**St Joseph’s Pastoral Council Minutes**

**20th Nov 2019**

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| **Date of meeting** | **26/04/18** | **21/06/18** | **06/09/18** | **04/12/18** | **26/02/19** | **28/05/19** | **21/08/19** | **20/11/19** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Fr Jonathan Whitworth** | **A** | **A** | **A** | **A** | **P** |  |  |  |
| **Bridie LaCombre** | **P** | **P** |  | **P** | **P** | **A** | **Resigned** |  |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Angela Gow** | **P** | **P** | **A** | **P** | **A** | **P** | **P** | **P** |
| **Emma Merriman** | **P** | **P** | **A** |  | **P** | **A** | **A** | **A** |
| **Maureen Cumming** | **P** |  | **P** | **Resigned** |  |  |  |  |
| **Jonathon Cumming- circulation only** | **A** |  | **A** |  |  |  |  |  |
| **Dominic Cochran** | **A** | **P** |  | **A** | **A** |  | **A** | **A** |
| **John Sweeney** | **P** | **P** | **A** | **P** | **P** | **P** | **P** | **P** |
| **Frances Brown** | **P** | **P** | **A** | **P** | **P** | **P** | **P** | **P** |
| **Eleanor Maxwell** |  |  | **P** | **P** | **P** | **A** | **P** | **A** |
| **Peter McMillan** |  |  | **P** | **P** | **P** | **P** | **P** | **P** |
| **Maureen Harcombe** |  |  |  |  |  |  |  | **P** |

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|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. Angela welcomed Maureen to her first Pastoral Council meeting and thanked her for joining. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: John Sweeney  Seconded: Peter McMillan |  |
|  | **Matters arising** | **Actions** |
|  | * **Introduction notice for bulletin**   The “parishioners’ introduction” notice was placed in the bulletin for a few weeks after the last PC meeting. It was agreed the notice should be reinserted intermittently during the year to reinforce the welcome message.  **Action:** **Peter to resend introduction notice to the Bulletin after Christmas**   * **ERC response about food hygiene requirements.**   Angela reported that she had not received a response from East Renfrewshire Council. Fr Stephen has a contact in environmental health he will pass to Angela  **Action: Fr Stephen to pass details of his contact in Environmental Health in East Renfrewshire Council to Angela.**  **Action: Angela to follow up again with East Renfrewshire Council Environmental Health**   * **Devotional Hour for St Therese of Lisieux relics**   Fr Stephen thanked the Pastoral Council for co-ordinating the input from the parish and welcomed the involvement of parishioners in the devotional hour.   * **Mass for Anointing of the sick**   Mass for anointing of the Sick was well attended and help with organising the Mass and with the catering was appreciated. | **PMcM**  **Fr S**  **AG** |
|  | **Adult faith formation/ parish retreat/ mission** | **Actions** |
|  | Frances advised thatthe first two sessions of Bishop Barron’s Mystery of God have taken place with between 15-20 parishioners attending and that all published materials had been taken by attendees. Following a break, sessions will restart this week for a further four weeks. |  |
|  | **Website and communication** | **Actions** |
|  | Peter reported that having followed up with the D&G Diocese about the updates to the website, Chris McLaughlin in St Joseph’s parish has agreed to update and maintain this.  Chris is currently also responsible for distribution of the e-bulletin, however there is no back up to send this out on those weeks when he is unavailable. Another volunteer is needed to help with this. |  |
|  | **Parish group updates – Welcome Parish** | **Actions** |
|  | Peter reported on progress with the Welcome Pack, which has now been almost completely updated in relation to content and imagery. He proposed including an additional section on those charities supported by the Parish during the year, which was welcomed by PC members.  In its current form the Welcome Pack cannot be uploaded onto the Parish Facebook page and so will be uploaded to the Parish Website instead with a link from the Facebook page.  Peter has been in touch with every parish point of contact to confirm wording and images for the Welcome Pack and to obtain consent for contact details in the Welcome Pack to be made available on the on-line version as well as in the hard copy.  Peter has also organised to meet up with a number of Parish groups to take photos for the Welcome Pack. One is required for the Pastoral council.  **Action: Pastoral Council photograph to be taken at 11:30 am on Sunday 1st December. All PC members are requested to attend**  The draft Welcome pack has been viewed by the printer. To reproduce the updated version in the same format as previously would be very expensive so it was agreed to change the format to an A4 size booklet. Although this limits our ability to update the hard copy, the Printer has offered to print 100 copies of the booklet at no cost to the Parish.  