**St Joseph’s Pastoral Council Minutes**

**11th May 2022**

|  |  |  |  |  |  |  |  |  |
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| **Date of meeting** | **21/10/20** | **03/02/21** | **05/05/21** | **01/09/21** | **10/11/21** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Deacon Paul Graham** | **P** | **A** | **A** | **A** |  |  |  |  |
| **Peter McMillan (Chair)** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **P** | **P** | **P** | **P** | **P** | **A** | **A** | **P** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **P** | **P** | **A** | **A** | **P** | **A** | **P** |
| **Frances Brown** | **A** | **P** | **A** | **A** | **A** |  |  | **Resigned** |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Maureen Harcombe** | **A** | **P** | **P** | **A** | **P** | **A** | **P** | **P** |
| **Madeleine Connor** | **P** | **P** | **P** | **Resigned** |  |  |  |  |
| **John McCarney** |  |  | **P** | **P** | **P** | **A** | **P** | **P** |
| **Siobhan Anderson** |  |  | **P** | **P** | **P** | **p** | **P** | **P** |
| **Margaret Ross** |  |  | **P** | **P** | **P** | **A** | **P** | **A** |
| **Vincent Smith** |  |  | **P** | **P** | **P** | **P** | **P** | **P** |
| **Danny McKendry**  **Representing St Bridget’s, Eaglesham** |  |  |  |  |  | **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 that Frances had resigned after six years of volunteering and thanked her for her dedicated service. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: A Gow  Seconded: J McCarney |  |
|  | **Matters arising** | **Actions** |
|  | * **Action:**  Representation of pupils on the Pastoral Council   Peter wrote to St Ninian’s, OLM and St Joseph’s about involvement in the pupils’ active participation in the life of the Parish and how best to meet their needs and support the Caritas and Pope Benedict awards.  Two senior pupils have been invited onto the St Joseph’s Pastoral Council in Sept to increase their involvement in parish life   * **Action:** Re-establish the Link system   The distribution list for the Link magazine was set up several years ago. This was used to maintain contact with Parishioners during lockdown, however it is very out of date despite efforts to update this over the last two years. There is potential for confusion between the Link system and the Parish register which has 300 parishioners registered. This raises questions about how best to communicate with parishioners and for what purpose, which requires a variety of approaches.  **Action:** Meeting to be arranged between John, Peter, Eleanor and Vincent to agree next steps around the future of the Link system and wider communication issues   * **Action:** Design of a 200 club “gift card” that could be downloaded from the Parish website.   **c/f to next meeting**   * **Action: N**ote for bulletin advising of the reduction in Parish debt and thanking all Parishioners for their support in this.   **Completed.** John advised that his has been reduced by a further £10,000 and currently stands at £140,000k   * **Action: I**nformation about the roles of facilitators, scribes and the format of the Parish Synod event.   **Completed.** Event held on 15th Feb. Peter thanked all scribes and facilitators for their efforts.   * **Action:** Provision of coffee after the Parish Synod event.   **Completed.**   * **Action:** Posters on the Synod event   **Completed.**   * **Action:** School distribution of the Synod leaflet with primary and secondary school contacts.   **Completed.**   * **Action:** Information on Ignatian Spirituality Centre Lenten retreat and Clarkston Churches Together Lenten activities.   **Completed.**   * **Action:** Involvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative.   Eleanor has had initial discussion with John Seenan but further conversations are planned.  **Action** c/fInvolvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative to next meeting | **JS/EM/VS/PMcM**  **AMacd**  **EM/AMacd** |
|  | **Live streaming – papers previously circulated.** |  |
|  | Following discussion of the installation of live streaming equipment at the PC meeting in Nov 2021, any decision on implementation was delayed until Parishioners had returned to church and restrictions on numbers attending Mass were lifted. At that time, a donor has offered to cover half the equipment and installation costs.  Peter advised of a follow-up discussion with those who had initially put forward the proposal, and advised that a further donor had offered to cover the remainder of installation costs. Live-streaming licenses in perpetuity purchased by the Diocese are still available. Thus all set up costs are covered. There would be an annual fee of £90 for inspection of hardware and software updates and the hardware has a 2 year warranty.  