**St Joseph’s Pastoral Council Minutes**

**3rd June 2020**

|  |  |  |  |  |  |  |  |  |
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| **Date of meeting** | **06/09/18** | **04/12/18** | **26/02/19** | **28/05/19** | **21/08/19** | **20/11/19** | **12/02/20** | **03/06/20** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Fr Jonathan Whitworth** | **A** | **A** | **P** |  |  |  |  |  |
| **Deacon Paul Graham** |  |  |  |  |  |  |  | **P** |
| **Bridie LaCombre** |  | **P** | **P** | **A** | **Resigned** |  |  |  |
| **Alison Macdonald** | **P** | **P** | **P** | **A** | **P** | **P** | **P** | **P** |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Angela Gow** | **A** | **P** | **A** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **A** |  | **P** | **A** | **A** | **A** | **A** |  |
| **Maureen Cumming** | **P** | **Resigned** |  |  |  |  |  |  |
| **Jonathon Cumming- circulation only** | **A** |  |  |  |  |  |  |  |
| **Dominic Cochran** |  | **A** | **A** |  | **A** | **A** | **A** |  |
| **John Sweeney** | **A** | **P** | **P** | **P** | **P** | **P** | **P** | **p** |
| **Frances Brown** | **A** | **P** | **P** | **P** | **P** | **P** | **P** | **p** |
| **Eleanor Maxwell** | **P** | **P** | **P** | **A** | **P** | **A** | **P** | **p** |
| **Peter McMillan** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **p** |
| **Maureen Harcombe** |  |  |  |  |  | **P** | **A** | **P** |
| **Madeleine Connor** |  |  |  |  |  |  | **P** | **P** |

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|  | **Decade of the rosary and prayer for priests** |  |
|  |  |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page. Pat congratulated John on the birth of his grand-daughter.  |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: John SweeneySeconded: Eleanor Maxwell |  |
|  | **Matters arising**  | **Actions** |
|  | Action: Feedback the decision regarding the alpha course to the member of the Diocesan Evangelisation Commission* Completed

Action: Welcome pack sub-group to review final proof* Completed – Pat thanked those who developed this and noted how useful it had been during C-19 lock-down for contacting group leads

Action: Angela to follow up with David to explore how St Joseph’s can improve processes to meet Health and Safety requirements* Carry forward until church facilities are due to reopen

Action: Angela to follow up with Fr Eoin at St Cadoc’s to understand their approach to food hygiene.* Carry forward until church facilities are due to reopen

Action: c/f issue of fire safety to next meeting* Carry forward until Church facilities are due to reopen

**Action from 3rd June: Pat to carry Health and Safety issues forward when church facilities are due to reopen. These include:*** **discussions with David about improvements to meeting H&S requirements**
* **Discussions with other parishes regarding food hygiene processes**
* **Follow-up regarding fire safety**

Action: C/F social fund committee to next meeting.* C/F to next meeting

Actions re Mission: * Completed – Fr Stephen thanked those who participated and asked for it to be noted how successful and uplifting it was.

Actions for Mass for Marriage and Family Life:* Cancelled

Action: Follow up with Fr Stephen about placing a standing mic on the Altar.* Peter advised on a number of actions he had taken to address sound system issues and that he had established that this frequently relates to how the microphones are used and by whom rather than a problem with the system itself. In collaboration with parish volunteers involved in supporting the Readers and the sound system itself, Peter has developed a one-page brief on good practice for effective communication when using the sound system. This will be distributed to Readers and be available in the Sacristy.
* Paul suggested adding a note for speakers and guest speakers to arrive early to test the system. Angela commented on the need to remain close to the microphone.
* It was agreed the good practice brief should also be shared via social media and pinned to notice boards to ensure parishioners know action has been taken.
* Peter highlighted that those with hearing deficits may still need to sit nearer the front of the church and that there may be a requirement for a microphone at the right-hand side of the altar for announcements at the end of the service.

