



# Meeting Minutes

20 July 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> Margaret Taylor</p> <p><b>Attendees:</b> Jeremy Best, Madeleine Black, Carrie Kerr, Penny Casewell, Peter Evans, Fr Jim, Claire Robinson, Amanda MacAuley, Richard Roberts, Bernard O'Neill</p>
2	<p>Minutes of the meeting held on 25 May 2011 – agreed by all</p>
3	<p><b>Update on previous activities</b></p> <p><b>Safeguarding – Richard Roberts report</b></p> <ul style="list-style-type: none"> <li>- Richard is due to attend the 'Train the Trainer' training in September 2011 which is being organized through the diocese. This will enable Richard to start running training sessions in the parish in October/November 2011.</li> <li>- Overall the safeguarding workload has now decreased.</li> <li>- Richard confirmed that the pantomime chaperones will be managed by Wokingham Borough Council in due course.</li> <li>- The next stage of work will be redoing the parish CRBs.</li> </ul> <p><b>Formation – Penny Casewell report</b></p> <ul style="list-style-type: none"> <li>- <b>Overall.</b> The PPT (Pilgrimage Planning Team), The CaFE team and the CTS team will all mount a mini-stand at the upcoming Parish Fair (see details later in notes)</li> <li>- <b>CTS.</b> The CTS team report that all 50 copies of A Simple Prayer Book, which contains the new translation of the Mass, were sold out on Sunday. John has today ordered another 50 copies which should be with us in the next fortnight. This publication is also available in Dual-language versions and we could order some with Polish and Tagalog (Filipino). <b>(action 07/1)</b></li> <li>- 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.</li> <li>- <b>First Communion.</b> Sylvia Saunders is very pleased with how things went this year and is happy to be involved again next year. Karan Pollard was confirmed as leading this programme and the PPC organisation chart needs to be updated to reflect this. <b>(action 07/2)</b></li> <li>- <b>CaFE.</b> Sing A New Song. Has now been running for a year and the monthly meetings are going well with numbers attending gradually increasing; now up to about 20. Next meeting is Tuesday 9<sup>th</sup> August.</li> <li>- <b>Youth United.</b> Ian Winship is stopping running this. <i>(Melanie Roberts is now involved and may take over).</i> PPC organisation chart to be updated when Penny confirms new name confirmed.</li> </ul>

**(action 07/3)**

- **Pilgrimage.** The pilgrimage team is currently working on 2 pilgrimages on behalf of the parish. The PPT welcomes the guidance and especially the support of the PPC for these pilgrimages and has space for all.
  - o **1 day pilgrimage to Winchester**
  - o **Winchester Cathedral, Wed 27th July.** So far we have record sign-ups (nearly 50!) for this day-long pilgrimage. We will have guided tours of the Cathedral (emphasis on the spiritual development of Christianity in that part of England) followed by Fr Jim celebrating Mass in the beautiful Lady Chapel, which is behind the High Altar. Afterwards lunch and some free time. Chris ( 978 6776) is i/c coach bookings so if the PPC wish to come please contact him. Full joining details will be in this week's Newsletter.
  - o **Santiago de Compostela, June 4th-9th 2012.** We had a very encouraging Information Meeting in the Keenan Rooms on the evening of Wed 13th July. Rev Canon Frank O'Sullivan (retired priest, Southwark Diocese) our replacement Spiritual Director (in place of Fr Jim for the second time) and Andrew from Pax who answered many info points and queries. About 32+ attended the meeting. This pilgrimage is timed specifically to be in the school half term so that *no parishioners* are debarred *per se* from attending. Pax confirm their prices hold for all bookings before 1st Sept.
  - 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. Overighting 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 9th. 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.

**Liturgy – Carrie Kerr & Madeleine Black report**

- **Readers.** Carrie has spoken to Vyvyenne Bingham who said that she is organising a meeting for September for established readers. She has had some responses from people who would like to read and she will organise a training session for them in due course.
- **Sacristy.** Marie said that there are no problems she knows about. This weekend she is going away and Angeline Thompson and Eileen Hendy are covering the preparations for the Weekend Masses in the Sacristy.
- **Altar Servers.** Jeremy said that all is going well. Following the First Holy Communion celebrations, Fr Jim is inviting applications through the newsletter for new servers to attend a practice on either Saturday 20<sup>th</sup> August or Saturday 1<sup>st</sup> October. During the meeting it was also agreed that the younger servers need to be reminded that they need to sign their names fully in eh register each time. **(action 07/4)**
- **Music.** Sue Vosser said that the choir will be having a summer break during August and will resume singing at eth 9am mass on Sunday 4<sup>th</sup> September 2011. Because of the new translation of the Mass the choir is either going to need supplements to go with the current hymn books or complete new versions of the hymn books. She is waiting for Fr Jim to get back to her. She

realizes that there may be a large financial outlay. ***This was discussed in the meeting and it was agreed that for the time being people will use the pamphlets for the new wordings. No financial outlay will be made at this time, but the situation will be reviewed in January 2012 to see how it has worked with the choir leading the text (in conjunction with the congregation referring to the new pamphlets. (action 07/5)***

- **Eucharistic Ministers** - Fiona reports that everything is going well and that there seems to be a confirmed group of people on the rota now, but it would be good to grow the list so that people do have a few weeks off most months.

