**St Joseph’s Pastoral Council Minutes - final**

**21st Aug 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of meeting** | **09/01/18** | **26/04/18** | **21/06/18** | **06/09/18** | **04/12/18** | **26/02/19** | **28/05/19** | **21/08/19** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Fr Jonathan Whitworth** | **P** | **A** | **A** | **A** | **A** | **P** |  |  |
| **Bridie LaCombre** | **A** | **P** | **P** |  | **P** | **P** | **A** | **Resigned** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **A** | **P** | **P** | **A** | **P** | **A** | **P** | **P** |
| **Emma Merriman** | **A** | **P** | **P** | **A** |  | **P** | **A** | **A** |
| **Maureen Cumming** | **P** | **P** |  | **P** | **Resigned** |  |  |  |
| **Jonathon Cumming- circulation only** | **A** | **A** |  | **A** |  |  |  |  |
| **Dominic Cochran** | **A** | **A** | **P** |  | **A** | **A** |  | **A** |
| **John Sweeney** | **P** | **P** | **P** | **A** | **P** | **P** | **P** | **P** |
| **Frances Brown** | **A** | **P** | **P** | **A** | **P** | **P** | **P** | **P** |
| **Chris McErlane** |  |  |  | **A** |  |  |  |  |
| **Clare- Jane McErlane** |  |  |  | **A** |  |  |  |  |
| **Eleanor Maxwell** |  |  |  | **P** | **P** | **P** | **A** | **P** |
| **Peter McMillan** |  |  |  | **P** | **P** | **P** | **P** | **P** |
| **Leila Pereira** |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Decade of the rosary and prayer for priests** |  |
|  |  |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page.  Bridie submitted her resignation to the Pastoral Council after the last PC meeting. Pat acknowledged the contribution made by Bridie to the Pastoral Council over very many years and thanked her for all her hard work over that time.  It was agreed to update membership of the pastoral council. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: John Sweeney  Seconded: Angela Gow |  |
|  | **Matters arising** | **Actions** |
|  | Action: Pat to place note about Street Pastor cards to be placed in e-bulletin  Action: Peter to advise Passkeepers of Street Pastor Cards | **Completed**  **Completed** |
|  | **Adult faith formation/ parish retreat/ mission** | **Actions** |
|  | **Adult faith formation**  Frances has obtained the most recent Bishop Barron DVD – the Mystery of God – and accompanying study guides.  It was agreed to run sessions weekly over 6 weeks from October, with tea and coffee available on arrival from 7.15pm. Frances volunteered to organise these.  **Actions: Frances to confirm the status of DVD and if copyright law applies, will obtain a license for the Parish to show the DVD before the sessions begin.**  **Action: Frances will confirm dates and hall availability for the Mystery of God sessions with David**  **Action: Frances will follow up with Chris McErlane regarding technical support**  **Parish Mission**  Angela advised the Mill Hill Fathers have confirmed the 1st-3rd March 2020 for the Parish Mission | **FB**  **FB**  **FB** |
|  | **Parish group updates – Welcome Parish** | **Actions** |
|  | Peter updated on the paper circulated prior to the PC meeting on ideas for a Welcoming Parish.  The update to the content of the Welcome Pack and contact details for the e-bulletin is almost complete. It was agreed the sub-group would meet again with Fr Stephen on 11th Sept to agree the layout, any final details and plans for printing.  The intention is to upload the PDF file to the website and provide a few hard copies for new parishioners to collect.  There was a discussion about how to create a welcoming atmosphere and the potential for parishioners to introduce themselves to those sitting around them prior to Mass. It was agreed to place a notice in the bulletin to this effect and that members of the PC could lead the way with this.  Fr Stephen spoke of the potential for a Ministry of Welcome. Pupils undertaking the Pope Francis award welcome parishioners to the church during term-time 10.00 and 12.00 Mass and this could be extended to other Masses. It was agreed to pick this up at the sub-group meeting.  **Action: Peter will draft a notice for the bulletin to suggest to parishioners that they could introduce themselves to those sitting near them before the start of Mass.**  **Action: Welcome Parish Sub-group follow up meeting on 11th Sept** | **PM**  **PM/AMacd/JS** |
|  | **Boundary wall** | **Actions** |
|  | Fr Stephen advised that an architects firm acting on behalf of the Parish has been in contact with East Renfrewshire Council and established that St Joseph’s has ownership and responsibility for the boundary wall between the Church grounds and the lane entered from Cecil Street.  A Structural Engineer has been employed to conduct an initial inspection of the wall and prepare a report on its current structural and constructional condition and any action required to ensure ongoing safety and stability. |  |
|  | **Website/ communication / notification of changes to weekly schedules re St Joseph's and St Bridget's** | **Actions** |
|  | **Weekly Parish Schedule**  Discussions are underway to agree how best to meet the needs of both St Bridget’s and St Joseph’s parish. Fr Stephen advised that as a first step, he has held a meeting with Fr Douglas, Deacon Pat and the Chair of St Bridget’s Pastoral Council.  **Parish website and communication**  Following the sub-group meeting to discuss the Welcoming Parish approach, Peter updated about the St Joseph’s website. While the Facebook page is kept up-to-date, the website is not updated regularly and does not provide sufficient information to make it useful. In addition, the existing architecture does not have a section for the Pastoral Council, and consequently, meeting minutes are only available in hard copy. It was agreed that Facebook and the website fulfil different needs and that the website requires more active management. Peter has spoken with Fr Jonathon, who maintained the website prior to his departure, and will now follow up with a student from Dumfries and Galloway Diocese, who had offered help with website development. Pat advised that a volunteer has been identified who could keep the website up-to-date thereafter.  **Action: Peter will follow up with D&G Diocese regarding the website and the outcome will be discussed at the next Welcome Parish sub-group meeting** | **PM** |