Final copy has to be submitted to the printer by 2nd Dec with the draft layout returned for review on 13th Dec. Comments on the first proofs are to be returned to the printers by Friday 20th December. Final proofs will be received on Tuesday 7th January with the deadline for amendments on 12th January. Members of the sub-group will meet prior to the initial submission to the printer and review the content as required.  **Action: Welcome pack sub-group to review proof and submit amendments**  The planned launch date in the Parish is weekend of 2nd February.  Peter thanked the support offered by Maureen and by the printer, including waiving the cost of printing. The amount of work undertaken by Peter in overseeing the review of the Welcome Pack was acknowledged. | **ALL**  **Sub-group** |
|  | **Boundary wall** | **Actions** |
|  | Father Stephen has received the report from the structural engineer outlining the specifications and extent of remedial work required to the walls, including what requires to be priced by the builders submitting formal estimates.  Fr Stephen advised that he is looking into the potential for claiming for the costs of the work from the Catholic Insurance Company as the damage may have been caused by tree roots rather than general wear and tear.  **Action: Fr Stephen will seek estimates for the repairs to the walls** | **Fr S** |
|  | **Mass for Marriage and Family Life** | **Actions** |
|  | The Mass planned for November was postponed as insufficient PC members were available to co-ordinate it.It was agreed that although this has previously taken place in November to coincide with the Feast of St Margaret, as this week is now dedicated to Catholic Education Week, the annual Mass should be moved to late spring.  The new date was set for Fri 15th May  **Action: c/f organisation of Mass for Marriage and Family Life to the next PC meeting meeting** | **PH** |
|  | **Social Finance Committee** | **Actions** |
|  | Fr Stephen reiterated the need for a plan to reduce the Parish debt. Although this has reduced by around £50,000 since his arrival in the Parish, it remains at £375,000, on which interest of 3% per annum is payable. Fr Stephen proposed establishing a Social Finance Committee, with the aim of reducing the debt by a minimum of £50k per annum. There are a number of mechanisms already in place for raising income and these need to be promoted. These include the 200 Club which currently has approx. 40 vacancies and increasing the uptake of Gift Aid, which is very low relative to the number of parishioners. Fr Stephen advised he has also identified measures to reduce the cost of running the Parish House. It was agreed that as the purpose of the committee is to increase the income of the parish, membership should be focused on parishioners with skills in fundraising.  **Action – Fr Stephen will seek volunteers to form a Social Finance Committee.** | **Fr S** |
|  | **Children’s liturgy** | **Actions** |
|  | Fr Stephen reported that following his request for support for the Children’s Liturgy, a number of volunteers have come forward. Volunteers will require child protection training before the Children’s Liturgy can be re-established, but given the importance of re-establishing the Children’s Liturgy, this could be delivered on a one-off basis within the Parish. Fr Stephen will follow up with the named contact for the Children’s Liturgy to agree a process however a new co-ordinator is also required.  **Action: Fr Stephen to follow up with Children’s Liturgy Co-ordinator regarding child protection training for new volunteers.** | **Fr S** |
|  | **Parish statistics** | **Actions** |
|  | Fr Stephen reported back from the Clergy Assembly where the findings from the Diocesan consultation and Parish profile were presented.  The profile includes data from the annual Parish survey, where attendance at Sunday Mass has increased between 2017 and 2018 by 200, to over 1560. There have also been small increases in the number of baptisms, confirmations and marriages. The profile demonstrates the volume of work required to support the schools and care homes and to meet other parish duties, as well as including the current income and expenditure. In 2017 the Parish was running with a small deficit in addition to the Parish debt.  Responses from the Doing My Bit consultation, followed up in subsequent cluster meetings on the Diocesan response to the financial and manpower pressures, identified priorities for the parish.  