**St Joseph’s Pastoral Council Minutes**

**22nd Sept 2016**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of meeting** | **18/11/14** | **3/2/15** | **2/6/15** | **8/9/15** | **24/11/15** | **23/2/16** | **7/6/16** | **22/9/16** |
| **Fr Jim Duggan** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Chris McLaughlin** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Veronica Dowling** |  | **P** | **P** | **A** | **A** | **P** | **P** | **Resigned** |
| **John Seenan** | **P** | **A** | **P** | **A** | **P** | **P** | **Resigned** |  |
| **Bridie LaCombre** | **P** | **A** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Paul Graham** |  |  |  |  | **Resigned** |  |  |  |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **A** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **P** | **P** | **P** | **P** | **P** | **P** | **Leave of absence** | **A** |
| **Maureen Cumming** | **P** | **P** | **P** | **P** | **A** | **P** | **A** | **P** |
| **Jonathon Cumming** | **A** | **A** |  | **A** |  |  | **A** | **A** |
| **Hugh Kelly** |  |  |  |  |  |  |  | **P** |
| **Dominic Cochran** |  |  |  |  |  |  |  | **A** |
| **John Sweeney** |  |  |  |  |  |  |  | **P** |
| **Frances Brown** |  |  |  |  |  |  |  | **P** |

|  |  |  |
| --- | --- | --- |
|  | **Decade of the rosary and prayer for priests** | **Actions** |
|  |  |  |
|  | **Welcome new members, attendance and apologies/resignations** | **Actions** |
|  | Pat welcomed Frances Brown, Hugh Kelly, Dominic Cochran and John Sweeney to the PC following the bulletin appeal before the summer  Pat advised that Emma has returned following a short maternity leave break  Maureen advised that she will be taking a maternity leave break following this meeting  Apologies: Dominic Cochran  Emma Merriman |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Bridie McCombre  Seconded: Angela Gow |  |
|  | **Matters arising** | **Actions** |
|  | **Mass cards for pre-school children**  **Action:** Ali to send PDF file to Maureen to explore the potential for pupils form St Joseph’s and OLM to design images as part of Pope Francis award  **Finance committee**  **Action:** carry forward finance committee to next meeting  The importance of continuing to increase income for the parish was discussed. Fr Jim advised of a meeting of Diocesan finance group last month to address Diocesan finance. Each Parish will be asked to develop a strategy to increase donations. The parish debt, while gradually reducing, continues to take a significant percentage of each month’s income. Options include raising awareness of Gift Aid and improve accessibility of the forms for this. Gift aid forms are available on Diocesan website but it was agreed to provide hard copies in the porch.  **Action: notice to be placed in bulletin outlining the current financial situation - Pat**  **Action: Provide standing order forms in front porch - Chris will download from Diocesan website**  **Updating of information about PC on the Parish website**  Issues with the old parish website have led to a new website being set up over the summer. This is still to be fully populated. PC members with access to the previous website have still to be provided with access to the new site. The website is in development and a tab for the PC is still be created.  **Action: Fr Jim to provide CMcL and AMacd with access to the website**  **Action: Website to be populated with information on the PC and minutes of meeting**  **Feedback from parish survey**  **Action:** Pat will follow up with Emma regarding having the pie charts and summary paper of the findings from the survey uploaded to the website. Chris will upload to new site  **Ordination of Pat Dougan**  **Action:** Diocesan Offices have asked Parish to provide catering. No further action required.  **Mass for those affected by miscarriage and stillbirth**  Mass at St Cadoc’s has been set provisionally for November but no date is available.  **Action: Pat will place notice in bulletin once this is announced** | **AMacd**  **MC**  **PH**  **CMcL**  **Fr J**  **PH/CMcL/AMacd**  **PH**  **CMcL**  **PH** |
|  | **Update on Diocesan Synod moving forward leaflet** | **Actions** |
