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| **Date of meeting** | **21/05/13** | **01/10/13** | **13/05/14** | **16/09/14** | **18/11/14** | **3/2/15** | **2/6/15** | **8/9/15** |
| **Fr Jim Duggan** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Chris McLaughlin** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Veronica Dowling** | **P** | **P** | **A** | **P** |  | **P** | **P** | **A** |
| **John Seenan** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **A** |
| **Bridie LaCombre** | **P** | **P** | **P** | **A** | **P** | **A** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Paul Graham** | **A** | **P** |  | **P** |  |  |  |  |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Aisling Connelly** |  | **P** |  |  | **P** |  |  |  |
| **Angela Gow** |  | **A** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Emma Merriman** |  | **A** | **P** | **A** | **P** | **P** | **P** | **P** |
| **Maureen Cumming** |  |  | **P** | **P** | **P** | **P** | **P** | **P** |
| **Jonathon Cumming** |  |  | **A** | **A** | **A** | **A** |  | **A** |

**St Joseph’s pastoral council meeting**

**8th September 2015**

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|  | **Decade of the rosary and prayer for priests** | **Actions** | |
|  |  |  | |
|  | **Attendance and apologies/resignations** | **Actions** | |
|  | See table on page 1 |  | |
|  | **Minutes of the last meeting** | **Actions** | |
|  | Proposed: Chris McLaughlin  Seconded: Maureen Cumming |  | |
|  | **Matters arising** |  | |
|  | * Fr Jim to follow up with graphic designer regarding images for the children’s storyboards. Father Jimreported back that the graphic designer does not have the capacity to to design the images. It was agreed that the PC will approach the art dept in St Ninian’s to see if they can help. Fr Jim will send file to AMacd.   **Action: Fr Jim to send file of children’s story boards to Ali**  **Action: Ali to contact St Ninian’s art department regarding help with images**   * Angela to place note in bulletin regarding prayers of intercession after summer break.There were 2 requests over the summer. Further notice to be placed in bulletin. There was a discussion about whether many parishioners know where the box is situated.   **Action: Angela will approach Michael Jordan for the names of those who visit the sick.**  **Action: Angela will place a monthly notice in bulletin for requests for prayers, including that it is situated in the alcove.**  **Action: Angela will put sign above the box.**     * Ali to send further notice to bulletin regarding previous minutes and date of next meeting   Pat’s e-mail address to be added to the next notice.   * Maureen to contact St Joseph’s regarding the involvement of Pope Francis Award welcomers in recruiting Children’s Liturgy Volunteers * Bridie to advise Maria of proposal and contact any volunteers for Children’s Liturgy:   Children’s Liturgy has not started because new volunteers had yet to have their PVG check completed. These have now been issued.  **Action: Bridie will contact Maria Lawless to advise that the PVG checks have now been completed to enable children’s Liturgy to restart**  Concerns were raised that the parish is not notified by the Diocese when the PVG check has been completed. It was agreed that the parish should hold a copy of the certificate of any parishioners acting as volunteers within the church who require a PVG check. It was agreed that any parishioner subsequently added to the PVG list should provide the parish with a copy of their PVG certificate to ensure these are up-to-date.  **Action: Angela to ask Veronica to place notice in bulletin requesting that anyone who has had their PVG check completed over the summer add their name to the PVG list held in the register in Sacristy, along with a copy of their PVG certificate. This should also explain that the parish are not automatically alerted by the Diocese that the PVG check has been completed.**    **Action: Veronica to place notice in bulletin regarding those who have received their PVG certificate adding their name to the list, along with copy of their certificate.**   * Ali to add note to bulletin thanking St Ninian’s pupils for their support of the Children’s Liturgy * Pat to add event support to agenda for September’s meeting * Consider how to address issue of merchandise sold within the church and pass any suggestions to Pat   Suggestion from parishioners: glass/perspex lockable cabinet at side porch which could also be used as a table. Access to the back would be required.  **Action: Angela will look for a suitable piece of equipment to keep more expensive items – with note of when it would be open for parishioner s to purchase stock.