**St Joseph’s Pastoral Council Minutes - final**

**3rd Feb 2021**

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

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|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Amended to note appreciation of volunteers at funerals expressed by Fr Stephen and funeral directors.  Proposed: Peter  Seconded: John |  |
|  | **Matters arising** | **Actions** |
|  | **Readiness for opening**  QR reading codes to be renewed on church gates with an additional notice placed on the side gate.  **Action: Angela will renew notices on all gates.**  **Booking system**  It was agreed the system was robust and did not need amending.  **Chair Retiral**  Completed. Pat was delighted with the gift and has e-mailed the PC members to acknowledge this.  **Family Mass**  Additional restrictions mean the Family Masses did not go ahead. However an additional 15 volunteers from St Ninians have come forward.  **Christmas Mass and Advent Newletter**  Completed.  **Boundary Wall**  John updated on progress. Ownership of the wall remains unclear however has been agreed that the Church should take responsibility. John advised that two of the three companies who submitted quotes for repairs remain interested in carrying out the work. There is considerable variation in cost so John plans to meet both companies on site towards the end of February/ early March to ensure costs submitted relate to brief from structural engineer. John will also raise with the contractors whether demolition of the wall and replacement with a timber fence would be more cost-effective and logistically feasible. As this may require planning permission, John will explore this with East Renfrewshire Planning Dept. John will advise Fr Stephen after meeting has taken place to advise on which approach would be more appropriate.  **Action: John to arrange meeting with contractors to discuss repairs to the boundary wall**  **Action: John to follow up with ERC regarding the requirement for planning permission should a new fence be erected rather than the existing wall being repaired.**  **Parish Register**  Completed. All GDPR requirements have been checked and are being adhered to. 160 people have now registered. Peter advised he plans to contact all those over 70 years to ensure they do not require any additional support. | **AG**  **JS**  **JS** |
|  | **Parish profile (previously circulated)** | **Actions** |
|  | **Overview of findings:**  The area covered by St Joseph’s Parish is an affluent area. All areas fall within the 25% least deprived data zones in Scotland.  Compared to both the Paisley Diocese and Scotland as a whole, in the area covered by St Joseph’s Parish:   * residents are more likely to have higher education qualifications and young people are more likely to be in full-time education; * both home and car ownership are higher; * those in rented accommodation are more likely to be in social housing rather than renting in the private sector   Of the approx 10,500 households in the area covered by St Joseph’s Parish:   * 26% are single person households. These households are more likely to be over 65 years than under 65 years. * 29% of all households comprise parents with children, while 5% are lone parents with children * The estimated Catholic population is approx. 5,800, of whom approx. 30% attended Mass during the 2011 Census. At that time, 28% described themselves as having no religion. * Over 99% of the population speak English well, with 5% speaking a language other than English in the home environment. There are insufficient data to indicate which languages these are, however 3% of the population are Asian.   There are a number of gaps in the data provided, including on family size, languages spoken by those for whom English is an additional language, on those with physical and learning disabilities and other groups who may require additional support to participate fully in the life of the church.  Any review of services and support offered by St Joseph’s should take account of the need for support for families, including those with children, for those who are older and for those in single households but also bear in mind those with other needs not identified through this profile.  **Next steps**  It was agreed that first step should be to map the parish profile against existing provision and communication routes within St Josephs to identify gaps and areas of strength, taking into account the impact of C-19, in particular where previous activities may not resume, parishioners’ ability access Church, and where the C-19 response has been of benefit to parishioners.  Areas to explore thereafter include:   * How the Parish profile fits with our improved understanding of the parishioners who currently attend St Joseph’s through the Parish register. * Changes due to COVID-19 has resulted in parishioners accessing Mass remotely through Dial a Mass and on-line services. These approaches may have to continue indefinitely to enable broader participation. As on-line Masses are not being delivered by St Joseph’s, we are dependent on other parishes continuing with these after the end of restrictions. Should these not be available, the decision not to live-stream Mass from St Joseph’s may need to be revised. * The need to for membership of the Pastoral Council to be more representative of the Parish as a whole – youth membership was noted as an immediate gap. * The opportunity to work more closely with other Churches in the area, potentially through the forum of Clarkston Churches Together to reach those who do not currently attend church. * Opportunities to reach those who define themselves as Catholic but who do not currently attend St Joseph’s. * Support for families especially out-with school hours and in school holidays.   **Action: Peter to convene a small working group to map existing services and identify potential next steps. Volunteers to help with this requested.** | **All/ PMcM/MC/AMacd** |