Paul suggested running two short retreats before Advent and Lent, to help servers and readers focus on the key messages of the season, and that this could incorporate good practice guidelines for readers.**Action from 3rd June:** * **Paul to look at running short retreats for Readers, servers and Eucharistic Ministers before Advent and Lent.**
* **Maureen to post good practice guidance on St Joseph’s FaceBook page**
* **Peter to share good practice guide with Readers and place in the Church once it reopens**

Action: Angela to arrange a Priest from within the Deanery to lead the Penitential service. * Cancelled due to C-19

Action: Notice of World Day of Prayer service on 6th March to be placed in Bulletin* Pat fed back that the Parish was well represented at the event which was held in St Aiden’s church

Action: Pastoral council capacity and prioritisation* Pat fed back that a positive response to the Pastoral Council had been received after the talk on the about the Welcome booklet but noted that because of the impact of C-19, the initial benefit will have been lost. It was also noted that the impact has led to innovative practices, some of which could be continued and shred more widely. However on-line approaches exclude those who are unable or reluctant to access digital channels for a variety of reasons and other solutions need to be found as many in those groups may initially also be advised not to return to Church when they open, for example those who are older or with underlying health conditions.
 | **PH****PG****MH****PMcM** |
|  | **Updates on parish activities during lockdown** | **Actions** |
|  | Eleanor provided an update on how volunteers within the Parish had provided practical and social support for individual parishioners and the wider St Joseph’s community.A small working group was established to co-ordinate activity following an initial approach by a number of parish volunteers. The working group led by Eleanor, and covering both St Joseph’s and St Bridget’s, has matched volunteers with Parishioners who needed help with shopping; provided boredom boxes for those who are shielding; added Psalms to the on-line homily and organised on-line Tea and Toast/ Coffee and Chat social gatherings on Sundays. The focus of the group is now turning to supporting a return to Church.Through the FaceBook page, the group also supported a St Aloysius Church parishioner to provide tablets for refugees to help with end of life care.Pat thanked Eleanor for her extraordinary efforts and noted that a member of the group from St Bridget’s had shared the work of the group with Bishop John, who had supported it through Twitte**r.**  |  |
|  | **Parish finances** | **Actions** |
|  | Fr Stephen provided an update on Church finance. An income drive has been set up for each parish in the Diocese. This includes support for parishioners to change from giving envelopes to standing orders and an on-line offertory.In St Joseph’s there has been a drop of approximately 90% from cash income through parish envelopes and loose change on the day donations. As approximately 30% of income comes from standing orders and gift aid, despite new standing orders being set up, the fall in cash income has led to a drop of over 60% from the previous total income. In addition, St Joseph’s has no form of investment because of the Parish debt which still needs to be repaid. Despite progress in the last year to reduce the outstanding amount, interest alone cost the Parish £11k. The group recognised that the impact of C-19 on jobs, businesses and additional costs of home-working and educating means some households are facing additional pressures on household incomes. Therefore, any call for additional donations needs to be sensitive to these issues. The group agreed that the scale of financial concern as a consequence of the fall in income needs to be communicated urgently and clearly. A number of avenues were identified.* Use Twitter and contact the schools within the Parish to retweet any messages
* Add a donate button directly to the Parish FaceBook and website page rather than the current content which drives traffic to the Diocesan website to make on-line donations.
* Offer to collect giving envelopes from those who are not able to drop them into the church. However parishioners who do not use social media will not be able to see this offer. It was suggested that printed versions of the bulletin, sermon and bidding prayers could be delivered at the same time to those unable to access social media. It was noted that the parish has no information about those who donate by giving envelop if they do not gift-aid.