Diocesan synod report highlighted live streaming as an option to improve access for Parishioners unable to attend.  If implemented, live streaming would be offered at one weekend Mass each week with the potential for availability for one off personal and Parish events such as weddings and funerals, first communions and confirmation subject to meeting safeguarding requirements.  A number of points were raised arguing for installation and a number of points arguing against installation.  **Supporting arguments**   * Installation would allow parishioners at home and in care homes who are physically unable to come to Mass, and who access to the required technology, to participate in weekly Parish worship. * It would allow those who were travelling to participate in the Parish community while away from home. * It allows St. Joseph’s Church to meet the pastoral needs of our own parishioners. * The option of live streaming special events would enable those unable or could not afford to travel for family events including weddings and funerals to participate. * It would enable additional family members to participate in events where numbers are limited, such as first communions and confirmations.   **Arguments against installation**   * There is a concern that live streaming technology will, for reasons of convenience, undermine the requirement to attend and participate in Mass in person. This may be particularly relevant for young people, many of whom live much of their life on-line already. This may also create additional challenges for parents. * Provision of live streaming may mean those who are housebound are less likely to ask for assistance to attend Mass, contributing to social isolation and further loss of physical contact from the Parish community * Live-streaming may raise issues relating to safeguarding of those who are vulnerable. * Parishioners continue to express concerns about the quality of sound within the Church. This needs to be addressed.   **Further points for consideration**  It was noted that 19 Parishes within the Diocese now offer live-streaming, however accessing these Masses does not enable St Joseph’s Parishioners to worship in their own Parish worship.  It was also noted that the concerns raised about the encroachment of technology into day-to-day living is reflective of wider societal concerns.  The risk of delays resulting in loss of the streaming license in perpetuity was noted.  The majority of those present supported installation however with a number of caveats relating to safeguarding, ensuing support is provided for those who wish to attend Mass in person but require help to do so; improvements to the quality of the sound system; and further discussion about situations when offering live streaming would be appropriate.  **Action:** Peter will refer live streaming this matter back to Fr Stephen given the strong views expressed. | **PMcM** |
|  | **Church Boundary Wall Update** | **Actions** |
|  | Peter provided the background to the situation and John S provided further detail on progress to date. Three quotes were initially received for this work based on the structural engineer’s report however there was significant variation in cost and uncertainty about the final product. Following analysis of the tenders received the requirements were reviewed and contractors were asked to submit a further quote. Only one quote was received. It was agreed to review the process and obtain support from a Quantity Surveyor to produce a Bill of Quantities based on the original structural engineer’s report but now including additional boundary walls. Two meetings have now taken place involving a QS and Property Manager from the Diocese with a further meeting planned involving the original architect, the structural engineer, the QS and representatives of the Parish council. This will result in a tender package to be released to six contractors on an approved list for the Diocese. If a sufficient number of tenders are received, this will allow negotiation for the repairs to take place.  The potential option of timber fencing has been explored but initial conversations with the Planning Authority have not been positive.  Separately, the side wall has been made safe after storm damage last year and will now need to be replaced. It is unclear whether the side wall is part owned by the undertakers/accountants as this wall was not included in the original survey when title deeds and boundary ownership were identified.  John advised that the side wall examined by Diocesan insurance company but as it had not been in good repair prior to the storm, replacement will not covered by insurance. It was agreed an approach should be made to the companies beside the Church about sharing costs.  Funding for repairs will come from a Diocesan loan which will be added to the Parish debt. John McC noted that income from the 200 club, which is committed to the boundary wall repair and replacement work will reduce the amount the Parish will require to borrow.  Peter thanked John S for his perseverance in addressing the number of challenges raised over the last two years around replacement of the wall in the midst of the pandemic. It was agreed that transparency in the process by which the tenders were obtained and contact awarded was crucial and that Parishioners needed to be informed prior to work commencing. |  |