|  | **2020 Covid-19 Parish experience** | **Actions** |
|  | Peter acknowledged the challenges that the PC and the Parish have faced over the last year, and that a huge effort had been required by many of those on the PC and wider, for which he was very grateful. He noted that this resulted in many more volunteers and that this positive, collective response should provide a model for the future.  It was also noted that this had been an iterative process where adjustments were made and additional approaches introduced as both volunteers and parishioners learned through experience. It was also clear that there was a need for additional PC members.  Lessons were learned around the need for clear communication as wording was sometimes misinterpreted. One example provided was the distinction between outdoor services with Communion available and Masses. The outdoor services had been welcomed by parents both because of the opportunity to engage children and also because they were more interactive. |  |
|  | **2021 Covid Parish outlook - Changes & Additions** | **Actions** |
|  | It was agreed that for now the current model (Masses, Services, Journeying, Link Letter, on-line Masses, You Tube services, Dial a Mass) is supporting parishioners in worship and by maintaining communication in a variety of ways and should continue in the short-term.  However there is gap for families with children, so when possible Family Services should be introduced as planned previously. Holding these outdoors would allow greater numbers of families to attend. It was noted these would be better taking place earlier on Sunday mornings.  The on-line Alpha course is now running on Monday evenings with 30 attendees. |  |
|  | **2021 Key events** | **Actions** |
|  | * **Lent (ISG – Lenten Program, Alpha course, SCIAF, reconciliation)**   **ISC offering**  The SCIAF “Wee Box” campaign will be delivered on-line.  Ignatian Spirituality Centre are offering on-line Lenten retreats which have been advertised in the Bulletin.   * **Holy Week and Easter**   It was agreed to follow a format similar to Advent and Christmas:  Accept the offer of an Easter on-line service  Distribute an Easter Link letter  **Action: Eleanor will follow up with the volunteers about developing an Easter on-line service.**  **Action: John will develop an Easter Link letter for distribution, including arrangements for Parish Easter services and events.**  **Action: Peter to follow up with Fr Stephen about outdoor journeying Easter services and other arrangements**     * **Special Events**   **Year of St Joseph**  The Diocesan Liturgy Commission meeting to develop proposals for Solemnity of St Joseph including actions within schools.  It was agreed to add a link from the Parish website and FaceBook page to an on-line Novena to St Joseph for the 9 days prior to the Feast of St Joseph on 19th March and to include information and link in the e-Bulletin at the time.  **Action: Angela will follow up with Millhill Fathers about making the Novena to St Joseph available on-line.**  **1st Communions Primary Schools**  These are planned for 24th April and 8th May, with each Communion involving 15 children with 2 adults accompanying. First confessions will take place in the Primary schools with Canon Stephen available in each school for a full day.  **Confirmation St Ninian’s High School**  These are planned for 15th and 24th May  St Ninian’s will be contacted to request pupils act as volunteer welcomers for First Communions and Confirmations.  **Church Anniversary** – defer celebrations until Church is reopened  **Mass for marriage & families** – defer decision until Church is reopened  **Remembrance Mass**– defer decision until Church is reopened  **Action: carry forward Church Anniversary; Mass for Marriage and Family and Remembrance Mass** | **EM**  **JS**  **PMcM**  **AG**  **PMcM** |
|  | **Parish Finances 2020 v 2019** | **Actions** |
|  | **Income and expenditure**  Income and expenditure have remained unpredictable during the uncertainty of the last few months.  Canon Stephen reported that the Parish income has dropped since the Church building closed again. However there has been an increase in the number of parishioners donating through standing orders, with a corresponding decrease in the number of Gifting Envelopes being required for the coming year, from approx. 200 to 140. This will enable cost savings through reduced printing costs, aided by a change in the contracted printer and through hand delivery of the envelopes which Angela has volunteered to do. The increase in Standing Orders has also generated additional income through Gift Aid. Envelopes are due to be redistributed for the new year and a further letter encouraging a move to Standing Order will be included with these.  **Action: Angela to deliver gifting envelopes for 2021-22 to parishioners.**  There have reductions in some costs to the Parish such as heating, but increases in other such as cleaning products. There is also a risk from some measures to save money such as the reduction in heating leading to leaking pipes in cold weather despite the church halls being checked regularly.    