**  CTS stand on wheels for  Action: Emma will link CTS booklets with a parishioner who is interested in supporting this work .   * John to pass file on bereavement support over to Angela   Most parishioners who participated in the training did so in 2012 and it was agreed that any parishioners who wished to offer this support would require a refresh of their training.  To ensure there are no delays following completion of the training, it was agreed that interested participants should undertake PVG check before training is delivered. Training is not currently available in the Dioceses.  **Action: Angela will approach Jean Urquhart in the first instance.** | **FrJ**  **AMacd**  **AG**  **Complete**  **Complete**  **BMcC**  **AG**  **VD**  **Complete**  **Complete**  **AG**  **EM**  **Complete**  **AG** | |
|  | **Plan for coming year incorporating annual events** | **Actions** | |
|  | **October**   * **Mass for anointing of the sick**   Date: Sun 4th October  Discussion about how to ensure those who are housebound are able to participate. Any volunteering organised through the parish to support those who are infirm or unwell require to have a PVG check completed and to be accompanied by another volunteer. This may have implications for the Sunday minibus drivers who are not accompanied when they collect the first parishioner on the run. It was agreed that it would be simpler to ask individuals to arrange transport themselves to this Mass.  **Action: Fr Jim to look into the requirement for minibus drivers to have a PVG check carried out.**  **November**   * **Mass in support of those who are bereaved – link to Mass for Holy Souls**   Date: Nov 2nd  Pat will organise. It is difficult to send invitations to NoK as the death register only holds address of deceased.  **Action: Pat to organise Mass for those who have been bereaved**   * **Mass in celebration of marriage – this will take place on the Friday nearest Feast of St Margaret’s**   Date: Fri 13th Nov  Pat will organise.  **Action: Pat to organise Mass in celebration of marriage**  **December**   * **Penitential service: the PC are aware of burden on Fr Jim so it was agreed that member of PC, who has volunteered, will invite other priests.**   Angela contacted local schools to check date of carol services to ensure dates do not clash.  Angela contacted Franciscans to check availability but they are unable to commit at this time. Angela agreed to contact local clergy and Opus Dei House in Nithsdale Road.  Date: Mon 14th Dec  **Action: Angela to contact local clergy and Opus Dei House regarding availability on Mon 14th Dec.**     * **Carol service**   John has volunteered to organise the carol service  The possibility of an Epiphany or early advent service was discussed in order to avoid clashes with other Christmas events.  **Action: John and community sub-group to investigate possibility of Advent Service**  **Parish open-day**   * It was agreed to moving this to Spring 2016, as this allows time for PVG checks for new volunteers to be carried out prior to resumption of charities after the summer.   **Action: c/f parish open-day to next meeting** | **FrJ**  **PH**  **PH**  **AG**  **JS**  **PH** | |
|  | **Update on Diocesan Synod** | **Actions** | |
|  | Fr Jim provided an update:  The Bishop’s Catechesis on the role of the laity is ongoing.  Ann Flynn has been appointed as the parish liaison. Her role will be to collate electronic responses, sift out those responses not relevant to the synod and submit these separately, and accept written submission. Each parish has had an e-mail address allocated, so electronic responses will be submitted to the catechesis parish mailbox.  Each parish is expected to conduct a local Catechesis, using questions developed from the bishop’s catechesis, in the format of small discussion groups involving families, parishioners and schools.  The second group of sessions from Fr Robert Barron: Priest, Prophet and King, supporting the lay person to discover their own mission, is planned to start on Thurs 1st Oct, running for 5-6 weeks. Given the similarity in topics, Fr Jim intends to weave the catechesis questions reflecting on the role of the laity into the discussions at each session. A separate event will be required for the evangelisation catechesis but this could be added on to the end of the Fr Barron sessions.  The second Bishop’s catechesis, on evangelisation will commence on 9th Nov.  Our Lady of Paisley icon will arrive in the parish for 1 week between Nov/Dec. Dates do not correspond with those issued initially. Prayer cards and leaflets with a prayer for each day will be issued. Each parish receiving a larger copy of the icon for devotional activity. Smaller versions will be available for purchase. There is also a possibility of a procession to Paisley Abbey followed by a presentation of a copy of the Icon.  Between sessions of catechesis there is to be a prayer liturgy. Fr Eagers is planning a local deanery event on 22nd Sept. |  | |