|  | **Parish finance committee -** Finance committee report May 2022 circulated with meeting agenda. | **Actions** |
|  | John provided an update on activity since the Feb meeting.  **200 Club**  The 200 Club was re-launched before Christmas with a focus on raising funds for specific targets (e.g. re-building the church boundary wall). Membership has increased from 97 to 245 by end April. Following a survey of members, three prizes of £100 are awarded each month rather than one prize of £300, with additional prize winners in summer and at Christmas. There is a monthly notice of winners in the e-bulletin  **Church buildings and grounds – maintenance schedule**  The maintenance schedule has been shared with David Melvin and an update is planned over the next few weeks. Discussions on how to coordinate volunteer work will take place with David.  **Gift Aid**  John advised that despite a drop in Parish income during lockdown, the amount reclaimed in GiftAid has increased. However there is still potential to increase this further from current donors. Gifting envelopes are now available for second collections for those who pay by Direct Debit, to enable reclamation of Gift Aid from these donations. However these have yet to be fully distributed. There is an opportunity to include GiftAid forms with envelopes.  A campaign to increase standing order and gift aid payments is planned for September.  **Using QR codes for offerings**  Siobhan updated on exploring the use of QR codes in Church to donate. There are a number of QR systems operating within churches. We want to have a model that is “easy-to-use” as well as offering Gift Aid options with the potential to place QR codes at the ends of pews and beside candles. This may entail a small charge levied by the company operating the system, but this should be outweighed by the additional income received. Further work is taking place to identify the best system for St Joseph’s.  **Summer fete/fair in 2023**  This would be a community event and a fundraising activity. Potential dates would be June or late August 2023 or June 2023 avoiding school events. This will require a co-ordinator and a group of volunteers to support its organisation.  It was agreed that the requirement for volunteers to support this event is part of a greater need for volunteers to support a number of areas identified in the Synod feedback. This included a lack of clarity about what was required of volunteers, so having a specific request around a summer fete would be helpful.  Other fundraising suggestions were family participation in the Kilt walk. A local example where a Parish provided a bus for grandparents and grandchildren had been very successful. |  |
|  | **Parish Synodal Meeting – summary review –** draft St Joseph’s report circulated with agenda | **Actions** |
|  | The final report from the St Joseph’s event on 17th Feb was submitted to Diocese on 2th March and can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstjosephclarkston.com%2Fwp-content%2Fuploads%2F2022%2F03%2FSt-Josephs-Parish-Synod-meeting-report-final-2.docx&wdOrigin=BROWSELINK) on the St Joseph’s website.  A separate report has been produced for St Joseph’s including findings of direct relevance to our Parish. A draft of this was circulated prior to the meeting.  Peter advised that the draft consultation response from the Paisley Diocese has now been received and can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstjosephclarkston.com%2Fwp-content%2Fuploads%2F2022%2F05%2F2.-Draft-Synod-Response-from-the-Diocese-of-Paisley.docx&wdOrigin=BROWSELINK) on the St Joseph’s website.  It was agreed that a separate group would be required to review findings and agree the actions that need to be taken within St Josephs. It is most important that this is formed mainly of parishioners not currently involved in the PC. Given timescales, it is unlikely this will happen before the summer. It was noted that this is part of a greater need for volunteers to support a number of areas identified in the Synod feedback.  **Action:** St Joseph’s Parish report to be added to the St Joseph’s website once finalised.  **Action:** Separate meeting to be set up in August discuss the Synod reports with particular reference to findings relevant to St Joseph’s Parish involving both members of the PC and parishioners. | **AMacd**  **PMcM** |