The most urgent priorities for St Joseph’s were identified jointly as Youth and Care of the Clergy, followed by faith development, families, evangelisation and reaching out to the marginalised. A number of individual comments submitted related to the need for the Clergy to be better supported in parishes through the activities of lay people.  Questions were raised about the denoted parish boundary which does not appear to include Carmunnock or Thorntonhall, and the PC were uncertain about whether that is correct.  It was agreed that the information from the Parish Survey, Doing My Bit responses and finance report should be shared with parishioners, potentially as a booklet that could be uploaded onto the parish website.  Fr Stephen also updated on Diocesan plans to commission the management and maintenance of all Diocesan properties to a central management company, with City Facility Management being the preferred contractor. This will ensure a more strategic approach to property maintenance, provide additional support for priests and meet the requirements of liability insurance. |  |
|  | **Scotland’s Churches Trust** |  |
|  | Fr Stephen has been approached by [Scotland’s Churches Trust](https://scotlandschurchestrust.org.uk/) regarding membership at a cost of £50. The Trust has been established to sustain and support Scotland’s places of worship.  The Pastoral Council were unsure of the benefits of membership and agreed in the current financial situation not to join. |  |
|  | **Penitential Service for Advent** |  |
|  | Angela confirmed that she had organised six priests to attend the penitential service on Monday 9th Dec. |  |
|  | **AOCB** |  |
|  | **Sound System**  Fr Stephen has continued to receive complaints about the sound system in the church. Having already spoken to Chris McErlane, it was agreed professional support is now required. Work has previously been carried out on the Sound System in the Cathedral that led to improvements so it was agreed to seek advice from the contractor involved.  **Action: Peter will contact Fr Oliver in the Cathedral for the contact details of the contractor for the sound system.**  **Altar Handrails**  These are required on the steps at both sides of the Altar to improve access for Eucharistic Ministers and volunteers cleaning the altar.  **Action – Fr Stephen will ask David to get quotes for the installation of handrails.**  **Penitential service for Lent**  This is required near the end of Lent with the date agreed as Monday 30th March.  **Action: Angela will recruit priests for the Lenten Penitential Service**  **Mission**  This is set for 2nd to 4th March. It was agreed that more detailed planning is now required.  **Action: Angela and John to liaise with Mill Hill Fathers to agree arrangements for the Parish Lenten Mission** | **PMcM**  **FrS**  **AG**  **AG** |
| **12.** | **Date of next meeting** |  |
|  | Wed 12th February 2020 |  |
| **13.** | **Closing prayer** |  |
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| **Action table** | | |
| **Action:** **Peter to resend introduction notice to the Bulletin after Christmas**  **Action: Fr Stephen to pass details of his contact in Environmental Health in East Renfrewshire Council to Angela.**  **Action: Angela to follow up again with East Renfrewshire Council Environmental Health**  **Action: Pastoral Council photograph to be taken at 11:30 am on Sunday 1st December. All PC members are requested to attend**  **Action: Welcome pack sub-group to review proof and submit amendments**  **Action: Fr Stephen will seek estimates for the repairs to the walls**  **Action: c/f organisation of Mass for Marriage and Family Life to the next PC meeting**  **Action – Fr Stephen will seek volunteers to form a Social Finance Committee.**  **Action: Fr Stephen to follow up with Children’s Liturgy Co-ordinator regarding child protection training for new volunteers.**  **Action: Peter will contact Fr Oliver in the Cathedral for the contact details of the contractor for the sound system.**  **Action – Fr Stephen will ask David to get quotes for the installation of handrails.**  **Action: Angela will recruit priests for the Lenten Penitential Service**  **Action: Angela and John to liaise with Mill Hill Fathers to agree arrangements for the Parish Lenten Mission** | | **PMcM**  **Fr S**  **AG**  **ALL**  **Sub-group**  **Fr S**  **PH**  **Fr S**  **Fr S**  **PMcM**  **Fr S**  **AG**  **AG/PMcM** |
| **Post-meeting note** - **contact with the Diocesan Office regarding data sharing** | |  |
| The Parish have been in contact with the Diocesan Office to confirm that the process by which consent for the contact details of the Points of Contact for Parish organisations being made available on the Parish website met with GDPR guidelines. The Diocese responded that the actions taken cover the requirements of the GDPR and that the data should be added to the Parish’s Personal Data directory. | |  |