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

**5th May 2021**

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| **Date of meeting** | **21/08/19** | **20/11/19** | **12/02/20** | **03/06/20** | **15/07/20** | **21/10/20** | **03/02/21** | **05/02/21** |
| **Fr Stephen Baillie** | **P** | **P** | **A** | **P** | **P** | **P** | **P** | **P** |
| **Deacon Paul Graham** |  |  |  | **P** | **P** | **P** | **A** | **A** |
| **Peter McMillan** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Pat Hassett** | **P** | **A** | **P** | **P** | **P** | **Resigned** |  |  |
| **Angela Gow** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **A** | **A** | **A** | **A** | **Resigned** |  |  |  |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **P** | **P** | **p** | **P** | **P** | **P** | **P** |
| **Frances Brown** | **P** | **P** | **P** | **p** | **P** | **A** | **P** | **A** |
| **Eleanor Maxwell** | **P** | **A** | **P** | **p** | **P** | **P** | **P** | **P** |
| **Maureen Harcombe** |  | **P** | **A** | **P** | **A** | **A** | **P** | **P** |
| **Madeleine Connor** |  |  | **P** | **P** | **P** | **P** | **P** | **P** |
| **John McCarney** |  |  |  |  |  |  |  | **P** |
| **Siobhan Anderson** |  |  |  |  |  |  |  | **P** |
| **Margaret Ross** |  |  |  |  |  |  |  | **P** |
| **Vincent Smith** |  |  |  |  |  |  |  | **P** |

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|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | Welcome to new members |  |
|  | Peter welcomed new members John McCarney, Siobhan Anderson, Margaret Ross and Vincent Smith and thanked them for offering their time to the PC. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Eleanor Maxwell  Seconded: John Sweeney |  |
|  | **Matters arising** | **Actions** |
|  | **QR codes on gates -** completed  **Holy Week and Easter**  On-line Easter service was delivered, 1,300 link letters were produced and distributed**.** It was not possible to hold outdoor Stations of the Cross as planned because of Diocesan restrictions.  **Year of St Joseph Novena –** completed  **Special Events –** carry forward  **Action: carry forward Church Anniversary; Mass for Marriage and Family and Remembrance Mass**  **Parish Finance –** completed  Gift Aid envelopes delivered  Peter reported on the current status of the 200 Club. Having been suspended during lock-down, draws have recommenced, with the winning numbers over this period to be announced shortly. While income from the 200 Club is ring-fenced, a separate bank account has now been established, which will require some donors to change Standing Order instructions. Membership currently stands at 107, however some members hold more than one number. Peter advised of a plan to reinvigorate the 200 Club and increase membership as part of the role of the new Parish Finance Committee.  **St Joseph’s website Mass booking** to link directly to the live FaceBook link - completed  **Pastoral Council Constitution**  A draft constitution has been circulated. PC members are asked to review and send comments to Peter by end of July.  **Action – PC members review draft constitution and send comments to Peter by end July 2021**  **Sacrament of Reconciliation -** completed | **PMcM**  **All** |
|  | **Church Boundary Wall** | **Actions** |
|  | John summarised the history of progress to repair the boundary wall for new members.  John has reviewed the three tenders submitted, however each company interpreted the requirements differently and there was considerable variation in cost. One contractor has subsequently withdrawn. John invited the remaining contractors to a meeting to discuss the variation in tenders and costs. Given the high cost of remediation work to the wall, the potential to demolish any non-retaining sections of wall and replace these with a timber fence, was also raised. John highlighted that a timber fence may require more regular maintenance. For those sections that are retaining walls, these would need to be returned to good repair. C-19 restrictions have limited the ability to meet on-site and discussions have taken place via phone and e-mail. One contractor has confirmed interest in providing a replacement timber fence and has provided information on the type of fence required.  East Renfrewshire Council (ERC) have confirmed that planning permission is required to remove or modify the wall and replace with a timber fence and have advised on the information required in the planning application. When planning permission is sought, neighbour notifications will be required. It is possible that some home owners may object to a timber fence replacement.  John confirmed that a search of Council records was carried out last year on ownership of wall. This was inconclusive but general understanding was that the wall does belong to the church and the PC had previously agreed that the Parish should pay for any replacement or remedial work required. It was agreed that engagement with ERC is crucial. John has invited members of ERC planning dept to meet on 2 occasions but a date has not yet been agreed.  Separately the wall between the Church garden and Funeral Directors has partially collapsed. This has been made safe by one of the contractors reducing its height. The ownership of this wall is not clear and it may be owned jointly by the church. Angela also noted concern about the condition of the wall at the front of the car park.  As new members of the PC have experience in this area, it was agreed that establishing a short-life working group of PC members would be helpful to support further action being taken in relation to repair of the boundary walls between the Church grounds and lane, and with the Funeral directors.  **Action: Establish a short-term working group to progress action on repair and/or replacement of the boundary walls.** | **JS/ VS/ SA** |
|  | **Parish Profile – sub-group feedback** | **Actions** |
