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

**1st Sept 2021**

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| **Date of meeting** | **20/11/19** | **12/02/20** | **03/06/20** | **15/07/20** | **21/10/20** | **03/02/21** | **05/02/21** | **01/09/21** |
| **Fr Stephen Baillie** | **P** | **A** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Deacon Paul Graham** |  |  | **P** | **P** | **P** | **A** | **A** | **A** |
| **Peter McMillan (Chair from Sep 2020)** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **A** | **P** | **P** | **P** | **P** |
| **Pat Hassett (Chair up to Jul 2020)** | **A** | **P** | **P** | **P** | **Resigned** |  |  |  |
| **Angela Gow** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **A** | **A** | **A** | **Resigned** |  |  |  |  |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Frances Brown** | **P** | **P** | **p** | **P** | **A** | **P** | **A** | **A** |
| **Eleanor Maxwell** | **A** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Maureen Harcombe** | **P** | **A** | **P** | **A** | **A** | **P** | **P** | **A** |
| **Madeleine Connor** |  | **P** | **P** | **P** | **P** | **P** | **P** | **Resigned** |
| **John McCarney** |  |  |  |  |  |  | **P** | **P** |
| **Siobhan Anderson** |  |  |  |  |  |  | **P** | **P** |
| **Margaret Ross** |  |  |  |  |  |  | **P** | **P** |
| **Vincent Smith** |  |  |  |  |  |  | **P** | **P** |

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|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page.  Peter advised of Madeleine’s resignation from the PC and thanked her for all her hard work and commitment over several years. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: John McCarney  Seconded: Angela Gow |  |
|  | **Matters arising** | **Actions** |
|  | **Church Anniversary; Mass for Marriage and Family and Remembrance Mass – agenda item**  It was agreed that for this year, the Mass for Marriage and Family life should not go ahead.  **Draft constitution**  No comments were received on the constitution circulated prior to the PC meeting on 5th May. Peter proposed that this should be adopted by the PC, which was agreed.   * **Action: Peter to send to Can Stephen to review for one final time and then Peter to send to Bishop John** * **Action: Ali to circulate be the final constitution to PC members as agreed by Canon Stephen.**   **Parish Profile Mapping – agenda item**  **Parish Finance Council – agenda item**  A notice has been placed in the bulletin on Parish legacies.   * **Action: Peter to check that there is information on Parish legacies, GiftAid and a link to the GiftAid form on from St Joseph’s website and FaceBook page**   **Review of Church layout as restrictions are eased**  Peter thanked Madeleine, Siobhan and Maureen for their efforts, and for the contribution of their family members. | **PMcM/**  **Can S**  **AMacd**  **PMcM** |
|  | **Parish Profile Mapping** | **Actions** |
|  | Ali advised that no feedback received from members on omissions or priorities from the document circulated prior to the last meeting.  Given that no decision has been made on reopening the Church Hall to enable activities within the Church building, and that the trend of C-19 infections is currently upwards, it was agreed to review this again after Christmas.  In the meantime, the three areas of action identified at the last PC meeting have been taken forward.   * Installation of livestreaming to address concerns about accessibility of Mass for those who are unable to attend. * Representation of young people on the PC * Connection to Clarkston Churches Together to support a community-based approach   **Live streaming**  Vincent advised that following contact with 2 other parishes, he approached the contractor who fitted the Christ the King live-streaming system. Costs have been estimated at £3.5k excluding VAT, which includes equipment for both the Church and upstairs hall, installation costs and ongoing maintenance.  Vincent outlined the benefits of livestreaming, including enabling remote viewing from the church for occasions such as weddings, funerals and first communions; overflow into the church hall when the church is full for particular celebrations and improved accessibility for those who are not able to attend in person because of distance or frailty.  Installation of live streaming was supported in principle by PC members but with the proviso that there may be less expensive technological solutions. It was noted that any system needs to be cost-effective; technologically simple and have running and maintenance costs built in to the contract. Fr Stephen would require ongoing support from Parish volunteers to ensure the system was set up, maintained and met GDPR requirements. Some Parishioners may not want private events to be live streamed.  There is also a risk that live streaming may discourage Parishioners from returning to Mass once the obligation to attend is reinstated.  It was agreed that Vincent would invite the contractor to a meeting in the Church, along with Eleanor, Maureen and other parishioners with greater technological expertise to ensure the system purchased meets the needs of the Parish for the lowest possible outlay. To avoid adding to the Parish debt, it was suggested Parishioners could donate specifically to this cause.   * **Action: Vincent will contact Contractor and arrange meeting meet at the Church with PC members and other parishioners with greater expertise.**   **Clarkston Churches Together**  Eleanor has attended CTT on behalf of Can Stephen and provided an update on the contribution of St Joseph’s since the last PC meeting. Three Parishioners, (including Eleanor and Angela) were involved in Caring for Creation programme, which ran over a 6week period. Eleanor and Angela noted this was a very productive collaboration and that all participants benefited. A number of forthcoming events, including COP 26, the anniversary of the Clarkston disaster and the impact of C-19 have led to the CCT planning a local programme of activity over the next few months. Eleanor will circulate this to the PC and through the Parish website, FB page and Twitter. Additional details on specific events will be added nearer the time and additional support from Parishioners will be sought.   * **Action: Eleanor will devise a flier on CCT actions for St Joseph’s FB page and website and then add more detail on each event as it approaches.**   **Involvement of Children and Young People – representation on PC**  Peter has approached Jonathon Cumming in St Ninian’s who will look into this as part of the Caritas Award  Angela has approached one of the younger Parishioners who had supported volunteering during lock-down, however he is committed to work out-with the UK for the forthcoming year.   * **Action: Ali to advise June Clooney in the Diocesan offices of progress to date following review of the Parish profile.** | **VS**  **EM**  **AMacd** |
|  | **Church Boundary Wall** | **Actions** |
|  | Peter provided an update from John S.  John has now spoken to both contractors who remain interested in carrying out the work and has received proposals for both the timber and concrete wall repairs. A further update will be provided at the next meeting. |  |
|  | **Parish finance sub-group** | **Actions** |
|  | JohnMcC provided an update on the establishment of The Parish Finance Council following the May 2021 PC meeting, to oversee Parish finances, fundraising and consider issues relating to the fabric of the Parish buildings and grounds. Membership consists of Canon Stephen, Siobhan Anderson, Margaret Ross and John McCarney (chair). The Committee met formally on 2 occasions and carried out an inspection visit of church buildings and grounds.  **Three areas were identified for immediate action:**   * **200 Club**   The current 200 Club requires a “re-launch” around October 2021, to boost membership from 100 to 200, with the potential to focus on raising funds for specific targets (e.g re-building the church boundary wall) and generate more income. The outstanding draws have now taken place and winners are being notified.  It was agreed a rebranding exercise may be useful to ensure the purpose of the club is clear, and this could be linked to the 50th anniversary of the Church. Additional information will be needed on the St Joseph’s website, FB, and church bulletin as well as potentially distributing fliers after Mass.   * **Church buildings and grounds – maintenance schedule**   The Finance Council has carried out a visual inspection of all church buildings and grounds and drawn up a maintenance schedule outlining required and ongoing maintenance, along with proposed timeframes. Costings for the work will be developed and included in the schedule as required. Priorities for Q3 have been identified.  This will be an iterative process, will be reviewed regularly, costed annually, and built into financial predictions. The plan is for such work to be completed by either professional contractors or volunteer groups as appropriate. Support from other parishioners will be required to help with volunteering.   * **Action: Siobhan will circulate template devised to assess maintenance required.** * **Gift Aid**   In 2020, Gift Aided offerings to the parish generated an additional income of approximately £35k, however approximately 25% of donated income to the Parish was not Gift Aided. These figures do not include second collections. The proportion of those who do not Gift Aid but are entitled to do so is not known. While these figures have still to be confirmed, there is opportunity to increase the number of offerings which are Gift Aided, generating additional income.  Specific issues raised included providing a clearer explanation of GiftAid, with examples cited from other organisations. It was noted however that the Parish has no record of Parishioners who do not Gift Aid so communication will be Parish wider rather than targeted.  The Parish debt now stands at £187k. This has reduced from £452k over the last 3 years, when Canon Stephen first moved to the Parish. It was agreed this was a huge achievement and should be communicated to the Parish outlining the different fundraising approaches that were contributing to the reduction.  Peter thanked the Finance Council for their efforts to date in identifying priorities and taking immediate action.   * **Action: John to place a note in the Bulletin, FB and website highlighting the achievements of fund-raising efforts to date in reducing the Parish debt and how different approaches to fundraising have contributed to this.** | **SA**  **JMcC** |
|  | **Communication**  Facebook, Website, Messenger, | **Actions** |
|  | Peter updated the group on communication. Approx. 600 people are now registered to receive the parish e-bulletin and 300 parishioners registered on parish e-register. This is an effective way to communicate with Parishioners in the way they have chosen and may help with fund-raising. It was agreed that the case for registering needs to continue to be made as Parishioners who have lived in the Parish for a long time may not feel the need to register. Peter advised he has a hard copy of the registration form and can supply these for parishioners who are not able or happy to complete the on-line form. IT was also noted that registration is for individuals rather than households.  Peter advised that Parishioners new to the area also receive a welcome card and a prayer card when they register. |  |
|  | **2021 events and Initiatives and looking ahead** | **Actions** |