#### **Accessibility – Margaret Taylor report**

- Margaret will confirm a date for the sick visiting group to get together and take forward the ideas raised at the previous meeting.

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

- **CCAF.** Thanks to the generosity of the Parish, the total now stands at £18,202.
  - 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 A further £4,000 will be used to fund porridge for Nairobi which is now a pressing need.
- **Famine in East Africa.** There will be a collection announced through Fr Jim and organized through Cafod to raise funds for the famine in East Africa. This will be organized in the next 2 weeks.

#### **Facilities – Peter Evans report**

- There is a new dishwasher in the Keenan rooms and the dishwasher in the presbytery had been reconditioned.
- The annual Health & Safety inspection has now been carried out and is up to date. There were some minor issues regarding portable appliances and some lights. These have all been sorted. The fire alarm testing schedule has now also been updated. The full H&S report has now been compiled and is fully complete. It will be redone again next year.

#### **Communications – Claire Robinson update**

- There have been some website issues recently, but these have now been resolved.
- A reminder was provided that all groups should aim to continually update their information on the website. Information can be easily posted by sending it to Gianna Crolla ([gianna\\_crolla@hotmail.com](mailto:gianna_crolla@hotmail.com)) (action 07/6)
- A reminder will be sent out prior to each PPC meeting to ensure that updates have been made during the period between meetings. (action 07/7)
- The Parish event/trade show was discussed – see below

	<p><b>October 'Parish Tradeshows' – Claire Robinson update</b></p> <ul style="list-style-type: none"> <li>- Volunteers to be involved have started to come forward including Kathy Turner.</li> <li>- Claire will deliver an appeal message the weekend of the fair so that people can find out more about the activities mentioned in the appeal on that day.</li> <li>- The date will move to 15/16<sup>th</sup> October (subject to Keenan rooms availability which Claire will confirm). <b>(action 07/8)</b></li> <li>- Each PPC group leader will discuss with their areas the potential content they will showcase at the event. The event will display very visual information, so that it can easily be read as people mingle and float around.</li> <li>- Noticeboards will need to be sourced for the event. Refreshments will need to be organised, content confirmed etc. It was therefore agreed that the next PPC meeting due in September will focus solely on the planning for this event. <b>(action 07/9)</b></li> <li>- An example template will be circulated to help groups gather information for their area, whilst maintaining a consistent approach across all the areas for all the tradeshows on display. <b>(action 07/10)</b></li> <li>- Claire will create the appeal words in conjunction with Fr Jim, ensuring that people who do volunteer are then actually contacted after the event. <b>(action 07/11)</b></li> <li>- Each PPC group needs to confirm what 'vacancies' they actually have so that the appeal can specifically state what gaps need to be filled. It is important that volunteers do not end up being put into completely new roles, but rather are able to fulfil the actual gaps already identified. <b>(action 07/12)</b></li> </ul>
5	<p><b>Future Activity Focus</b></p> <ul style="list-style-type: none"> <li>- <b>PPC 2011/12 overall plan of activities</b> <ul style="list-style-type: none"> <li>o Draft visual plan of activities was discussed. Agreed to be taken forward</li> <li>o Amanda will contact each area lead to confirm the details of all activities over coming months. Visual plan will then be produced and displayed at back of church (over existing noticeboard nearest church entrance – car park side).</li> </ul> </li> </ul>
6	<p><b>Any other Business</b></p> <ul style="list-style-type: none"> <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. A social event was discussed potentially for Friday 16<sup>th</sup> December 2011. Martin Robins will be contacted in his role with the social committee. All other ideas should be forwarded to Claire. <b>(action 07/13)</b></li> <li>- New welcome flyer – an example flyer used in another parish was circulated. It was agreed that this would be good to have and therefore will be developed as part of the preparations for the October Tradeshows. <b>(Action 07/14)</b></li> <li>- Richard confirmed that any groups under the PPC banner who are involved with children should always notify him so that he can explain the appropriate safeguarding activities to undertake (including running through checklists, reviewing regularly etc). Richard will therefore organise a session with the relevant contacts on the PPC (in conjunction with Penny as most of the affected</li> </ul>

	<p>PPC groups fall under her remit). <b>(action 07/15)</b></p> <ul style="list-style-type: none"> <li>- Due to some recent issues it was agreed that Facilities need to purchase some special sand that can be used to clear up spillages. A bucket of the sand will be positioned at the back of the church, with another available in the sacristy. Peter agreed to take this forward. <b>(action 07/16)</b></li> <li>- The need to enable greater involvement from the ethnic communities in the parish was discussed. It was agreed that those involved with existing rotas such as the offertory etc .will be proactive and encourage families from the ethnic communities to do the offertory. Other PPC groups should also find proactive ways of being more inclusive in their activities. <b>(action 07/17)</b></li> </ul>
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## Actions Agreed

Actions completed from the previous meeting will be shown as grey boxes and will be deleted from the listing after the next PPC meeting.

