**St Joseph’s Pastoral Council Minutes**

**6th Dec 2016**

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| **Date of meeting** | **3/2/15** | **2/6/15** | **8/9/15** | **24/11/15** | **23/2/16** | **7/6/16** | **22/9/16** | **06/12/16** |
| **Fr Jim Duggan** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Veronica Dowling** | **P** | **P** | **A** | **A** | **P** | **P** | **Resigned** |  |
| **John Seenan** | **A** | **P** | **A** | **P** | **P** | **Resigned** |  |  |
| **Bridie LaCombre** | **A** | **P** | **P** | **P** | **A** | **P** | **P** | **A** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Chris McLaughlin** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **A** |
| **Paul Graham** |  |  |  | **Resigned** |  |  |  |  |
| **Pat Hassett** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **P** | **P** | **P** | **P** | **P** | **Leave of absence** | **A** |  |
| **Maureen Cumming** | **P** | **P** | **P** | **A** | **P** | **A** | **P** | **Leave of absence** |
| **Jonathon Cumming** | **A** |  | **A** |  |  | **A** | **A** | **A** |
| **Hugh Kelly** |  |  |  |  |  |  | **P** | **Resigned** |
| **Dominic Cochran** |  |  |  |  |  |  | **A** | **P** |
| **John Sweeney** |  |  |  |  |  |  | **P** | **P** |
| **Frances Brown** |  |  |  |  |  |  | **P** | **P** |