|  | **Parish Update** | **Actions** |
|  | **Schools & Parish Initiative – paper previously circulated**  Peter shared document on activities taking place within Primary schools in our Parish to increase involvement of children in the Parish. Proposals have been shared with the Diocese and more widely with the Director in charge of Schools. This has received an extremely positive response with out local schools being seen as exemplars of good practice.  **Parish Ministries & Volunteering**  Peter has spoken with a number of helpers who are looking for new volunteers for groups such as RCIA, Eucharistic Ministers for home visiting, Minibus drivers and Welcoming to Mass.  It was agreed in August a call for help was required at Mass asking for volunteers for a number of existing groups requiring additional support along with new groups to be established to respond to the Synod findings and create a greater sense of Parish community as we recover from the pandemic. A notice is also required for the bulletin  **Action:** A call for help at Mass in August asking for volunteers for a number of existing and new groups.  **Action:** Note in bulletin in August to invite parishioners to join a number of existing and new groups.  **Diocesan Pastoral Council**  Peter advised he will attend the Diocesan Pastoral Council in May where the topic is on children and young people. | **ALL**  **PMcM** |
|  | **Clarkston Churches Together** | **Actions** |
|  | Eleanor updated on the Good Friday Pilgrimage which was very successful, in particular the participation by St Joseph’s. Thank you to Maureen for social media posts to encourage parishioners to attend.  Eleanor also highlighted difficulties in availability of Eucharistic Ministers to deliver communion to Clarkston and Williamwood Houses. Again this is a broader issue about the need for additional volunteers. |  |
|  | **Eco-congregation Scotland** | **Actions** |
|  | Ali noted that St Joseph’s has previously been a holder of an [Eco-congregation](https://www.ecocongregationscotland.org/) award but that has not been maintained. With the climate emergency and the need for individual Churches to respond to this, this should be revisited.  A first step would be provision of secure bike parking in the Church grounds.  It was agreed that a group is also required to take this forward and that this should be included in the call for help in August.  **Action:** Peter will speak to David about the opportunity to install bike racks. | **PMcM** |
|  | **AoCB** | **Actions** |
|  | **Hymn books**  A Parishioner had noted that the hymn books were in a poor state of repair. The potential for new covers was noted.  **Scam messages**  Peter asked PC members to note the scam messages being sent out purporting to be from Paisley Diocese. All those on the Parish register received a text highlighting the risk.  **Building survey**  Paisley Diocese have organised a survey of all Church property for insurance purposes. This may generate additional repair work for the Parish. Siobhan noted she would like to attend this survey if possible.  **Action:** Peter to advise Siobhan of the date of the Church property survey. | **PMcM** |
|  | **Date of next meeting** | **Actions** |
|  | Wed 3rd Aug at 7:00pm |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting note** | **Actions** |
|  |  |  |
| **Action table** | | |
| **Action:** Meeting to be arranged between John, Peter, Eleanor and Vincent to agree next steps around the future of the Link system and wider communication issues  **Action:** Ali to organise design of a 200 club “gift card” that could be downloaded from the Parish website.  **Action** c/fInvolvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative to next meeting  **Action:** Peter will refer live streaming this matter back to Fr Stephen given the strong views expressed.  **Action:** St Joseph’s Parish report to be added to the St Joseph’s website once finalised.  **Action:** Separate meeting to be set up after the summer break to discuss the Synod reports with particular reference to findings relevant to St Joseph’s Parish involving both members of the PC and parishioners.  **Action:** A call for help at Mass in August asking for volunteers for a number of existing and new groups    **Action:** Note in bulletin in August to invite parishioners to join a number of existing and new groups.  **Action:** Peter will speak to David about the opportunity to install bike racks.  **Action:** Peter to advise Siobhan of the date of the Church property survey. | | **JS/EM/VS/PMcM**  **AMacd**  **EM/AMacd**  **PMcM**  **AMacd**  **PMcM**  **ALL**  **PMcM**  **PMcM**  **PMcM** |