|  | Ali advised that following the last PC meeting, a brief report including the review of the Parish profile, subsequent discussion and planned actions was submitted to Diocesan Offices.  A working group met to map existing Parish provision with the purpose of comparing this with the parish profile and identifying gaps and areas of strength. The process was more complex because of the impact of C-19: previous Parish activities may not resume; parishioners’ ability access Church may be affected; and some changes in response to C-19 may be retained if of longer-term benefit to parishioners. The mapping has been circulated to the group for comment on both accuracy and missing information.  Initial feedback from the working group was that areas for further consideration include:   * Changes due to COVID-19 have resulted in parishioners accessing Mass remotely through Dial a Mass and on-line services. As on-line Masses are not being delivered by St Joseph’s, we are dependent on other parishes continuing with these as restrictions ease. Should these not be available, the decision not to live-stream Mass from St Joseph’s may need to be revisited. Installation would cost approximately £3-4k. * There is a 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. * There is an opportunity to work more closely with other Churches in the area, potentially through the forum of Clarkston Churches Together. * There are opportunities to reach those who define themselves as Catholic but who do not currently attend St Joseph’s. * Support for families with children, especially out-with school hours and in school holidays is required. * Support for older people in single households out-with the activities offered within the Church building * There may be groups with other needs not identified through the Parish profile or the mapping work.   Canon Stephen updated the group on a recent meeting with the Bishop and Diocesan Trustees on the impact of COVID 19 on how churches and the Diocese move forward and the need to use a different approach to supporting Parishioners.  There is no definitive information on whether remote access has broadened participation but it may have helped those who are housebound, with Dial-a-Mass being particularly valued by parishioners who do not have access to or choose not to use the internet. Live streaming of Mass is a way to improve accessibility for those who are not able to travel to church even with support and could also be used for funerals and for communions for those unable to travel. Some Parishes have reported an increase in income where live-streamed Mass has been viewed by those from out-with the Parish.  However current commitment to Dial-a-Mass means Canon S does not have capacity at present to consider live-streaming. It was highlighted that remote access should not be a replacement for people physically coming together to worship or as a community but in addition to that.  There has been gap recently in representation of St Ninian’s and both Primary Schools on the PC. It was agreed this connection needs to be strengthened. The appointment of a new Head Teacher in St Ninian’s may provide an opportunity.  Canon Stephen also highlighted the need for support for families and the potential for youth work or summer clubs to be established.  Canon Stephen advised of a forthcoming meeting of Clarkston Churches Together and the opportunity this presents for collaboration. He requested representation from the PC at subsequent meetings. Eleanor volunteered to support Fr Stephen with Clarkston Churches Together summer mission.  **Action: PC members to review Parish mapping and feedback by end May** on:   * + Any gaps or inaccuracies in the mapping spreadsheet   + Thought on the areas they consider to be a priority   **Action: Parish to establish a working group to look at option of live-streaming**  **Action: Eleanor to attend future meetings of CCT and act as a liaison between the CCT group and St Joseph’s.** | **ALL**  **AG/EM/ VS**  **EM** |
|  | **Covid-19 Parish experience 2021 – year to date** | **Actions** |
|  | Peter advised that John McLaughlin has taken over the Welcoming Co-ordinator role. Peter thanked Eleanor for her input over the last few months.  The cap on numbers attending Mass has now been removed with restrictions relating to Church capacity. Peter, Madeline and John reviewed seating capacity, introduced family benches and changed the on-line booking system to accommodate this, leading to over 80 Parishioners being seated at individual Masses last weekend. Telephone and e-mail booking are still in place. As with the initial reopening of the church, this has been a learning experience and there may be future adaptations as the situation evolves.  Canon S advised that Priests have been asked to prepare for a relaxation of physical distancing measures. Peter asked for a volunteer to take over managing the increase in numbers that will result from the reduction in physical distancing to 1.5 m and then to 1 m. Madeleine and Maureen volunteered to take this over.  **Action: Madeleine and Maureen to plan in advance for managing church capacity as physical distancing requirements reduce.** | **MC/MH** |
|  | **Parish Finance** | **Actions** |