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|  | **Decade of the rosary and prayer for priests** | **Actions** |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. Pat advised that Chris has submitted his resignation from the PC but that he will continue to provide support to the parish website and the 200 club. Pat thanked Chris for his extensive efforts in the PC over the last 6 years. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Angela Gow  Seconded: John Sweeney |  |
|  | **Matters arising** | **Actions** |
|  | **Mass for those affected by miscarriage and stillbirth**  Pat has had no further information on this event.  **Mass cards for pre-school children:**  Maureen has recruited P7 pupils to design images for the Mass card  **Finance committee**  Fr Jim advised he has identified one potential member for the finance committee and asked members of the PC for other suggestions.Establishment of finance committee has been postponed pending further information from the Diocese on the course of action it plans regarding financial matters. This has been delayed until 2017.  **Action: forward names of potential finance committee members to Fr J.**  **Parish financial situation:**  The planned notice in the bulletin updating parishioners on the current financial situation of the parish has been held back until the additional information on the Diocesan financial situation is forthcoming. However it was agreed that this information is required after Christmas. It is a couple of years since the last update in the Link magazine and many parishioners may not be aware of the current financial situation of the Parish, in particular the ongoing requirement to reduce the debt outstanding since the renovation of the church. Fr J advised that the annual parish accounts are available on the Diocesan website however a number of PC members raised concerns about difficulty finding information.  **Action: c/f Parish financial situation to next meeting**  **Provision of standing order forms in front porch**  Pat advised that GiftAid forms have been downloaded from the Diocesan website however she was unable to locate the standing order forms that are also required.  **Access of PC members to parish website**  Fr Jim advised that he has recently provided Chris and Ali with permission to access the website and that a draft parish council page has been set up.Pat has sent feedback from the parish survey to Chris  **Action: Website to be populated with information on the PC and minutes of meeting**  **Welcome Pack templates:**  Pat was not able to obtain the templates so it may not be possible to update the Welcome Pack  **Provide photos of PC members for Angela**  Only 1 member of the PC has provided a photograph  **Action: provide photographs for information on PC for front porch**  **Fr Barron catechesis sessions**  Fr Jim provided new bibles, catechisms and supporting materials. Pupils from St Ninian’s helped with technical support and provided refreshments as part of their Caritas award.  **Fr Jim silver jubilee celebrations**  Mass to take place on Thursday 29th June followed by a celebration in the hall. Fr Jim has not yet confirmed this with Bishop John.  **Action: Pat will book hall for 29th June; Fr Jim to confirm attendance of Bishop John**  **Mass in celebration of marriage:**  Attendance was lower this year than previous years. There was a discussion about the need to ensure parishioners are aware that the mass is open for everyone and not just for those celebrating a special anniversary. Potential to increase awareness include issuing cards/ invitations to everyone who attends Mass in the 2 weeks beforehand.  **Action: carry forward review of planning for Mass in celebration of marriage to event planning for 2017**  **Bereavement Mass:**  There was a discussion about how to ensure parishioners who have been bereaved over the previous year are aware of the Mass and have the opportunity to attend. Pat advised of the process in other parishes including issuing invitations and relatives lighting candles which were taken home at the end of Mass. Issuing invitation would require our parish to gather information about the next of kin when funerals are arranged and ensuring contact with bereaved relatives prior to the invitation being issued. There was a discussion about the provision of bereavement support more widely within the parish and the potential for this to start with support for planning the Mass. The parishioners who have taken part in bereavement support training could be approached as potential volunteers. Provision of befriending support could be seen as a second phase of this approach. John advised he would be happy to support the bereavement work.  **Action: Angela will approach those who have participated in training to ascertain if they still have capacity for involvement.**  **Action: arrange meeting between Fr J, Pat and Angela to agree a way forward.**    **Parish Open Day**  **Action: Ali to follow up with Emma and Dominic regarding agreeing a date and format for the parish open day.**  **Action: Ali follow up with John regarding previous paperwork**  **Penitential Advent Service – Angela**  Angela advised that the penitential service will take place on Mon 12th Dec led by Deacon Pat. Fr J will be supported by Frs from Mill Hill.  **Event to mark conclusion of the Year of Mercy**  A Holy hour was held which was well attended. Music was provided by the parish youth music group.  **Parish trip to Rome in Oct 2017**  Frances advised that the next meeting is taking place on Sun 11th Dec. A notice has been placed in St Helen’s bulletin as a few spaces have not been taken up by St Joseph’s parishioners.  **Pastoral Council leaflet**  **Action: Pat will resend the leaflet on the PC as not all members received it.** | **ALL**  **PH**  **AMacd/PH**  **ALL**  **PH/FrJ**  **PH**  **AG**  **PH**  **AMacd**  **AMacd**  **PH** |
|  | **Update on Diocesan Synod** | **Actions** |
|  | A report of the Synod has been submitted to Rome and all papers produced from the Synod are available on the Diocesan website. All Synod participants across the Diocese were invited to contribute to an implementation team to take forward the programme of activity to support the themes identified. While this is underway, Fr J suggested making a start by taking 1 area the PC feels is most relevant to our parish and conducting a bench-marking exercise using the practical suggestions associated with each theme. Two potential areas were identified: being a welcoming family of faith and ensuring youth are valued, building on the youth work in the parish over the last few years, to ensure sustainability. There is potential for the Caritas award to contribute to this. Fr Jim advised that one of the previous Net volunteers will be volunteering in the parish for 6 months and this offers the opportunity for some succession planning.  **Action: agenda item on benchmarking for one theme of Diocesan Synod at next PC meeting** | **PH** |
|  | **Forthcoming events** | **Actions** |
|  | Diocesan carol service – Tues 27th at 2.30  Evening prayer and adoration between Christmas and New Year: Thurs 29th at 7.30  **Action: Frances will follow up with Fr J regarding evening prayer and adoration on 29th Dec**  Parish open day – potentially set for 1st weekend in February  Sun 8th Jan – visit to the parish by Bishop John  Penitential service for Lent – Mon 10th April  **Action: Angela will follow up with Fr J regarding arrangements for Lenten penitential service** | **FB**  **AG** |
|  | **AoB** | **Actions** |
|  | A request has been made to paint the lower hall as unfortunately health and safety regulations mean this cannot be done by volunteers. Fr Jim advised that the church will be painted in the New Year and the lower hall will be painted at that time.  Pivotal Player sessions: it was agreed to hold this in 2 x 3 blocks during Lent and Easter  **Action: Frances will place notice in the bulletin from the end of January advertising the Pivotal Player sessions**  **Action: Frances to follow up with Chris McErlane regarding IT support**  **Action: Frances to liaise with Fr J regarding further arrangements**  **Action: Frances to follow up with Jonathon Cumming regarding input from St Ninian’s pupils**  Fr J advised that Christ the King in Howwood have a monthly vigil between June and October at the Shrine of Our Lady of Fatima. He suggested that parishioners from St Joseph’s could attend this as a pilgrimage. | **FB FB FB FB** |
| **8.** | **DoNM** | **Actions** |
|  | It was agreed as good practice to enable all committee members to attend, that meetings should alternate between Tuesdays and Thursdays.  DonM: Thursday 23rd Feb |  |
| **9.** | **Closing prayer** | **Actions** |
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| **Action table** | | |
| **Action: forward names of potential finance committee members to Fr J.**  **Action: c/f Parish financial situation to next meeting**  **Action: Website to be populated with information on the PC and minutes of meeting**  **Action: Pat will book hall for 29th June; Fr Jim to confirm attendance of Bishop John**  **Action: carry forward review of planning for Mass in celebration of marriage to event planning for 2017**  **Action: Angela will approach those who have participated in training to ascertain if they still have capacity for involvement.**  **Action: arrange meeting between Fr J, Pat and Angela to agree a way forward.**  **Action: Ali to follow up with Emma and Dominic regarding agreeing a date and format for the parish open day.**  **Action: Ali follow up with John regarding previous paperwork for Open Day**  **Action: Pat will resend the leaflet on the PC as not all members received it.**  **Action: agenda item on benchmarking for one theme of Diocesan Synod at next PC meeting**  **Action: Frances will follow up with Fr J regarding Christmas evening prayer and adoration on 29th Dec**  **Action: Angela will follow up with Fr J regarding arrangements for Lenten penitential service**  **Action: Frances will place notice in the bulletin from the end of January advertising the Pivotal Player sessions**  **Action: Frances to follow up with Chris McErlane regarding IT support**  **Action: Frances to liaise with Fr J regarding further arrangements**  **Action: Frances to follow up with Jonathon Cumming regarding input from St Ninian’s pupils** | | **ALL**  **PH**  **PH/AMacd**  **PH/FrJ**  **PH**  **AG**  **PH**  **AMacd**  **AMacd**  **PH**  **PH**  **FB**  **AG**  **FB**  **FB**  **FB**  **FB** |
| **Post meeting note:** Hugh Kelly has advised Pat that he has resigned from the Pastoral Council | |  |