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

**12th Feb 2020**

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

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|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page.  Pat introduced Madeleine to the Pastoral Council and welcomed her to her first meeting.  Pat advised that although Fr Stephen was not present as is required for Pastoral Council Meetings to go ahead, he has given written permission for the meeting to take place.  Pat sent good wishes from the Pastoral Council to Emma on the birth of her son. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: John Sweeney  Seconded: Angela Gow |  |
|  | **Matters arising** | **Actions** |
|  | **Action:** **Peter to resend introduction notice to the Bulletin after Christmas**  **Completed**  **Action: Fr Stephen to pass details of his contact in Environmental Health in East Renfrewshire Council to Angela.**  **Completed**  **Action: Angela to follow up again with East Renfrewshire Council Environmental Health**  **Ongoing**  **Action: Pastoral Council photograph to be taken at 11:30 am on Sunday 1st December.**  **Completed**  **Action: Welcome pack sub-group to review proof and submit amendments**  **Completed**  **Action – Fr Stephen will seek volunteers to form a Social Finance Committee.**  **Ongoing**  **Action: Fr Stephen to follow up with Children’s Liturgy Co-ordinator regarding child protection training for new volunteers.**  **Completed** |  |
|  | **Adult faith formation** | **Actions** |
|  | Frances advised that the Bishop Barron Mystery of God course has continued after the Christmas break, however attendance fluctuated after the first evening. It was acknowledged this course is more challenging than those previously run in the Parish. There was a wide-ranging discussion about how to provide adult faith formation in a way that meets the needs of parishioners who do not currently participate. The issue of any courses providing value for money was discussed, given the financial cost to the parish of purchasing materials to support their delivery.  The Diocese is currently running an on-line survey on parishioners’ requirements for adult faith formation, which may help guide future decisions.  Pat advised she has been approached by a parishioner who is a member of the Diocesan Evangelisation Commission, suggesting the Parish Council should run an Alpha Course. It was agreed that further information was required, including whether it would meet the needs of the Parish, associated financial costs and the extent of the practical support required to deliver it. This includes catering, which raises kitchen hygiene and food preparation issues. In the short-term, given the volume of work generated in organising the Parish Mission this March, and the current commitments of Pastoral Council members, there is no capacity to commit to this. It was agreed to wait for the results of the Diocesan survey and review the need for the Alpha Course next year as part of celebrations for the 50th Anniversary of the church.  **Action: Feedback the decision to the member of the Diocesan Evangelisation Commission** | **PH** |
|  | **Welcome Parish** | **Actions** |
|  | Peter updated on progress towards publication. The first proof was delayed over Christmas but has now been reviewed and edits returned to the printer. A new school section has been included. The final proof should be reviewed later this month for final minor edits only.  **Action: Welcome pack sub-group to review final proof**  Two hundred copies of the booklet are being printed by Burns Printers, who are not charging the Parish for this work. The PDF file will be uploaded onto the Parish website and the schools in the Parish have also requested a copy to upload onto their websites. All those whose contact details are included in the booklet have given permission for these to be made available on line and have been contacted about the pack being made available on the school websites.  The pack will be launched at the end of February through an announcement at Mass. Twenty-five copies will be made available at each Mass for parishioners without access to the internet, with 100 copies retained for new parishioners. It was agreed that the announcement should highlight 2 key messages of importance – to encourage volunteering through parishioners being active members of the parish community and to increase fundraising within the Parish in light of the ongoing need to reduce the parish debt and address future pressures to maintain the fabric of the church and its buildings.  Pat advised that Fr Stephen thanked all those involved in the work to develop the Welcome Pack, and acknowledged it was an extensive piece of work. | **AMacd/PMcM** |
|  | **Boundary wall** | **Actions** |
|  | Pat advised that survey work on the boundary wall has been completed and the most appropriate approach to the remedial work agreed. Vegetation has been cleared, as was advised when the initial assessment was undertaken. The tendering process will be agreed during a meeting next week involving Fr Stephen, the Parish volunteer offering professional advice and Pat. Once the contract has been awarded, neighbours with properties backing on the lane at the back of the church will be advised of the work being undertaken. |  |