|  | **Year of St Joseph’s**  Angela updated the group on arrangements to celebrate the Year of St Joseph’s and the 50th anniversary of the Church. A working group comprised of Angela, Maureen, Madeleine and Frances has led the organisation. This will involve a Mass of Thanksgiving on Fri 1st Oct at 7pm, followed by a buffet in the Church Hall. Bishop John be the main celebrant. Personal invitations will be issued to Bishop Brian, as a former Parish Priest, along with the four living ordained Priests and two Deacons from this Parish from the last 50 years, and the Salesian Sisters who have participated as part of the Parish Welcoming Team. Invitations have been issued through the Diocesan Office to all Diocesan clergy and religious. Fr Stephen will forward invitation responses to Angela.  Angela advised she has made arrangements regarding provision of music, readers and printing of a booklet and prayer-cards and a request will be issued for donations for the flowers.  A gazebo will be erected outside the Hall to provide those attending the buffet with additional space.  Fr Stephen will invite the schools to send representatives to Fri am Mass on 1st Oct.   * **Action: Siobhan will conduct a “trial run” of setting the gazebo up.** * **Action: Volunteers required to help with the buffet.**   **Resumption of Parish life**  Fr Stephen outlined his plans for a slow but steady resumption of the inclusion of the laity during Mass, in the current context of rising C-19 numbers.   * Readers will start this week, first and second reading only. * This will be followed by Eucharistic Ministers later in Sept * Altar servers will start back by the end of Sept.   The church Hall will not yet be opened for use however it was noted that this does reduce the opportunity, particularly for older parishioners to socialise, which needs to be taken into consideration in the near future.   * **Action: Peter will place a note in the bulleting advising of this staged approach to resumption of Parish life** | **SA**  **ALL**  **PMcM** |
|  | **Schools and Young People** | **Actions** |
|  | * **Action: C/F to next meeting**   Siobhan asked about the potential for Prayer Partners to be reintroduced for children making their first communion, bearing in mind child protection requirements. It was agreed that Parish groups could support this.   * **Action: Siobhan will raise with OLM and St Josephs to explore a mechanism by which Prayer Partner approach could be modified to take account of Child Protection requirements.** | **PMcM**  **SA** |
|  | **Feedback on Consultation of Diocesan Finances** | **Actions** |
|  | Peter outlined the paper circulated on the Consultation on Diocesan Finance, advised of the Diocesan approach to managing the budget deficit to date, and outlined his thoughts on the need for a tiered approach to addressing this, with action required at national, Diocesan and Parish levels to ensure where possible and appropriate, this achieves economy of scale with national contracts and national approaches. He cited the example of national and international charities in their approaches to fund-raising.  Fr Stephen advised that Parishes have been asked to respond to Diocese by 15th Sept and highlighted that the Diocese is now almost breaking even after working with a budget deficit for many years. However, there is a need to generate funds   * **Action: Peter will circulate a short summary of the paper and a draft response for comment by PC members** * **Action: PC members to respond by 11th September** * **Action: Peter will collate responses and submit final response by 15th Sept.** | **PMcM**  **All**  **PMcM** |
|  | **Date of next meeting** | **Actions** |
|  | **10th Nov 2021**  **7 pm in church hall** |  |
|  | **AoCB** |  |
|  | None |  |
|  | **Closing prayer** | **Actions** |
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|  | **Post-meeting note** |  |
|  | TheRemembrance Mass will be held at 7pm on Monday 8th November and the  the Bereavement Group will oversee its organisation.  Peter and Canon S agreed The Marriage & Family Life Mass should go ahead and this will be held at 7:00pm on Tuesday 26th October. Peter will oversee arrangements. |  |
| **Action table** | | |
| **PCC Constitution**   * Action: Peter to send to Can Stephen to review for one final time and then Peter to send to Bishop John * Action: Ali to circulate be the final constitution to PC members as agreed by Canon Stephen.   **Information on Gift Aid**   * Action: Peter to check that there is information on Parish legacies, GiftAid and a link to the GiftAid form on from St Joseph’s website and FaceBook page   **Live Streaming**   * Action: Vincent will contact Contractor and arrange meeting meet at the Church with PC members and other parishioners with greater expertise.   **Clarkston Churches Together**   * Action: Eleanor will devise a flier on CCT actions for St Joseph’s FB page and website and then add more detail on each event as it approaches.   **Mapping of Parish Profile**   * Action: Ali to advise June Clooney in the Diocesan offices of progress to date following review of the Parish profile. Action – John will circulate template devised to assess maintenance required.   **Parish Finance Committee**   * Action: Siobhan will circulate template devised to assess maintenance required. * Action: John to place a note in the Bulletin, FB and website highlighting the achievements of fund-raising efforts to date in reducing the Parish debt and how different approaches to fundraising have contributed to this.   **Celebration of Parish 50th Anniversary**   * Action: Siobhan will conduct a “trial run” of setting the gazebo up. * Action: Volunteers required to help with the buffet.   **Resumption of Parish Life**   * Action: Peter will place a note in the bulleting advising of this staged approach to resumption of Parish life   **Children and Young People**   * Action: C/F to next meeting * Action: Siobhan will raise with OLM and St Josephs to explore a mechanism by which Prayer Partner approach could be modified to take account of Child Protection requirements.   **Consultation of Diocesan Finances**   * Action: Peter will circulate a short summary of the paper and a draft response for comment by PC members * Action: PC members to respond by 11th September * Action: Peter will collate responses and submit final response by 15th Sept. | | **PMcM**  **AMacd**  **PMcM**  **VS**  **EM**  **AMacd**  **SA**  **JMcC**  **SA**  **ALL**  **PMcM**  **PMcM**  **SA**  **PMcM**  **ALL**  **PMcM** |