|  | **AoCB** | **Actions** | |
|  | **Justice and Peace Group: John submitted a written update on the work of the Parish Community Group**  **Report to the Parish Pastoral Council - September 2015**   1. **Justice & Peace**   Permanent membership of the parish group has progressively reduced to the point where there are now 5 regularly attending members. What we lack in numbers, however, we more than gain in commitment from members firmly dedicated to upholding the principles entrenched in Catholic Social Teaching. Ironically, the ever-increasing need for a pro-active and dynamic Justice & Peace movement to draw attention to, counteract, and resist the burgeoning range of atrocities, and inequalities being perpetrated in society have never been greater. Recognising membership is likely to remain small, we have changed our focus to that of organising open meetings under the banner of Integrating Life & Faith, with guest speakers delivering talks on topical issues relevant to Justice & Peace. Attendances at these meetings indicate that this is a popular way forward. The next round of talks will concentrate on climate change with particular reference to Pope Francis’ Encyclical *‘Laudato Si’* . We are also seeking signatures for a petition urging David Cameron to support a reduction in carbon emissions in advance of the climate change summit in December.  It is hoped to increase the numbers supporting the ‘Virtual Pilgrimage’ to Iona to draw attention to the Pope’s encyclical.  Members of the Justice & Peace Commission are currently undertaking a review of the way forward as the organisation faces a number of significant changes with the chairman, Ellen Charlton, stepping down and its two key staff, Tim Duffy (Researcher) and Carol Clark (Administrator) due to retire shortly.   1. **Diocesan Synod**   John Seenan has expressed his willingness to act as the representative for Justice & Peace on the synod in response to the recent request for volunteers.   1. **Eco-Congregation Scotland**   As recipients of their award, Eco-Congregation Scotland has written to us asking us to become permanent members of the organisation following their change in status to that of a registered charity. This would enable us to vote at their AGM on all matters relating to direction and forward planning, which members of Justice & Peace fully endorse. This will entail payment of an annual membership fee of £50 per annum for churches with an income of under £100,000 and £100 for those above that figure.   1. **Financial Statements**   Several parishioners have approached me as a member of the Pastoral Council asking whether the practice of publishing an annual financial statement of the Parish has been discontinued. I am not aware of the current policy regarding this issue and feel it needs to be addressed, considering the level of transparency expected of the Church in dealing with financial issues.  **5.Christmas Service of Nine Lessons & Carols**  We attempted to organise a service of nine lessons and carols at Christmas last year, but found it clashed with other services. It was agreed that we would give consideration to the idea at an earlier stage this year, which is why I am raising the issue at this stage. I would be willing to pull this together if there is unanimous agreement to a service being held.  **Eco-congregation membership.**  Discussion about the value of joining at the cost of £100/annum. As it was agreed the benefits to St Josephs were not clear, the J&P group would be asked to compile a summary of the advantages.  **Action: John to speak to Fr Jim regarding Eco-congregation membership**  Financial statement of accounts:  There is no Diocesan requirement for parishes to publish a summary of accounts. However it was agreed that the parish accounts should be transparent and parishioners would appreciate information on the costs of running the church. The summary report could be presented as an article in the Link magazine on an annual basis, highlighting that the accounts in every parish are individually and independently inspected and that this is paid for by the parish. Fr Jim advised that the parish should have established a finance committee and part of their remit could be to prepare a  **Action: Fr Jim to establish finance committee**  Requests from parishioners: 2 parishioners had contacted Pat regarding church issues:   * Hymn board: parishioners sitting to the far right hand sideof the church are unable to see the hymn board. .Agreed another hymn board to be purchased.   **Action: Fr Jim to look into buying another hymn board**   * Style and feel of the bulletin: the pastoral council discussed how to make the bulleting more accessible. The possibility of colour printing or extending the length were rejected on the grounds of cost. Other options included information on Sunday readings and inspirational messages. It was agreed to add information on Sunday readings to start with   **Action: Fr Jim will add information to the bulletin on Sunday readings**  **Follow up to New Evangelisation sessions**  A parish survey has been developed in response to the New Evangelisation sessions, given the enthusiasm and numbers of suggestions put forward at that time. The survey will focus on how the parish can build on the existing assets of the church and community and is being carried out through Lime Survey as well as hard copy. This survey will be distributed at time of Catechesis on evangelisation.  **Link distribution**  Joe Byrne has requested volunteers from the pastoral council to assist with the collection of the Link Magazine from the church hall w/e of 4th Oct. Pat will advise those who have offered to help if they are required.  Maureen – Sat 6pm  Pat and Bride - 10 am  Angela and Pat - 12 am  Emma - Sun 6pm  **Action: Pat to follow up on whether help is required with Link collection**  Fr Jim has been approached by a parishioner interested in setting up a monthly children’s choir to sing at 10am Mass if children were interested. Adult supervision is required.  Maureen suggested advertising in school and that pupils could also do the readings on that Sunday.  **Action: Fr Jim to contact parishioner regarding provision of information for Maureen.**  **Action: Maureen will circulate a letter to St Josephs and OLM encouraging children to join the monthly children’s choir** | **JS**  **Fr J**  **Fr J**  **Fr J**  **PH**  **Fr J**  **MC** | |
|  | **Date of next meeting** | **Actions** | |
|  | **Tuesday 24th November 2015 at 7.30** |  | |
| **9.** | **Closing prayer** | **Actions** | |
|  | Prayer for Fr Barron |  | |
| **Action table** | | | |
| **Action: Fr Jim to send file of children’s story boards to Ali**  **Action: Ali to contact St Ninian’s art department regarding help with images**  **Action: Angela will approach Michael Jordan for the names of those who visit the sick.**  **Action: Angela will place a monthly notice in bulletin for requests for prayers, including that it is situated in the alcove.**  **Action: Angela will put sign above the box.**  **Action: Bridie will contact Maria Lawless to advise that the PVG checks have now been completed to enable children’s Liturgy to restart**  **Action: Angela to ask Veronica to place notice in bulletin requesting that anyone who has had their PVG check completed over the summer add their name to the PVG list held in the register in Sacristy, along with a copy of their PVG certificate. This should also explain that the parish are not automatically alerted by the Diocese that the PVG check has been completed.**    **Action: Veronica to place notice in bulletin regarding those who have received their PVG certificate adding their name to the list, along with copy of their certificate.**  **Action: Fr Jim to look into the requirement for minibus drivers to have a PVG check carried out.**  **Action: Pat to organise Mass for those who have been bereaved**  **Action: Pat to organise Mass in celebration of marriage**  **Action: Angela will look for a suitable piece of equipment to keep more expensive items – with note of when it would be open for parishioner s to purchase stock.**  **Action: Angela will approach Jean Urquhart in the first instance regarding bereavement support**  **Action: John and community sub-group to investigate possibility of Advent Service**  **Action: c/f parish open-day to next meeting**  **Action: John to speak to Fr Jim regarding Eco-congregation membership**  **Action: Fr Jim to establish finance committee**  **Action: Angela to contact local clergy and Opus Dei House regarding availability on Mon 14th Dec for the penitential service**  **Action: Fr Jim to look into buying another hymn board**  **Action: Fr Jim will add information to the bulletin on Sunday readings**  **Action: Pat to follow up on whether help is required with Link collection**  **Action: Fr Jim to contact parishioner regarding provision of information for Maureen.**  **Action: Maureen will circulate a letter to St Josephs and OLM encouraging children to join the monthly children’s choir** | | | **Fr J**  **AMacd**  **AG**  **AG**  **AG**  **BMcC**  **AG**  **VD**  **Fr J**  **PH**  **PH**  **AG**  **AG**  **JS**  **PH**  **JS**  **Fr J**  **AG**  **Fr J**  **Fr J**  **PH**  **Fr J**  **MC** |
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