The potential for live-streaming daily Mass was discussed. Installation of equipment to enable this would cost approx. £3-4k. This is being done in a number of parishes within the Diocese and across Scotland. It was agreed that investment in the equipment at this stage was not necessary given the provision already available.  **Parish debt**  Canon Stephen reported that he has continued to pay this debt down, in part because of rebates from Diocesan levy provided during COVID-19, which he is redirecting to reduce the debt. This now stands at approx. £270,000.  **200 club**  This continues but with some vacancies. It was agreed prior to readvertising that Chris McLaughlin should be contacted to ensure he is happy to continue with this role.  **Action: Peter agreed to follow up with Chris McLaughlin to establish if additional support is required with organising the 200 club.** | **AG**  **PMcM** |
|  | **Engaging volunteers and parishioners** | **Actions** |
|  | * **Cleaning & Welcoming –** 75 members in each team. The increased numbers of volunteers will hopefully continue as restrictions are relaxed and the church is fully reopened. * **PPC membership**   It was agreed that new members were required for the PC. A request will be made on FaceBook, through the Bulletin and by word of mouth. A mixture of ages and skills would be helpful to ensure the PC represents the wider parish community and is able to support Canon Stephen as needed.   * **Schools & Young people –** Canon Stephen is continuing to visit the school hubs. * **Helping within the community –** SSVD and bereavement group have maintained contact with those they are supporting. |  |
|  | **AOCB** | **Actions** |
|  | **Pastoral Council Constitution**  There is a requirement for PC to have a constitution. Angela will contact Diocesan offices to check that one doesn’t exist and to obtain a template. Canon Stephen will share those he has developed previously.  **Action: Identify examples of PC constitutions.**  **Action: Develop a draft Constitution**  **Confessions**  Canon Stephen advised he can offer the Sacrament of Reconciliation at the back door of the church when this is required.  **Action: Add notice to the bulletin advising of the availability of Reconciliation.**  **Communication**   * Social media: Maureen updated on the reach of St Joseph’s social media which is very active with followers into the thousands. Some issues have occurred between the website and Face Book page with the timings of the openings for Mass booking. It was agreed as some parishioners are uncertain about Face Book, the option of booking via the website needs to remain in place but that there may be a simpler solution through a direct link from the website to the live Facebook link.   **Action: Maureen will follow up with Chris to ensure the St Joseph’s website booking link leads directly to the live FaceBook link.**   * Bulletin: E-Bulletin delivery has increased over lockdown from 200 to 500 per week. Fifteen bulletins are printed and delivered every week by Angela to those without internet access.   **Welcoming volunteer co-ordination**   * Eleanor advised she is standing down as welcome team co-ordinator after Easter. A new co-ordinator is required.   **BBC Scotland Sunday Mass**   * BBC Scotland Sunday Mass on 21st Feb will be filmed in St Joseph’s on 9th Feb. Note to be placed on FB and Bulletin. | **AG; Canon S; PMcM**  **Canon S**  **MH** |
|  | **Date of next meeting** | **Actions** |
|  | DoNM – Wed 5th May 2021 |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting note** |  |
|  |  |  |
| **Action table** | | |
| **QR codes**  Action: Renew notices on all gates. - Angela  **Boundary Wall**  Action: Arrange meeting with contractors to discuss repairs to the boundary wall - John  Action: Follow up with ERC regarding the requirement for planning permission should a new fence be erected rather than the existing wall being repaired - John  **Parish Profile**  Action: Convene a small working group to map existing services and identify potential next steps. Volunteers required to help with this requested. – Peter, All  **Holy Week and Easter**  Action: Follow up with the volunteers about developing an Easter on-line service - Eleanor.  Action: Develop an Easter Link letter for distribution, including arrangements for Parish Easter services and events - John  Action: Follow up with Fr Stephen about outdoor journeying Easter services and other arrangements - Peter  **Year of St Joseph**  Action: Follow up with Millhill Fathers about making the Novena to St Joseph available on-line - Angela and Maureen  **Special Events**  Action: carry forward Church Anniversary; Mass for Marriage and Family and Remembrance Mass **-** Peter  **Parish Finance**  Action: Deliver gifting envelopes for 2021-22 to parishioners - Angela  Action: Follow up with Chris McLaughlin to establish if additional support is required with organising the 200 club - Peter  **Communication**  Action: Follow up with Chris McLaughlin to ensure the St Joseph’s website booking link leads directly to the live FaceBook link - Maureen  **Pastoral Council Constitution**  Action: Identify examples of PC constitutions – Angela, John, Canon Stephen.  Action: Develop a draft Constitution - Peter  **Sacrament of Reconcilation**  **Action:** Add notice to the bulletin advising of the availability of Reconciliation – Canon Stephen | | **AG**  **JS**  **JS**  **PMcM, All**  **EM**  **JS**  **PMcM**  **AG/MH**  **PMcM**  **AG**  **PMcM**  **MH**  **AG/JS/**  **Canon S**  **PMcM**  **Canon S** |