



# Meeting Minutes

22 September 2011

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

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| 1 | <p><b>Apologies:</b><br/>Margaret Taylor, Amanda MacAuley, Madeleine Black, Carrie Kerr, Richard Roberts</p> <p><b>Attendees:</b><br/>Jeremy Best, Penny Casewell, Peter Evans, Fr Jim, Claire Robinson, Bernard O'Neill</p>  |
| 2 | <p>Minutes of the meeting held on 20 July 2011 – agreed by all</p>  |
| 3 | <p><b>Update on previous activities</b></p> <p><b>Liturgy – Carrie Kerr report</b></p> <ul style="list-style-type: none"> <li>- Madeleine has confirmed that she will be stepping down from the shared role with Carrie on the PPC due to family commitments. Madeleine has made a great team with Carrie and the PPC would like to thank her very much for all her hard work and dedication. Carrie would also like to thank Madeleine directly as she has been very grateful for all the help and support Madeleine has provided to her. It has been invaluable. Looking ahead, Carrie would like to ask for volunteers to take up Madeleine's role.</li> <li>- Karan confirmed that we can have access to the Keenan Rooms for a meeting of the liturgy section on Tuesday 29th November, in the evening.( probably at 7.30pm. but time to be confirmed).</li> <li>- <b>Readers.</b> June 5<sup>th</sup>/12<sup>th</sup> parish Newsletter this year introduced Vyvyenne as the new Training Co-ordinator. In it a mention was made about a proposed annual meeting of <b>established readers</b> scheduled for the end of September. There will be a meeting for established readers on Thursday 20th October at 7.30pm in the Keenan Rooms. Vyvyenne will ensure this info is in the newsletter prior to the meeting.</li> <li>- <b>Eucharistic Ministers.</b> Led by Fiona Hayward. Fiona has worked hard contacting about 100 people who were registered as Parish Eucharistic Ministers. This number has now been reduced to 50 active and committed parishioners. When she was asked to take on the role it was to ' sort out a rota'. She feels it would be a good idea to arrange an informal social for the Eucharistic ministers to meet each other, and this may be arranged when convenient.</li> <li>- <b>Sacristy.</b> No changes in this area. Marie Tomlin attends the three Masses when Fr Jim is away, to assist a visiting Priest. On going request is for someone to work with, and be trained by, Marie as a Sacristan for our Parish.</li> <li>- <b>Altar Servers.</b> Good attendance of Altar Servers at the 3 Masses each weekend. There was a practice in August and another training session is planned for Saturday 1st October at 4.00pm</li> </ul> |

in the church. New candidates welcome. Hopefully some of the youngsters who took their first Communion in the summer will be joining the team.

- **Music.** Susan now leads the choir as Derek Davey stepped down as choir master last Easter. Choir practice is on a Wednesday evening at 8.00pm in the Choir loft at Church. New members welcome, please contact Susan first. Susan is researching the need for new hymn books, or alternatively supplement books to use with our hymn books, for the new liturgy. Supplement books about £1.50 and new books about £ 6.00. Decani Music can offer a 10% discount, and no carriage charge, on hymn supplement books of 300 copies. She assumes this is also the offer on the full revised version of the hymn books.



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

- Margaret has confirmed that she will be stepping down from the PPC due to family commitments. The PPC would like to thank her very much for all her hard work and dedication to the PPC . It has been very much appreciated and her inputs will be missed.
- All activities continued as normal for this period.

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

- **CCAF.** As far as the Africa Fund is concerned, we have a balance £20,814.27, after receipt of Gift Aid repayment. We started the year with a carry forward balance of £5,226.79 (as a cover for 2012 educational costs for Suubi). The balance includes two specific OLN credits of £500 each – one from the Confirmation Group, and one from an ex colleague of mine who gave the funds specifically for Uji porridge. That effectively means that we have £9,500 for each of our beneficiaries in 2011.
  - o £7,000 will be sent in November for Suubi's educational costs for 2012, and Pat Kerton, who looks after our Suubi connection is finding out how best they can use another £2,500.
  - o We have sent £6,000 to OLN for the toilet project, we will be sending the £500 from the Confirmation Group, along with £4,000 for the 2012 Uji project.
  - o That will leave approximately £1,000 to carry forward to 2012 Lent Appeal, once all the Gift Aid is received.
  - o These dispersals have been approved by the CCAF Committee who have been emailed with the proposals.
- You may care to draw the PPC members attention to the recent Explosion and Fire in a Slum Area in Nairobi, where as many as up to 100 people have been killed. I am placing a message from Bro Joseph Maricky of OLN on the Notice Board, together with a piece from The BBC website. Fortunately no deaths appear to have affected OLN children.
- **UCM.** Kathy supplied the 2011 calendar of events and is looking for new members. Interested in the New parishioners event.
- **CTW.** CTW newsletter was published on 25-July which summarise activities over the previous 4 months
  - o many activities are planned for Advent/Christmas including an increased presence at