|  | **Dishwasher/kitchen hygiene** | **Actions** |
|  | **Kitchen Hygeine**  Angela advised she was waiting for a response from East Renfrewshire Council regarding requirements for food hygiene.  Fr Stephen has discussed the concerns raised about kitchen hygiene with David and is awaiting the outcome of the discussions with ERC.  **Action: Angela will follow up with David and Fr Stephen following the response from ERC about their food hygiene requirements.** | **AG** |
|  | **St Therese of Lisieux relics. Service and bus arrangements. Carfin day pilgrimage** | **Actions** |
|  | **Relics of St Therese of Lisieux in Scotland**  The schedule for the Paisley Diocese from Sat 14th – Mon 16th Sept has been published on Diocesan website. St Joseph’s is scheduled to lead devotions in the Cathedral from 11pm – midnight on Sunday 15th Sept but it Is not clear what is expected. There was a discussion about the need for transport from the parish given the lateness of the session.  Leaflets and envelopes will be available in the parish before the event for parishioners to request prayers.  **Action: Pat to follow up with Fr Brady about expectations of the Parish during the devotional hour.**  **Action: Pat will place notice in bulletin regarding leaflets and envelopes and ask parishioners to leave their contact details if they if they want a bus to the Cathedral**  **Pilgrimage to Carfin**  A limited number of parishioners have signed up requiring a Parish bus so it was agreed to try to organise car sharing instead.  Action: Frances will advise those who have signed up that the bus will not be available. | **PH**  **PH** |
|  | **Children’s liturgy** | **Actions** |
|  | Angela advised that the Diocesan Liturgy Commission have organised training for those who deliver the Children’s Liturgy next Saturday, as part of their action to improve co-ordination across the Diocese in a number of Liturgical areas.  Currently a volunteer in the parish organises the rota for the St Joseph’s Children’s Liturgy however there is a need for someone to act as a co-ordinator. While St Joseph’s will be represented at the training session, it was acknowledged that there is a shortage of volunteers and more help is badly needed. |  |
|  | **Plans for Mass for anointing of the sick, celebration of marriage and family life** | **Actions** |
|  | **Mass for anointing of the sick**  Arrangements regarding the minibus, music and tea and serving tea and coffee afterwards are in place, however a driver for the minibus is still required and support to organise tea and coffee is needed. Pat and Frances advised they are both available to help out  **Action: Angela to follow up regarding minibus driver for the Mass for Anointing of the sick**  **Action: Volunteers to help organise tea and coffee and provide donations of home-baking**  **Mass in celebration of marriage and family life**  The date was agreed as Fri 15th November  **Action: Pat to organise forms for the Mass in Celebration of Marriage for those celebrating special anniversaries**  **Action: Angela to co-ordinate catering** **for the Mass in Celebration of Marriage** | **AG**  **ALL**  **PH**  **AG** |
| **11.** | **AOCB** |  |
|  | **Parish Accounts**  Fr Stephen updated on the Parish accounts.  The 2017 accounts are available on the Diocesan website, with the 2018 accounts audit due in Oct 2019.  Fr Stephen advised of the ongoing need to raise additional funds to continue to reduce the parish debt. Options include increasing rental for use of the parish hall and requesting parishioners complete gift aid forms.  **Penitential Service**  Date for penitential service agreed for Mon 9th Dec. it was agreed to open this to all parishes in the area as this was well received last year.  **Action: Angela to organise priests to attend the penitential service.** | **AG** |
| **12.** | **Date of next meeting** |  |
|  | Wed 20th November 7.30 – Eleanor submitted apologies |  |
| **13.** | **Closing prayer** |  |
|  |  |  |
| **Action table** | | |
| **Actions:** Frances to confirm the status of DVD and if copyright law applies, will obtain a license for the Parish to show the DVD before the sessions begin.  **Action:** Frances to confirm dates and hall availability for the Mystery of God sessions with David  **Action:** Frances to follow up with Chris McErlane regarding technical support  **Action:** Peter to draft a notice for the bulletin to suggest to parishioners that they could introduce themselves to those sitting near them before the start of Mass.  **Action:** Welcome Parish Sub-group follow up meeting on 11th Sept  **Action:** Peter to follow up with D&G Diocese regarding the website and the outcome will be discussed at the next Welcome Parish sub-group meeting  **Action:** Angela to follow up with David and Fr Stephen following the response from ERC about their food hygiene requirements.  **Action:** Pat to follow up with Fr Brady about expectations of the Parish during the devotional hour**.**  **Action:** Pat to place notice in bulletin regarding leaflets and envelops and ask parishioners to leave their contact details if they if they want a bus to the Cathedral  **Action:** Angela to follow up regarding minibus driver for the Mass for Anointing of the sick  **Action:** Volunteers from PC to help organise tea and coffee and provide donations of home-baking  **Action:** Pat to organise forms for the Mass in Celebration of Marriage for those celebrating special anniversaries  **Action:** Angela to co-ordinate catering for the Mass in Celebration of Marriage  **Action:** Angela to organise priests to attend the penitential service. | |  |
| **Post-meeting note** | |  |
|  | |  |