**St Joseph’s Pastoral Council Minutes**

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| **Table of attendees** | | | | | | | | |
| **Date of meeting** | **6/11/12** | **21/05/13** | **01/10/13** | **13/05/14** |  |  |  |  |
| **Fr Jim Duggan** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Chris McLaughlin** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Veronica Dowling** | **A** | **P** | **P** | **A** |  |  |  |  |
| **David Melvin** | **P** | **P** | **P** | **P** |  |  |  |  |
| **John Seenan** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Liz Grant** | **P** | **P** | **A** | **A** |  |  |  |  |
| **Bridie LaCombre** |  | **P** | **P** | **P** |  |  |  |  |
| **Alison Macdonald** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Paul Graham** | **P** | **A** | **P** |  |  |  |  |  |
| **Pat Hassett** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Susie Cullen** | **P** | **A** | **A** |  |  |  |  |  |
| **Aisling Connelly** |  |  | **P** |  |  |  |  |  |
| **Angela Gow** |  |  | **A** | **P** |  |  |  |  |
| **Emma Merriman** |  |  | **A** | **P** |  |  |  |  |
| **Jen Leahy** |  |  |  |  |  |  |  |  |
| **Gregor Hillhouse** |  |  |  |  |  |  |  |  |
| **Amy Hughes** |  |  |  | **P** |  |  |  |  |
| **Matthew Jennings** |  |  |  |  |  |  |  |  |
| **Nicio Ginestri** |  |  |  | **A** |  |  |  |  |
| **Colm Merrick** |  |  |  |  |  |  |  |  |
| **Maureen Cumming** |  |  |  | **P** |  |  |  |  |
| **Jonathon Cumming** |  |  |  | **A** |  |  |  |  |
| **Miriam Harding** |  |  |  | **P** |  |  |  |  |

**13th May 2014**

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|  | **Decade of the rosary and prayer for priests** | **Actions** |
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|  | **Attendance and apologies/resignations** | **Actions** |
|  | Pat welcomed everyone to the meeting. Attendance/apologies as per page 1. Pat Duggan was in attendance as part of the requirements for Deaconate training. Pat welcomed new members to the group, saying she was delighted that the pastoral council was gaining in strength. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Chris McLaughlin  Seconded: John Seenan |  |
|  | **Matters arising** | **Actions** |
|  | The open day was very successful and well attended. Thanks to Liz in particular for organising the presentation to Fr John. |  |
|  | **Review of new meeting schedule** | **Actions** |
|  | Pat gave an overview of the role of the pastoral council (PC); background to the amalgamation of the sub group and the reduction in the number of core pastoral council meetings.   * Core meetings were set to align with Diocesan Pastoral Council to provide Fr Jim with an opportunity to consult with the PC on Diocesan issues. However because of the Vacant See these meetings have not taken place over the last year. The previous meeting had been brought forward because of NET team starting. * Each sub-group organises their own meetings independently of the core pastoral council, with Fr Jim to attend at least one sub-group meeting each year. Short meeting notes were to be circulated to all PC members. * Meetings between Fr Jim, Pat and one member of each sub-group were to take place between the PC meetings. This had not happened and may have exacerbated the communication problem. It was acknowledged that the Vacant See had led to an increased workload for Fr Jim with a consequent reduction in available time for the pastoral council activities.   Pat raised concerns that the infrequency of pastoral council meetings had led to problems in the council responding promptly to suggested activity. The request for support for local food bank collections highlighted this, although bins have now been organised in the church for food collection. Pat suggested that as short notes were not always circulated to the PC, this had led to a lack of co-ordination across the pastoral council. Circulating notes after meetings would also reduce the need for feedback from the sub-groups at the PC meeting, with reports then focussing only on areas that require discussion or support. Pat suggested it might be helpful if she were to attend sub-group meetings.  It was agreed by the group that PC meetings were insufficient to enable more effective communication and consultation if parishioners raise issues for the PC to consider.  **Action: Brief meeting notes to be circulated to all members of the PC following any sub-group meeting**  **Action: reinstitute 4 meetings/annum with a review of structure and content.**  **Action: all sub-groups to advise Pat with sub-groups are meeting in advance of event**  John reminded the group of the existing group remit and suggested this should be updated.  **Action: Review of PC/ sub-group remist to be carried forward to next meeting** | **ALL**  **PH**  **PC sub-group members**  **PH** |
|  | **REPORTS FROM SUB-GROUPS** | **Actions** |
|  | **Faith and spirituality sub-group:**  The sub-group supported the Mass for the bereaved and Mass in celebration of marriage  The group was to support the adult formation programme over the last year however updated software for the programme chosen was not available in time. This will now be taken forward this autumn. The PC agreed Fr Jim was not expected to attend every week and the meetings could be led by PC members.  In the interim, J&P group have continued to meeting and the new “Parents in prayer” group has been established. Pat thanked Emma and Miriam for their efforts in establishing this.  Catholic education week was well supported by schools and involved S6 pupils speaking at mass.  Pat has been approached by a parishioner to ask if the Mass for the anointing of the sick that used to take place in late spring could be reinstated. A date has been set for 15th June 2014 and Pat has asked the scout leader if the scouts could lend support. Pat highlighted that because the scouts don’t meet in the church, many parishioners are not aware of the group being part of the parish.  **Community sub-group:**  Miriam advised that group members are exploring how to encourage primary children to be involved in Sunday Mass, for example children welcoming other children and their families and distributing and collecting materials as part of Pope Francis award.  The group have discussed the importance of engaging children and teaching them about the Mass, providing separate materials for toddlers e.g. laminated missals or other visual aids or involving them in the Children’s Liturgy. There is a need for resources to be age and stage appropriate, and a number of organisations produce these. It was acknowledged that while there is a cost attached, these could be distributed by and collected in by the children working towards the Pope Francis award.  Bridie advised that a lack of volunteers within the Children’s Liturgy means it currently only runs alternate weeks for children in P1-P3 and P4-P6. Extending the age to pre-school would require additional capacity and it would be important to ensure sustainability. While young people involved in Caritas can help, if they are under 18, adult supervision is still required. No conclusion was reached about how to address this issue.  **Action – carry forward issue of provision for pre-school children to next meeting**  John updated on other activity the group are exploring include developing a more effective communication and social media strategy; the ongoing issue of bereavement support group, as those initially involved would now require retraining; increased involvement with Clarkston Churches Together, for example as part of the clean-up campaign with Busby Church: and a suggestion to incentivise people to walk to church with a monthly free coffee and a bacon roll after Mass for those who participate as existing car parking reduce the ability of the congregation to participate in after mass activities.  The parish BBQ will take place on Friday 13th June from 7-9pm. The scouts will provide food as a fundraising activity for their organisation, with parish paying for costs**.** Previous events have providedchildren’s entertainment such as music or games.The group discussed concerns that children may not be adequately supervised by their parents at the event if activities are offered, particularly as the church is held liable for any accidents. The possibility of an afternoon event was discussed but it was felt that would attract a different audience and should be considered separately as a way of involving families with younger children rather than as a replacement event.  **Action: Maureen will speak to Hannah and Chris Addison to ask Sentry to co-ordinate activities for children.**  **Action: Members of the community group to contact Miriam regarding how they can support the BBQ.**  **Youth sub-group:**  Bridie updated that Caritas awards for S6 has proved very successful with the contact in St Ninians being very supportive of this work. e.g. provision of Wednesday word with activities. There is a need to develop the infrastructure to support future Caritas students. With this being the end of the school year, this is the time for the new S6 group to become involved, so opportunities need to be identified e.g. readers, Eucharistic ministers, Youth Music group. As the time commitment is quite substantial, this may be a way of supporting the Children’s Liturgy in a more sustainable way.  **Action: Bridie will organise a meeting for PC members to identify potential opportunities for YP**  Much of the youth work has been taken forward by the NET team, who have been a real asset to the parish with their ability to inspire young people and increase their confidence to speak about their faith. The Youth Group established this year is well attended and has a group of regular attendees. The longer term aim of NET team work is to improve the sustainability of youth work within the parish, as part of a life course approach that is age and stage appropriate from pre-school through to adulthood. One option for work next year is to support those who have left school, linking NET with university chaplaincies, FEIs and community learning and development.  The NET team will leave on Friday23rd with another team arriving in the autumn. A party has been arranged for 17th May in church hall. Bridie volunteered to support this e.g. through provision of ceilidh music.  **Action: Bridie to follow up regarding youth sub-group support for NET team party**  There is a plan for a short film to be produced by the young people of the parish as a way to explain the impact of the NET team for those in the parish who have not been involved.  Fr Jim advised that while the parish has managed to fund the NET team within its existing resources this year, next year additional funding will be required. He thanked the Mon coffee mornings for their donations over the year that have covered food costs for the team. A number of avenues are being explored for funding. An application for 3 year grant is to be submitted and a monthly collection from the parish is being considered.  Bride advised that there is a requirement for Children’s liturgy cards to be provided in the church as those obtained previously were given to families and were not kept in the church.  **Action: Fr Jim will order additional cards for the church** | **PH**  **MC**  **Community** sub-group  **BL**  **BL**  **Sub-group**  **BL**  **BL**  **Fr J** |
|  | **PRAYERS OF THE FAITHFUL** | **Actions** |
|  | The current system seems to be working well.An updated sheet should be placed in the ring-binder of previous prayers as the timing of baptisms within the month has changed.  **Action: Pat to place updated sheet in ring-binder outlining prayers to be included in specific weeks of the month.** | **PH** |
|  | **PLAN FOR NEXT YEAR INCORPORATING ANNUAL EVENTS** | **Actions** |