**Actions:** * **Maureen will contact schools regarding Twitter messaging**
* **Eleanor and Peter will draft note for the bulletin about the drop in parish income.**
* **Peter will organise a Zoom meeting involving parishioners who are involved in maintenance of FaceBook and the Parish website.**
 | **MH****EM****PMcM****PMcM** |
|  | **Response to request for volunteers for when church reopens** | **Actions** |
|  | Pat updated on measures that will be required to reopen the Church. Under directive from the Bishop’s Conference, both liturgical and infection control guidance has been developed by a Covid-19 infection control working group. The finalised infection control guidance that will govern the reopening of Churches has been submitted to Scottish Government with the aim of issuing this within the next week. The priority in St Joseph’s will be the need for volunteers. The majority of existing volunteers will not be able to help because of age or underlying health conditions and initially will continue to receive dispensation from attendance at Mass. Fr Stephen received 16 responses from the Bulletin call for help to clean the Church. It was agreed this will not be sufficient as volunteers will be required after each Mass as well as preparing for reopening. If volunteers do not come forward to prepare the church, it will not be able to reopen. Paul suggested that our need now is for support for infection control measures rather than just church cleaning and it needs to be presented that these are measures to keep parishioners safe. way. Pupils in St Ninian’s involved in the Caritas Programme could use volunteering in this way towards their Award. Volunteer Stewards may also be required as car park spacing and arriving at Church will need to allow for physical distancing. There may be a need to mark space for queuing. It will be important to discourage car use when not necessary and for parishioners to walk or cycle to Church if possible. It was agreed to await the Bishops’ Conference guidelines. |  |
|  | **AOCB** | **Actions** |
|  | **Home visits available for parishioners who are housebound*** **Action: bulletin note advising that Fr Stephen is available if people would appreciate a visit.**

**Dial-a–Mass** Pat advised she had received feedback about this being appreciated beyond the Diocese by those who are not able to access social media or are reluctant or lacking confidence to do so. Fr Stephen advised he requires additional software on his new laptop to enable this to continue. * **Action: Paul will follow up to ensure the software for Dial-a-Mass is downloaded.**

**Tea and Toast**This has received very positive feedback. However it is limited to 100 parishioners at a time and invitations can only be issued to those for whom the Parish holds an e-mail address. Information with contact details has been placed on FaceBook and in the Bulletin however for security reasons this does not include the Zoom link.* **Action: Paul will follow up with Maureen about how to capture e-mail addresses and register those who are interested**

**SSVP** Peter asked about the demand on the services of SSVP. They have maintained telephone contact with those who would normally receive visits. Foodbank donations are continuing as Parishioners are continuing to drop donations into the Parish. **Side wall repairs**The tender process has been delayed because of the C-19 lock-down. The contract should go out to tender in the next 2-3 weeks.  | **Fr S****PG****PG** |
|  | **Date of next meeting** |  |
|  | To be agreed dependant on schedule for Church reopening |  |
|  | **Closing prayer** |  |
|  |  |  |
|  | **Post-meeting note** |  |
|  | The Bishop’s Conference Guidelines on preparing for reopening of churches have now been published. All volunteers initially must be known to the Parish Priest, be aged over 18 and under 70 with no underlying health conditions and have no other PVG exclusions. Guidelines and other supporting documents can be found [here](https://www.bcos.org.uk/COVID19/tabid/127/Default.aspx). |  |
| **Action table** |
| **Actions regarding Health and Safety** * **Pat to carry Health and Safety issues forward when church facilities are due to reopen. These include:**
* **discussions with David about improvements to meeting H&S requirements**
* **Discussions with other parishes regarding food hygiene processes**
* **Follow-up regarding fire safety**

**Actions regarding Church sound system issues*** **Paul to look at running short retreats for Readers, servers and Eucharistic Ministers before Advent and Lent.**
* **Maureen to post good practice guidance on St Joseph’s FaceBook page**
* **Peter to share good practice guide with Readers and place in the Church once it reopens**

**Actions regarding Parish Finance:** * **Maureen will contact schools regarding Twitter messaging**
* **Eleanor will draft note for the bulletin about the drop in parish income.**
* **Peter will organise a Zoom meeting involving parishioners who are involved in maintenance of FaceBook and the Parish website.**

**Action re Home visits for parishioners who are housebound*** **bulletin note advising that Fr Stephen is available if people would appreciate a visit.**

**Action re Dial-a-Mass*** **Paul will follow up to ensure the software for Dial-a-Mass is downloaded.**

**Action re Tea and toast*** **Paul will follow up with Maureen about how to capture e-mail addresses and register those who are interested**
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