**St Joseph’s Pastoral Council Minutes**

**21st October 2020**

|  |  |  |  |  |  |  |  |  |
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| **Date of meeting** | **26/02/19** | **28/05/19** | **21/08/19** | **20/11/19** | **12/02/20** | **03/06/20** | **15/07/20** | **21/10/20** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Fr Jonathan Whitworth** | **P** |  |  |  |  |  |  |  |
| **Deacon Paul Graham** |  |  |  |  |  | **P** | **P** | **P** |
| **Bridie LaCombre** | **P** | **A** | **Resigned** |  |  |  |  |  |
| **Alison Macdonald** | **P** | **A** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Pat Hassett** | **P** | **P** | **P** | **A** | **P** | **P** | **P** | **Resigned** |
| **Angela Gow** | **A** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **P** | **A** | **A** | **A** | **A** | **A** | **Resigned** |  |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **Dominic Cochran** | **A** |  | **A** | **A** | **A** |  |  |  |
| **John Sweeney** | **P** | **P** | **P** | **P** | **P** | **p** | **P** | **P** |
| **Frances Brown** | **P** | **P** | **P** | **P** | **P** | **p** | **P** | **A** |
| **Eleanor Maxwell** | **P** | **A** | **P** | **A** | **P** | **p** | **P** | **P** |
| **Peter McMillan** | **P** | **P** | **P** | **P** | **P** | **p** | **P** | **P** |
| **Maureen Harcombe** |  |  |  | **P** | **A** | **P** | **A** | **A** |
| **Madeleine Connor** |  |  |  |  | **P** | **P** | **P** | **P** |
| **Jo Kelly** |  |  |  |  |  |  | **In attendance** |  |

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|  | **Decade of the rosary and prayer for priests** |  |
|  | Fr Stephen asked the Pastoral Council to remember Maureen’s father in the opening prayer |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Angela  Seconded: Peter |  |
|  | **Matters arising** | **Actions** |
|  | * **Church readiness for opening**   It was agreed that following initial changes made to reflect feedback, no further adjustments were required at present. Angela has received positive feedback about the posting of QR codes for readings on the church gates. It was agreed to have these on every gate.  **Action: Angela to add readings QR code to the third gate.**   * **Booking system**   Opening for booking places for the following week has been changed from Monday to Sunday in response to concerns raised by working parishioners who on trying to book places after work found Masses were already full. The e-bulletin is now issued on Sunday nights for those parishioners who cannot access the link directly. It was agreed to continue with this system to provide the opportunity for feedback on thischange**.**  For contact tracing purposes it is essential that attendance lists generated by Event Bright are an accurate record of those in the church on the day. These therefore need to be updated on the day of attendance prior to being passed to Fr Stephen at the end of Mass.  **Action**: **Eleanor will ensure Welcome Volunteer Team leaders update attendance and volunteer lists prior to these being passed to Fr S at the end of Mass.**  **Action:** **Angela will follow up with cleaning volunteer co-ordinator to ensure accurate records of the volunteer rota are available for Fr Stephen.**  Attendance at weekday Masses has dropped. This may be a reflection of concerns about the increased prevalence of C-19 in the community. Parishioners attending during weekdays could relieve some pressure for space on Sundays. There is also some telephone booking availability at weekends.  **Action: Madeline will add a note on FaceBook for parishioners to check for weekday Mass spaces and highlight the opportunity this presents.**   * **Risk of digital exclusion**   To reach parishioners without internet access and to ensure compliance with data protection, a Link magazine Welcome Home newsletter was delivered to approximately 1300 homes using an updated Link distribution list. Content related to church reopening; protocols when visiting the church and current financial situation.  The importance of maintaining an updated database for Link distribution was acknowledged.   * **Outreach and pastoral activities**   Pat contacted parish group leaders to whether they will be in a position to restart when restrictions are relaxed.   * **Finance**   Weekly offering boxes are now in place.   * **Central Heating Pump**   This has been replaced at a cost of £5k | AG  EM  AG  MC |
|  | **Pastoral Council Chair**   * **Resignation** * **Vacancy** | **Actions** |
|  | **Resignation**  Pat Hassett has stepped down as Chair of the Pastoral Council.Fr Stephen thanked Pat for her service to the PC over many years. A Waterford crystal vase will be presented as a thank you gift. Unfortunately in the current circumstances it is not possible to mark her standing down in other ways.  **Action:** **Angela will buy card on behalf of the PC and deliver the card and vase to Pat.**    **Vacancy**  Fr Stephen asked for volunteers to take over as PC Chair. Peter stepped forward. This was welcomed and agreed by all those present. | **AG** |
|  | **Volunteering for Mass**   * **Update** * **Volunteering for Baptisms, Weddings and Funerals** | **Actions** |