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|   | <p>the Winter Carnival with a stall, choir and float; carol singing at Tesco's, the Station and to support other community/outreach teams across Wokingham - full details to follow; volunteers from Corpus Christi (CC) and ideas needed for all activities</p> <ul style="list-style-type: none"> <li>○ need ideas/guidance on how to promote community/outreach teams across Wokingham within CC to encourage better participation; one idea was that community/outreach team leaders could come and give altar talks or have displays after Mass? need feedback from PPC on this</li> <li>○ need more notice-board space!</li> </ul> <ul style="list-style-type: none"> <li>- <b>Fair Trade.</b> The Traidcraft stall continues to run once a month and will increase to twice a month in the run up to Christmas. Sales are fairly constant, but there is room for improvement. Earlier in the year a donation was made to CAFOD from the proceeds of the stall. Catalogues are now available for Christmas orders. I could leave literature for the evening for new parishioners.</li> <li>- <b>Social Committee.</b> Martin Robins has resigned and Una and Slyia are looking after activities for now. The Quiz night in March was a success with over 60 attending but attempts at organising a Barn Dance, Bingo Night and Musical Evening this year have been unsuccessful for various reasons. Future events planned are:- <ul style="list-style-type: none"> <li>○ 10/12/11 Christingle</li> <li>○ March 2012 Quiz Night</li> <li>○ 13/06/12 Theatre Trip</li> </ul> </li> <li>- Wokingham Theatre booked to see 'Sitting Pretty' Information already posted on web</li> <li>- Consideration in place for a Barn Dance with St Teresa's and for a Day trip to St Albans – further details to follow</li> <li>- The Social Committee are low on members at the moment and your plans for a New Parishioners evening may present a good opportunity to talk to people and encourage them to join!</li> <li>- <b>Pantomime.</b> Last week's newsletter included an update of this year's production with all the information for auditions.</li> </ul> <p>I will be arranging a group meeting during 1<sup>st</sup> week October with feedback from the Committee meeting and to arrange representation at the New Parishioners event.</p> |
| 4 | <p><b>Current Activity Focus</b></p> <p><i>October 'Parish Tradeshow' – Claire Robinson update</i></p> <ul style="list-style-type: none"> <li>• There are changes to the parish activities listing for the Parish Roadshow and Appeal in October. These were discussed at the meeting.</li> <li>• All leaflets promoting Parish activities are to be standard format, coordinated by Amanda. All copy, and pictures to be sent to her early next week. Refreshments will be arranged by Social Activities Group</li> <li>• The Appeal weekend for parishioners to join activity groups on the weekend of 8 and 9 October, followed the next weekend 15 and 16 October by a Parish Roadshow. This replaces the AGM. Claire to advise Finance Committee</li> </ul>   |
| 5 | <p><b>Future Activity Focus</b></p>  |

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|   | <ul style="list-style-type: none"> <li>○ Focus on Parish event during this meeting</li> </ul>  |
| 6 | <p><b>Any other Business</b></p> <ul style="list-style-type: none"> <li>• The Keenan Rooms are confirmed for 18 November from 1930hrs for the New Parishioners evening. Peter to arrange refreshments.</li> <li>• Rota listing to include International families</li> <li>• Ask John Hennesey to change CTS notice. Penny to arrange</li> <li>• Fr Jim away 26/27 November.</li> </ul> |

## 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><br>to contact photographer – Jo Stow | Carried forward (cfwd) to next meeting - Nov 2011 |
| 05/2  | Add Richard Roberts photo and contacts to PPC organisation chart displayed on PPC notice board   | <b>Amanda</b>                                      | Cfwd to Nov 11 (when photos available)            |
| 05/3  | Include appeal for children's liturgy helpers in general appeal in September   | <b>Penny</b>                                       | complete  |
| 05/5  | Margaret to discuss sick visiting group ideas with Fr Jim and get owner.   | <b>Margaret</b>                                    | Cfwd to Nov11                                     |
| 05/13 | Confirm New Parishioners social event on 18 November 2011 if Keenan rooms available  | <b>Claire</b>                                      | complete  |
| 07/1  | Order additional Simple Prayer Books in Tagalog  | <b>Penny</b>                                       | Cfwd to Nov 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>                                      | Complete  |
| 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>   | Cfwd to Nov 2011                                  |
| 07/8  | The Parish Fair/Tradeshow date will move to 15/16 <sup>th</sup> October subject to Keenan rooms availability.  | <b>Claire</b>                                      | complete  |
| 07/11 | Prepare wording for appeal on weekend of Parish Tradeshows   | <b>Claire</b>                                      | complete  |

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| 07/12 | All leads to identify specific gaps/jobs they have that need volunteers   | <b>All leads</b> | complete         |
| 07/13 | Contact Martin Robins regarding social event for Fr Jim's anniversary   | <b>Claire</b>    | complete         |
| 07/14 | Prepare draft flyer for discussion as part of tradeshow preparations  | <b>Amanda</b>    | Complete         |
| 07/15 | Organise safeguarding meetings with appropriate PPC group contacts  | <b>Richard</b>   | Cfwd to Nov 2011 |
| 07/16 | Facilities need to purchase some special sand that can be used to clear up spillages  | <b>Peter</b>     | complete         |
| 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>       | Cfwd to Nov 2011 |

**Date of Next Meeting : 30 November 2011**