|  | Pat advised she has prepared a draft calendar and will circulate this for comment.  **Action: Pat will send the draft calendar to Ali for formatting and circulation to group.**  It was acknowledged that the scheduling of events did not take account of other events previously arranged because this information was not readily available. Bridie also raised need for calendar with set dates such as Catholic Education week to ensure these were included in Prayers of the faithful. John advised that J&P magazine has dates of events world-wide. Fr Jim suggested providing PC members with the password for the parish website for PC members to upload meeting notes and update the events calendar.  **Action: Fr Jim will provide the password to the website to PC members**  **Action: Chris will act as administrator to the website and establish a shared calendar** | **PH**  **AMacd**  **Fr Jim**  **CMcL** |
|  | **WEEKLY E-BULLETIN** | **Actions** |
|  | Chris circulated a paper reviewing the effectiveness of the e-version of the bulletin. He advised that this has been issued since Oct 2013 with 91 subscribers so far, and 64% of those who downloaded the bulletin opened it.  Chris advised that the e-bulletin provides a number of advantages over hard copy through provision of additional information such as inclusion of all parish contacts, links that click through to Google maps or websites, and the opportunity to drive traffic to parish website, facebook and twitter accounts. This activity can be tracked to assess what is most effective.  The group agreed there was a need to raise awareness of the e-bulletin e.g. a notice in the bulletin highlighting the QR code and notice/ article in the next edition of Link.  **Action: Chris to e-mail a couple of lines for the bulletin**  **Action: Chris to follow up with Liz regarding e-bulletin article for next edition of Link**  **Action: Chris will include links in each e-bulletin to parish groups**  Fr Jim advised that the PowerPoint slide can be used in the church to promote spiritual events or activities prior to Mass. Requests for such information to be included can be sent to the bulletin mail box. Miriam highlighted that Parents in prayer has separate e-mail address for parents to register their interest in receiving e-mail information when they are unable to attend. Opportunity to establish rota for bulletin to remind parish members of event ongoing each week and to include link in e-bulletin to information on website.  It was noted by the group that the effort to improve communication through social media needed to be balanced by maintaining the current information provision in print as many parishioners relied on printed materials. | **CMcL**  **CMcL**  **CMcL** |
|  | **GUIDANCE ON ROLE OF PASTORAL COUNCIL** | **Actions** |
|  | The group discussed the focus of the PC over the forthcoming year. Fr Jim advised referring to Evangelii gaudium ( the apostolic exhortation of Pope Francis 2013 on the church’s mission of evangelisation in the modern world) as a guide for considering what the church should be like at parish level and and how the PC can support this. He suggested spending the first ½ hr of each meeting considering this, how this contributes to the vision. It was agreed the initial document developed a couple of years ago outlining the outcomes the group wanted to achieve and the activities PC sub-groups should consider should be recirculated for review.  **Action: recirculate outcome document as a basis for future development.** | **AMacd** |
|  | **AoCB** | **Actions** |
|  | GIRFEC – Ali enquired if the passing of the Children and Young Peoples (Scotland) Act 2014 had implications for the Diocese. Fr Jim was not aware of this and suggested contacting the Diocesan chancellor.  **Action: Ali to e-mail chancellor of diocese regarding C&YP Act.** [**chancellor@rcdop.org.uk**](mailto:chancellor@rcdop.org.uk) | **AMacd** |
|  | **DoNM** | **Actions** |
|  | Tues 16th Sept 2014 @ 7.30  Tues 18th Nov 2014 @ 7.30 |  |
|  | **Closing prayer** | **Actions** |
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|  | **Post-meeting note** |  |
|  | Following the meeting, Miriam advised the group she felt unable to continue as a member and submitted her resignation.  The BBQ was not taken forward because of operational difficulties |  |
| **Action table** | | |
| **Action: Brief meeting notes to be circulated to all members of the PC following any sub-group meeting**  **Action: reinstitute 4 meetings/annum with a review of structure and content.**  **Action: all sub-groups to advise Pat with sub-groups are meeting in advance of event**  **Action: Review of PC/ sub-group remist to be carried forward to next meeting**  **Action: carry forward issue of provision for pre-school children to next meeting**  **Action: Maureen will speak to Hannah and Chris Addison to ask Sentry to co-ordinate activities for children.**  **Action: Members of the community group to contact Miriam regarding how they can support the BBQ.**  **Action: Bridie will organise a meeting for PC members to identify potential opportunities for YP**  **Action: Bride to follow up regarding youth sub-group support for NET team party**  **Action: Fr Jim will order additional cards for the church**  **Action: Pat to place updated sheet in ring-binder outlining prayers to be included in specific weeks of the month.**  **Action: Pat will send the draft calendar to Ali for formatting and circulation to group.**  **Action: Fr Jim will provide the password to the website to PC members**  **Action: Chris will act as administrator to the website and establish a shared calendar**  **Action: Chris to e-mail a couple of lines on the e-bulletin for the bulletin**  **Action: Chris to follow up with Liz regarding e-bulletin article for next edition of Link**  **Action: Chris will include links in each e-bulletin to parish groups**  **Action: Recirculate outcome document as a basis for future development.**  **Action: Ali to e-mail chancellor of diocese regarding C&YP Act:** [**chancellor@rcdop.org.uk**](mailto:chancellor@rcdop.org.uk) | | **ALL**  **PH**  **ALL**  **PH**  **PH**  **MC**  **Community sub-group**  **BL**  **BL**  **FrJ**  **PH**  **PH/AMacd**  **Fr J**  **CMcL**  **CMcL**  **CMcL**  **CMcL**  **AMacd**  **AMacd** |
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