|  | **Update**  Peter thanked everyone for their work in establishing and running the volunteering system including welcoming volunteers, cleaning volunteers and the booking system and acknowledged the huge amount of time and commitment this has required.  There are approx 135 volunteers involved in supporting the Church opening, however not all are active because of studying and work commitments.  There was an imbalance between Welcoming and Cleaning teams and some volunteers have agreed to move across.  **Volunteering for Baptisms, Weddings and Funerals**  Fr Stephen is currently managing baptisms, weddings and funerals on his own with help from the organist and cantor. Eleanor advised that some volunteers are happy to provide additional support at short notice if required.  **Action:** **Eleanor will pass volunteer details to Fr Stephen** | **EM** |
|  | **Winter Mass Schedule** |  |
|  | Peter advised that the last 8 am Mass will be on 15th November, to take account of dark mornings and cold weather. This will be kept under review but may not be reinstated until 15th March. A family Mass will be introduced at 1:00 pm on Sundays starting on 22nd Nov. The limits on numbers attending includes babies and children, so each Mass will be open to approx. 8-12 families depending on family size. This is planned as a monthly event.  It was agreed in principle that the family Mass is a very good idea but given the number of families in the parish, and family sizes, there is the potential for this to be offered more frequently. It was a agreed to review the potential to offer this more frequently after the initial Mass on 22nd Nov altho’ this will be dependent on whether volunteers are prepared to commit at this time of day. Peter has contacted St Ninian’s about those pupils involved in the Caritas programme helping with volunteering.  Madeleine advised the family Mass should be set up as a separate event on Event Bright systems to ensure the family focus is made clear.  **Action: Peter to follow up with St Ninian’s regarding volunteering for the family Mass**  **Action: Madeline will establish a separate Event bright event**  **Action: Family Mass to be promoted on St Joseph’s Facebook page and newsletter** | **PMcM**  **MC**  **MC** |
|  | **Christmas**   * **Masses** * **Advent Giving Tree** |  |
|  | It was recognised that there will be additional pressures on Mass attendance during advent and at Christmas: in addition to those who attend weekly, those who do not traditionally attend church may want to do so along with those returning home for Christmas. Three options were discussed and supported in principle:   * Develop a family service to be shared on YouTube or similar, including children from St Joseph’s and OLM performing nativity plays and singing carols and a sermon from Fr Stephen. The issue of parental consent was discussed and it was agreed to ask if the schools would address that.   **Action: Eleanor to co-ordinate on-line family service. Fr Stephen will pass contact details of school staff who would facilitate this.**   * Offer of Christmas Mass. The option of 3 Masses was proposed: a Vigil at 3pm on Christmas Eve, Midnight Mass and a Christmas morning Mass. Members of the PC raised concern that there was a risk associated with people unfamiliar with the booking system trying to attend Midnight Mass. It was agreed that the Vigil and Christmas morning Mass would go ahead and Peter will have further discussion with Fr Stephen about any potential mitigation measures required to allow the Midnight Mass to go ahead.   **Action:** **Peter will follow up with Fr Stephen regarding Christmas Masses.**   * Develop a Christmas outdoor “Stations of the Cross” after the vigil and Christmas morning Masses. This would allow more parishioners to attend the church but reduce the pressure on places for Mass. Suggestions of content included outdoor readings, Christmas music (these could be pre-recorded), visit the crib in garage, pray at grotto and walk through the church to receive communion. This would require a number of volunteers with again the potential for pupils involved in the Caritas Award to help out. Any arrangements would need to address safety issues that might arise as a result of adverse weather.   **Action**: **Angela to co-ordinate Christmas “Stations of the Cross” supported by Madeleine and Peter**  **Giving Tree**  It was agreed this should go ahead. An on-line system was considered but would exclude parishioners without internet access.  **Action: Angela will follow up with those who co-ordinate the “Giving Tree” present allocation and delivery**  **Action: Peter and Angela will co-ordinate the “Giving Tree” process.**  **Inclusion of all Parishioners in Advent and Christmas celebrations**  It was agreed that a Link Advent newsletter should be distributed to parishioners at the start of Advent to ensure those without internet access and/or who are unable to attend Church are aware of and have the opportunity to participate in Advent and Christmas celebrations.  **Action** – **John will co-ordinate the content development and distribution of the Link Advent newsletter.** | **EM**  **PMcM**  **AG**  **AG**  **PMcM/AG**  **JS** |
|  | **Parish Register development** |  |
|  | Peter circulated an example of a local Parish Census which could be used as a template for developing a Parish register. It was agreed in principle that developing an up-to-date register of Parishioners was important given the initial communication issues encountered by the Parish trying to contact Parishioners at the start of lockdown, especially those without internet access.  Given other pressures on PC members, this will be a long-term process and will require guidance in relation to what data it is appropriate to collect, data storage, and the purposes for which data will be accessed and used and by whom. Frank Rankin GDPR advisor will provide this advice. A data collection tool will be developed once it is agreed what data it is appropriate to collect, once appropriate data storage mechanisms are in place and the purposes for which it will be accessed and used are agreed.  **Action – Peter will contact Frank Rankin regarding GDPR implications and Chris McLaughlin regarding posting the data collection tool on the St Joseph’s website.**  **Action – John will include information about the Parish Register in the Advent newsletter.** | **PMcM**  **JS** |
