christi email address **(action 05/9)**
- Updates were confirmed at the meeting to the PPC organisation chart. This will be posted on the notice boards. Only corpus-christi email contacts will be provided on the public version. All PPC members will have fuller contact details circulated. **(action 05/10)**
- Photos will be added to the organisation chart after the next meeting (*see action 05/1*)
- Claire confirmed that Sue Baggott has now completed her involvement with the Communications work following her resignation previously.

4	<p><b>Current Activity Focus</b></p> <ul style="list-style-type: none"> <li>- <b>Final PPC organisation chart</b> <ul style="list-style-type: none"> <li>o As noted in Communications, updates agreed in meeting and will be circulated.</li> </ul> </li> <li>- <b>PPC 2011 Aims and creation of plan</b> <ul style="list-style-type: none"> <li>o Discussed and agreed in meeting as per document circulated. The PPC logo and key themes will feature on all future PPC materials and communications to reinforce the aims.</li> <li>o Creation of plan was discussed as part of the October Parish Fair – see below.</li> </ul> </li> </ul>
5	<p><b>Future Activity Focus</b></p> <p><b>Welcoming survey &amp; October 'Parish Fair'</b></p> <ul style="list-style-type: none"> <li>- Discussed having an overall view of Parish activities over a 12/18 month period, using Welcoming as the first key theme. An example will be circulated for discussion. <b>(action 05/11)</b></li> <li>- Agreed to combine parish AGM and a Welcome Fair in Autumn 2011. Dates suggested are 8/9 October 2011 (subject to not First Communion that weekend – <b>action 05/12</b>).</li> <li>- It was also agreed that the New Parishioners social would remain as a separate event in November 2011 – ideally on a Friday. <b>(action 05/13)</b></li> </ul>
6	<p><b>Any other Business</b></p> <ul style="list-style-type: none"> <li>- Claire confirmed that she presented a card and bottle to the retiring organist on behalf of the PPC.</li> <li>- Fr Jim has a special anniversary coming up later this year. On 18 December 2011 Fr Jim will celebrate 40 years as a priest. All suggestions for a fitting tribute to this achievement should be sent to the PPC Chair Claire Robinson.</li> </ul>

## Actions Agreed

	What	Who	Due By
05/1	Arrange photographer to attend next PCC meeting to take photos of all members. Photos will then be added to organisation chart displayed.	Claire to contact photographer – Jo Stow	20 July 2011
05/2	Add Richard Roberts photo and contacts to PPC organisation chart displayed on PPC notice board	Amanda	15 Aug 2011
05/3	Include appeal for children's liturgy helpers in general appeal in September	Penny	End Sept 2011
05/4	Jeremy to appeal to first communicants regarding becoming altar servers	Jeremy	20 July 2011

05/5	Margaret to discuss sick visiting group ideas with Fr Jim and get owner.	<b>Margaret</b>	20 July 2011
05/6	Fr Jim to ensure existing mass books removed by end July 2011	<b>Fr Jim</b>	End July 2011
05/7	Children's welcome bags to be replaced at back of church	<b>Margaret</b>	20 July 2011
05/8	Allocation of corpus-christi email addresses bases on new organisation chart	<b>Claire</b>	20 July 2011
05/9	Circulate set-up instructions for those using corpus-christi email addresses	<b>Amanda</b>	20 July 2011
05/10	Update and publication of new PPC organisation charts – internal & external versions	<b>Amanda</b>	20 July 2011
05/11	Circulate example view of Parish activities over a 12/18 month period, using Welcoming as the first key theme.	<b>Amanda</b>	20 July 2011
05/12	Confirm Parish Fair date ( potentially 8/9 Oct 2011)	<b>Claire</b>	20 July 2011
05/13	Confirm New Parishioners social event on 18 November 2011 if Keenan rooms available	<b>Claire</b>	20 July 2011

**Date of Next Meeting : Wednesday 20 July 2011, Keenan Rooms**