|  | “All together sharing the good news” leaflet has been produced and distributed across the Diocese following the conclusion of the Synod. This summarises the 10 point charter outlining the way forward. There was a discussion about how the Parish can respond to these points individually.  It was agreed there was a need for sub-group to prioritise those areas that we feel need strengthened. As the Synod is to have a long-term impact, the parish response could be done through a 5 year plan for review thereafter. It was agreed there is a need to share learning, practice and resources across parishes. One area for immediately identified for development is that of being a welcoming parish. There is an opportunity for the community sub-group to look at this once the response has been developed. In the interim, the welcome pack will be updated and information about the PC and its members will be added to the front porch.  **Action: Pat will follow up with Veronica and Liz for old templates from Welcome Pack and pass to Ali**  **Action: provide photos for Angela for information on PC for front porch**  Consultation on ER schools – Bridie advised of the need for parishioners to actively engage in the process around the admission policy for all denominational and non-denominational schools in ER in relation to promoting catholic education. The deadline for responses is 10th Oct, either on line or hard copy. | **PH/AMacd**  **ALL** |
|  | **Parish inventory of activities available/ survey responses** | **Actions** |
|  | Frances advised of plans to run the next of Bishop Robert Barron’s programmes, **Eucharist: Sacred Meal, Sacrifice and Real Presence.**  It was agreed to run one course starting in October and that if possible this should be promoted using opportunities such as showing the trailer after Mass. There was a discussion about the potential for these sessions to be offered in specific situation such as for preparation of parents whose children will be confirmed next year and for the sessions to be opened up to other parishes.  **Action: notice to be placed in Bulletin – Frances**  **Action: Fr Jim to order supporting literature including catechisms and bibles - Fr J** |  |
|  | **Plan for coming year – events and liturgies** | **Actions** |
|  | **Activities:**  **The healing Mass** on Sunday 18th Sept 2016 was well attended  **Silver Jubilee** of Fr Jim is on 29th June: Mass and celebration to be organised but not for this date as this is a Holy day of Obligation. Potential for 12th June.  **Action Fr Jim to confirm a suitable date with Bishop John 2017 for his Silver Jubilee celebration**  **Mass in celebration of marriage:** Fri 18th Nov – Angela volunteered to help Pat with the administration for this  **Mass for those who have been bereaved:** Fri 4th Nov  **Open day:** Date to be set for early February.  **Action: Community sub-group to agree date and organise the Open Day**  **Penitential Advent service:** Date agreed for Mon 12th Dec  **Action: Angela will co-ordinate Penitential Advent Service**  **Conclusion of Year of Mercy:** concludes 20th Dec – potential for holy hour prior to 6pm Mass  **Action: Pat and Frances to discuss an event to mark conclusion of the Year of Mercy**  **Parish trip to Rome** including 2 days in Assisi: planning for 22-29th Oct 2017. Option to open up to neighbouring parish if numbers from our own parish are not sufficient.  **Action: Frances to place notice in bulletin regarding the Parish trip to Rome in Oct 2017** | **Fr J**  **Community sub-group**  **AG**  **PH/FB**  **FB** |
|  | **AoB** | **Actions** |
|  | Prayers of the Faithful – October – Community sub-group  **Action: Maureen will forward leaflet on PC to Pat for new members** | **MC** |
|  | **DoNM** | **Actions** |
|  | **Tuesday 6th Dec 2016** |  |
| **12.** | **Closing prayer** | **Actions** |
|  |  |  |
| **Action table** | | |
| **Mass cards for pre-school children**  **Action:** PDF file to be sent to Maureen to explore the potential for pupils from St Joseph’s and OLM to design images as part of Pope Francis award - **Ali**  **Action:** notice to be placed in bulletin outlining the current financial situation **- Pat**  **Action:** Provide standing order forms in front porch **- Chris**  **Action:** Fr Jim to provide CMcL and AMacd with access to the website **– Fr Jim**  **Action:** Website to be populated with information on the PC and minutes of meeting **– Pat/Chris/Ali**  **Action:** notice in bulletin for Mass at St Cadoc’s for those affected by miscarriage and stillbirth once this is announced **- Pat**  **Action:** Follow up with Veronica and Liz for old templates from Welcome Pack and pass to Ali **- Pat**  **Action:** provide photos for Angela for information on PC for front porch **- ALL**  **Action:** notice to be placed in Bulletin regarding Fr Barron sessions **– Frances**  **Action:** Fr Jim to order supporting literature including catechisms and bibles **- Fr Jim**  **Action:** Fr Jim to confirm a suitable date with Bishop John 2017 for his Silver Jubileecelebrations**– Fr J**    **Action:** Community sub-group to agree date and organise the Open Day – **Ali/Emma**  **Action:** Co-ordinate Penitential Advent Service **- Angela**  **Action:** discuss an event to mark conclusion of the Year of Mercy **– Pat/Frances**  **Action:** Notice in bulletin regarding the Parish trip to Rome in Oct 2017 **- Frances**  **Action:** Forward leaflet on PC to Pat for new members **- Maureen** | |  |
|  | |  |