|  | **Website/ Communication/Twitter** | **Actions** |
|  | Maureen has volunteered to revitalise the St Joseph’s Twitter Account and it was agreed that would be a helpful way to reach new audiences, including in the short-term to help raise awareness of the Parish Mission. This also aligns with the communication channels used by schools in the Parish, allowing the Parish to retweet school messages and vice-versa |  |
|  | **Dishwasher/ kitchen hygiene** | **Actions** |
|  | Angela updated on meeting with Gerry Garry at St John's Barrhead regarding requirements surrounding kitchen hygiene and food handling. A number of steps have to be undertaken by the Parish in relation to procedures and recording around hygiene, transport, storage, reheating and disposal of food to ensure it meets Health and Safety standards.  This will have implications for the way events and activities within the Parish Halls are undertaken. It was agreed that having information from other Parishes about the processes they have introduced would be helpful to ensure we meet Health and Safety requirements while still ensuing a sense of community involvement in the organisation of Parish events.  **Action: Angela to follow up with David to explore how St Joseph’s can improve processes to meet Health and Safety requirements**  **Action: Angela to follow up with Fr Eoin at St Cadoc’s to understand their approach to food hygiene.** | **AG**  **AG** |
|  | **Children's Liturgy update** | **Actions** |
|  | Fr Stephen has had over 30 volunteers come forward to support restarting the Children’s Liturgy, including a new co-ordinator. All PVGs have been updated and a Child Protection induction course has been delivered. |  |
|  | **Finances –** **volunteers** | **Actions** |
|  | Peter reported on his thoughts around raising funds for the parish without placing undue financial burdens on Parishioners.  These include:   * increase numbers donating through Standing Order or the weekly offering envelope. This currently stands at approximately 50% of parishioners. * increasing the number of parishioners who Gift Aid. This currently stands at approximately 25% of parishioners. Increasing the numbers Gift Aiding would increase Church income without parishioners increasing the amount they donate and can be done either by Standing Order or through the weekly offering envelope. * seek additional members for the 200 Club which currently has vacancies.   It was agreed that this should be highlighted during the announcement at Mass about the Parish Welcome Pack  **Action: C/F social fund committee to next meeting.** | **PH** |
|  | **Mission - task allocation** | **Actions** |
|  | Peter and Angela updated on plans to date.  **Communication:** To raise awareness of the Mission, banners have been placed on the church railings and posters have been issued to parishes and schools in the vicinity. Prayer cards have been printed and will be distributed the weekend before the Mission, with any spare cards distributed to the schools in the Parish after the Mission concludes. Information has been uploaded to the Parish website and Facebook page and will be included in any Twitter messaging.  It was agreed that a brief statement about the Mission should be given at each Mass the week before to ensure parishioners understand the purpose and format of the Mission and to encourage them to attend.  Concerns were raised about the Bishop’s Stations Mass taking place in St Cadoc’s on the Wednesday evening however as the Mission dates had already been agreed, it was not possible to change these.  **Preparation for the event:** A meeting with those hosting the Mission will be held in the Church prior to the event to ensure the sound system and projector are operating. Support will be required to distribute prayer cards the weekend before the Mission and on the evenings of the Mission to welcome those attending, ensure water is available at the water stations and set up for tea and coffee after the Wednesday evening.  Pat passed on Fr Stephen’s thanks to those involved in organising the Mission for all their work.  **Action:**   * **Announcement at Mass about the purpose and format of the Mission** * **Requirement to distribute Prayer Cards the weekend prior to the Mission – 3 volunteers for each Mass** * **Two greeters at each door each evening of the Mission to welcome those attending** * **15 min comfort break with water stations at the 3 doors – volunteers required each evening** * **Home baking required for tea/coffee after the Wednesday evening session** * **Help required to set up the Hall and serve the teas and coffees** | **All**  **All**  **All**  **All**  **All**  **All** |
|  | **Mass for marriage and family life** | **Actions** |
|  | The Mass for marriage and family life has been arranged for Friday 15th May.  Pt agreed to co-ordinate this and will issue a request for any couples married in the parish or who have celebrated a special anniversary since the last Mass held in Nov 2018 to contact her. Angela agreed to help with catering in the Hall including cheese and wine and hot savoury food. An organist and cantor are required along with printing of orders of service.  **Actions for Mass for Marriage and Family Life:**   * **Notice to be placed in bulletin regarding Weddings and special anniversaries** * **Volunteers to help with catering and setting up the hall on the night** * **Identify organist** * **Identify cantor** | **PH**  **ALL**  **PMcM**  **AMacd** |