|  | * Expenditure v income 2020 v 2021   Canon S provided an update on managing the Parish accounts. Monthly accounts from Parishes of income and expenditure are submitted to Diocesan Offices. In St Joseph’s, although the Offertory and second collection has fallen because of reduced numbers attending Mass, increased emphasis on use of standing orders and an increase in parishioners using GiftAid has reduced this short-fall. Savings have also been made in the running of the Parish House. The Parish loan has reduced by £227,000 over last 3 years and now stands at £225,000.   * Parish Finance Council (PFC)   The Diocese requires that the Parish establish a Finance Council. Canon S outlined its function – to oversee Parish finances, consider issues relating to the fabric of the Parish buildings and grounds and to oversee fund-raising. Thus membership needs to encompass a wide range of expertise and it may be necessary to co-opt Parishioners to ensure the appropriate skill mix.   * Peter asked for volunteers from the PC to meet for an initial discussion. John McCartney, Margaret Ross and Siobhan Anderson offered to support this.   **Action: Establish Parish Finance Council**   * Parish Fund-raising Initiatives * Appeal for switch to SO and GiftAid – It was agreed that it is important to continue to raise awareness of GiftAid as a way to increase financial support for the Parish, without placing additional financial strain on Parishioners. Suggestions include delivering GiftAid forms to Parishioner along with Gifting envelopes and contacting those on the Parish Register by text or e-mail. Th process by which Parishioners can find out if they have agreed to GiftAid their donations was unclear and will be looked at as part of the remit of the PFC. * Canon S highlighted legacies as a way to support the Parish financially.   **Action: Place a note in bulletin and St Joseph’s website regarding Parish legacies**  **Action: Ensure a link from St Joseph’s website to GiftAid form and post on FaceBook page** | **Can S/JMcC/MR/SA**  **Can S/MH**  **MH** |
|  | **2021 Key events and Initiatives** | **Actions** |
|  | * Special events * First Holy Communion and Confirmations – confirmed with School with dates set for May and June * Deacon Joe’s Ordination will take place on 6th July in St Mirrin’s Cathedral with the First Mass in St Joseph’s on 7th July. * Year of St Joseph’s – Canon S advised of a meeting with Diocesan Liturgy Group to pick up different themes related to the year of St Josephs. It was agreed there is potential for Parish activities to support this in September, and that this could be linked to and include a celebration of the 50th anniversary of the new St Joseph’s Church. It will be important to involve St Ninian’s, St Joseph’s and OLM schools in these arrangements.   **Action – Form a small working group to plan activities in Sept around the Year of St Joseph’s and 50th anniversary of the church, including involvement of the schools within the Parish.**   * Initiatives * Foodbank – this has been very successful and should continue to be promoted. | **AG/MH/MC/FB** |
|  | **Communication** | **Actions** |
|  | Maureen updated on St Joseph’s Facebook and Twitter accounts. The numbers following these have trebled over the last two years, with daily updates to FaceBook and 4 or 5 tweets posted each day. Canon S’s tweets are most likely to be retweeted. Canon S acknowledged the huge amount of time and effort required by Maureen to maintain this level of communication. |  |
|  | **Schools and Young People** | **Actions** |
|  | It was agreed that the PC needs to broaden its membership to include young people. There is potential to request participation of 5th or 6th year pupils either as part of the Caritas Award or as part of their role as prefects.  One of the NET Ireland volunteers will be returning to the Parish after the summer. Angela agreed to follow up this up.  **Action – Peter will write a letter to St Ninian’s on behalf of PC, requesting representation of pupils after the summer.**  **Action – Angela will make contact with NET Ireland regarding duration of volunteering**  The issue of involving staff and pupils from OLM and St Joseph’s was also discussed. It was agreed that there was an opportunity to liaise more closely with the schools, both through representation on the PC and through the Pope Francis Award volunteers engaging again in Mass and through the children’s liturgy once restrictions are eased and these are reinstated.  As the emphasis is currently on preparation of pupils for the forthcoming sacraments, it was agreed to approach the schools once the sacraments are completed. | **PMcM**  **AG** |
|  | **Reaching Out to Wider Community** | **Actions** |
|  | c/f to next meeting |  |
|  | **Date of next meeting** | **Actions** |
|  | DoNM – Wed 1st Sept |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting note** |  |
|  |  |  |
| **Action table** | | |
| **Action: carry forward Church Anniversary; Mass for Marriage and Family and Remembrance Mass**  **Action – PC members review draft constitution and send comments to Peter by end July 2021**  **Action: Establish a short-term working group to progress action on repair and/or replacement of the boundary walls.**  **Action: PC members to review Parish mapping and feedback by end May** on:   * + Any gaps or inaccuracies in the mapping spreadsheet   + Thought on the areas they consider to be a priority   **Action: Parish to establish a working group to look at option of live-streaming**  **Action: Eleanor to attend future meetings of CCT and act as a liaison between the CCT group and St Joseph’s.**  **Action: Madeleine and Maureen to plan in advance for managing church capacity as physical distancing requirements reduce.**  **Action: Establish Parish Finance Council**  **Action: Place a note in bulletin and St Joseph’s website regarding Parish legacies**  **Action: Ensure a link from St Joseph’s website to GiftAid form and post on FaceBook page**  **Action – Form a small working group to plan activities in Sept around the Year of St Joseph’s and 50th anniversary of the church, including involvement of the schools within the Parish.**  **Action – Peter will write a letter to St Ninian’s on behalf of PC, requesting representation of pupils after the summer.**  **Action – Angela will make contact with NET Ireland regarding duration of volunteering** | | **PMcM**  **ALL**  **JS/VS/SA**  **ALL**  **AG/EM/ VS**  **EM**  **MC/MH**  **Can S/JMcC/SA/MR**  **Can S/MH**  **MH**  **AG/MH/MC/FB**  **PMcM**  **AG** |