	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.	<b>Claire</b> to contact photographer – Jo Stow	Carried forward (cfwd) to next meeting - 22/9/11
05/2	Add Richard Roberts photo and contacts to PPC organisation chart displayed on PPC notice board	<b>Amanda</b>	Cfwd to 22 Sept 11
05/3	Include appeal for children’s liturgy helpers in general appeal in September	<b>Penny</b>	Cfwd to 22 Sept 11
05/4	Jeremy to appeal to first communicants regarding becoming altar servers	<b>Jeremy</b>	Complete
05/5	Margaret to discuss sick visiting group ideas with Fr Jim and get owner.	<b>Margaret</b>	Cfwd to 22 Sept 11
05/6	Fr Jim to ensure existing mass books removed by end July 2011	<b>Fr Jim</b>	Complete
05/7	Children’s welcome bags to be replaced at back of church	<b>Margaret</b>	Complete
05/8	Allocation of corpus-christi email addresses bases on new organisation chart	<b>Claire</b>	Complete
05/9	Circulate set-up instructions for those using corpus-christi email addresses	<b>Amanda</b>	Cfwd to 22 Sept 11
05/10	Update and publication of new PPC organisation charts – internal & external versions	<b>Amanda</b>	Complete
05/11	Circulate example view of Parish activities over a 12/18 month period, using Welcoming as the first key theme.	<b>Amanda</b>	Complete
05/12	Confirm Parish Fair date ( potentially 8/9 Oct 2011)	<b>Claire</b>	Complete : refer to new action 07/8
05/13	Confirm New Parishioners social event on 18	<b>Claire</b>	Cfwd to 22 Sept 11

	November 2011 if Keenan rooms available		
07/1	Order additional Simple Prayer Books in Tagalog	<b>Penny</b>	22 Sept 2011
07/2	Update organisation chart to show Karan Pollard for First Communion programme	<b>Amanda</b>	22 Sept 2011
07/3	PPC organisation chart to be updated when Penny confirms new name confirmed.	<b>Penny &amp; Amanda</b>	22 Sept 2011
07/4	younger altar servers need to be reminded that they need to sign their names fully in the register each time	<b>Jeremy</b>	22 Sept 2011
07/5	Review need for new hymn books based on feedback from choir and congregation	<b>Carrie / Madeleine</b>	January 2012
07/6	all groups should aim to continually update their information on the website. Information can be easily posted by sending it to Gianna Crolla ( <a href="mailto:gianna_crolla@hotmail.com">gianna_crolla@hotmail.com</a> )	<b>All</b>	22 Sept 2011
07/7	Reminder to be sent prior to each PPC meeting to ensure new updates have been posted by each group on the website.	<b>Amanda (as part of PPC meeting agenda email)</b>	22 Sept 2011
07/8	The Parish Fair/Tradeshow date will move to 15/16 <sup>th</sup> October subject to Keenan rooms availability.	<b>Claire to confirm</b>	22 Sept 2011
07/9	PPC meeting agenda in September will focus on planning for Parish fair	<b>Amanda</b>	22 Sept 2011
07/10	Example template to be circulated to help groups gather information for their area for the Parish Tradeshow	<b>Amanda</b>	22 Sept 2011
07/11	Prepare wording for appeal on weekend of Parish Tradeshow	<b>Claire</b>	22 Sept 2011
07/12	All leads to identify specific gaps/jobs they have that need volunteers	<b>All leads</b>	22 Sept 2011
07/13	Contact Martin Robins regarding social event for Fr Jim's anniversary	<b>Claire</b>	22 Sept 2011
07/14	Prepare draft flyer for discussion as part of tradeshow preparations	<b>Amanda</b>	22 Sept 2011
07/15	Organise safeguarding meetings with appropriate PPC group contacts	<b>Richard</b>	22 Sept 2011
07/16	Facilities need to purchase some special sand that can be used to clear up spillages	<b>Peter</b>	22 Sept 2011
07/17	Rota teams such as the offertory to encourage families from ethnic communities to do the offertory. Other PPC groups also to find proactive ways of being more inclusive in their activities.	<b>All</b>	22 Sept 2011

### **Date of Next Meeting : Wednesday 22 September 2011**

**Note : this meeting will focus on the Parish tradeshow event planning. No updates will be discussed (other than action list updates)**