|  | **Boundary Wall update** |  |
|  | Fr Stephen advised that bushes have been cut down on St Joseph’s side of the boundary wall. Three walls require attention and three tenders for the work have now been received. There is some variation in the tenders.  Fr Stephen requested a small group convene and meet with Chris Platt, who has been providing professional advice to the Parish to agree the process for awarding the contract.  The cost of repairs (>£10k) means the decision to proceed will be authorised centrally by the Diocesan Fabric committee. However as this is a health and safety issue it is anticipated this will be approved. The repair costs will need to be met by increasing the Parish debt. John volunteered to contribute to the advisory group. Pat Hassett has also volunteered, given her previous involvement.  **Action – Fr Stephen to convene an advisory group to support awarding of the boundary wall contract.** | **Fr S/ PMcM/**  **JS** |
|  | **Parish Profile** |  |
|  | The St Joseph’s Parish profile was circulated prior to the meeting. A Diocesan report has been produced providing data on estimated Parish demographics for 2019, projected from 2009 Census data, and providing comparison with both Paisley Diocese and Scotland as a whole.  It will be necessary to map existing Parish services and support against the make-up of the Parish prior to agreeing the appropriate Parish response, to ensure there is equitable provision and no unmet need.  It was agreed to carry this forward to the next meeting given current PC capacity and circumstances.  **Action : Carry forward response to Parish profile to next meeting** | **PMcM** |
|  | **AOCB** | **Actions** |
|  | **November lists**  Envelopes and lists have been distributed. Peter advised that Paisley Diocese are encouraging parishioners to complete and submit November lists on line. It was agreed that as our envelopes have been distributed already, this system will be retained.  **Action**: **Angela will deliver November lists and envelopes to housebound parishioners to whom she delivers newsletters.**  **Pastoral Council membership**  It was agreed that PC capacity is stretched however Fr Stephen asked for this to be reviewed at the next PC meeting.  **Action:** **Carry forward PC membership to next meeting**  **Dial a Mass**  The daily Mass generates approx. 500 listeners every week. Fr Stephen has requested support from other priests in the Diocese to reduce his commitment from 7 to 5 days/week.  **St Joseph’s Community**  Fr Stephen thanked everyone who has offered support across the Parish to maintain a sense of community over the last 8 months. | **AG**  **PMcM** |
|  | **Date of next meeting** |  |
|  | Wed 3rd Feb 2021 |  |
|  | **Closing prayer** |  |
|  |  |  |
|  | **Post-meeting note** |  |
|  | Appreciation of volunteers at funerals expressed by Fr Stephen and funeral directors. |  |
| **Action table** | | |
| **Readiness for opening**  **Action:** Angela to add readings QR code to the third gate.  **Booking system**  **Action**: Eleanor will ensure Welcome Volunteer Team leaders update attendance and volunteer lists prior to these being passed to Fr S at the end of Mass.  **Action:** Angela will follow up with cleaning volunteer co-ordinator to ensure accurate records of the volunteer rota are available for Fr Stephen.  **Action:** Eleanor will pass volunteer details for Baptisms, Weddings and funerals to Fr Stephen  **Action:** Madeline will add a note on FaceBook for parishioners to check for weekday Mass spaces and highlight the opportunity this presents.  **Chair Retiral**  **Action:** Angela will buy card on behalf of the PC and deliver the card and vase to Pat.  **Family Mass**  **Action:** Peter to follow up with St Ninian’s regarding volunteering for the family Mass  **Action:** Madeline will establish a separate Event bright event  **Action:** Family Mass to be promoted on St Joseph’s Facebook page and newsletter  **Christmas Mass**  **Action**: Angela to co-ordinate the “Christmas “stations of the Cross” supported by Madeleine and Peter  **Action:** Peter will follow up with Fr Stephen regarding Christmas Masses.  **Action:** Eleanor to co-ordinate on-line family service. Fr Stephen will pass contact details of school staff who would facilitate this.  **Action** – John will co-ordinate the content development and distribution of the Link Advent newsletter.  **Boundary Wall**  **Action** – Fr Stephen to convene an advisory group to support awarding of the boundary wall contract.  **Parish Register**  **Action –** Peter will contact Frank Rankin regarding GDPR implications and Chris McLaughlin regarding posting the data collection tool on the St Joseph’s website.  **Action** – John will include information about the Parish Register in the Advent newsletter.  **Parish profile**  **Action :** defer response to Parish profile to next meeting  **PC membership**  **Action:** Carry forward PC membership to next meeting | | **AG**  **EM**  **AG**  **EM**  **MC**  **AG**  **PMcM**  **MC**  **MC**  **AG/MC/**  **PMcM**  **PMcM**  **EM**  **JS**  **FrS/PMcM/JS**  **PMcM**  **JS**  **PMcM**  **PMcM** |