|  | **Handrail** | **Actions** |
|  | The contract for the installation of handrails at either side of the Altar has been awarded and Fr Stephen is waiting for a date for the work to commence. |  |
|  | **Sound system** | **Actions** |
|  | Peter advised he has obtained the contact details of the sound engineer who improved the sound system in the Cathedral. However, he expressed concerns around the cost of this, given the current financial situation in the Parish and that we have already benefited from the expert opinion of a parishioner. He summarised the reasons for problems with sound as: relating to areas of the church where the sound is less clear; the size and composition of the congregation; the type of microphone and the clarity of the speaker. Readers have already been offered training in improving clarity of speaking at the microphone. It was agreed that reintroducing a standing microphone on the alter would improve sound.  **Action: Follow up with Fr Stephen about placing a standing mic on the Altar.** | **PMcM** |
|  | **Candle safety** | **Actions** |
|  | Following an incident in another Diocese when candles used by a third party resulted in a fire in the church, the Diocese circulated guidance on the safe use of candles from the Diocesan Property insurers and Health & Safety partners. Other than Votive candles and those on the Altar, all candles used in St Joseph’s Church are battery operated. The votive candle holders purchased have specific safety features and use safety candles.  After a brief discussion about general fire safety in the Church it was agreed to have an agenda item on this at the next meeting. In the interim, Peter has added fire safety this to the list of issues to be discussed at a Pass-keeper meeting.  **Action: c/f issue of fire safety to next meeting** | **PH** |
|  | **Lent/ Easter preparations** | **Actions** |
|  | The Penitential service has been set for Mon 30th March.  **Action: Angela to arrange a Priest from within the Deanery to lead the Penitential service.** | **AG** |
|  | **AOCB** | **Actions** |
|  | * SCIAF appeal will take place on the 4th Week of Lent and all Masses will be attended by SCIAF. * World Day of Prayer takes place on the first Friday of March (6th) and is being hosted in St Aiden’s.   **Action: Notice of World Day of Prayer service on 6th March to be placed in Bulletin**     * Sunday social – Eleanor advised that the Sunday Social event will show the Two Popes film produced by Netflix. Eleanor has contacted Netflix who have confirmed that it can be streamed in the church hall without breaching any copyright legislation. * Peter raised a concern about the amount of work currently being undertaken by the Pastoral Council and the very limited capacity to do this, given other family and work commitments. It was agreed that a more in-depth discussion was required and that it may be necessary to agree a system to prioritise   **Action: Agenda item for next meeting on pastoral council capacity and prioritisation** | **PH**  **PH** |
|  | **Date of next meeting** |  |
|  | Wed 3rd June 2020 |  |
|  | **Closing prayer** |  |
|  |  |  |
| **Action table** | | |
| **Action: Feedback the decision to the member of the Diocesan Evangelisation Commission**  **Action: Welcome pack sub-group to review final proof**  **Action: Angela to follow up with David to explore how St Joseph’s can improve processes to meet Health and Safety requirements**  **Action: Angela to follow up with Fr Eoin at St Cadoc’s to understand their approach to food hygiene.**  **Action: C/F social fund committee to next meeting.**  **Actions re Mission:**   * **Announcement at Mass about the purpose and format of the Mission** * **Requirement to distribute Prayer Cards the weekend prior to the Mission – 3 volunteers for each Mass** * **Two greeters at each door each evening of the Mission to welcome those attending** * **15 min comfort break with water stations at the 3 doors – volunteers required each evening** * **Home baking required for tea/coffee after the Wednesday evening session** * **Help required to set up the Hall and serve the teas and coffees**   **Actions for Mass for Marriage and Family Life:**   * **Notice to be placed in bulletin regarding Weddings and special anniversaries** * **Volunteers to help with catering and setting up the hall on the night** * **Identify organist** * **Identify cantor**   **Action: Follow up with Fr Stephen about placing a standing mic on the Altar.**  **Action: c/f issue of fire safety to next meeting**  **Action: Angela to arrange a Priest from within the Deanery to lead the Penitential service.**  **Action: Notice of World Day of Prayer service on 6th March to be placed in Bulletin**  **Action: Agenda item for next meeting on pastoral council capacity and prioritisation** | | **PH**  **PMcM/AMacd**  **AG**  **AG**  **PH**  **PMcM**  **All**  **All**  **All**  **All**  **All**  **PH**  **All**  **PMcM**  **AMacd**  **PMcM**  **PH**  **AG**  **PH**  **PH** |