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

**10th Aug 2022**

|  |  |  |  |  |  |  |  |  |
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| **Date of meeting** | **03/02/21** | **05/05/21** | **01/09/21** | **10/11/21** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** | **10/08/22** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Deacon Paul Graham** | **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** | **A** | **A** | **P** | **P** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **P** | **A** | **A** | **P** | **A** | **P** | **P** |
| **Frances Brown** | **P** | **A** | **A** | **A** |  |  | **Resigned** |  |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Maureen Harcombe** | **P** | **P** | **A** | **P** | **A** | **P** | **P** | **A** |
| **Madeleine Connor** | **P** | **P** | **Resigned** |  |  |  |  |  |
| **John McCarney** |  | **P** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Siobhan Anderson** |  | **P** | **P** | **P** | **p** | **P** | **P** | **P** |
| **Margaret Ross** |  | **P** | **P** | **P** | **A** | **P** | **A** | **P** |
| **Vincent Smith** |  | **P** | **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** |  |
|  |  |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Peter McMillan  Seconded: Angela Gow |  |
|  | **Matters arising** | **Actions** |
|  | **200 club “gift card” download from the Parish website**.  **Action:** Ali toc/f  **Involvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative**  Action: c/f to next meeting  **St Joseph’s Parish report on Synod to be added to the Parish website.**  **Action:** Report is now finalised and will be sent to Chris McLaughlin for uploading  **Installation of bike racks**  This will be addressed by the proposed new Eco-committee once established  **Church property survey.**  This is yet to take place. Siobhan’s details have been passed to those carrying out the survey. | **AMacd**  **EM**  **AMacd** |
|  | **Church boundary wall update** |  |
|  | John provided an update on progress. Kevin Brown, the Quantity Surveyor who provides support to the Diocese, has worked with John to progress repairs. The walls have been surveyed and the scope of work agreed. Each element of work required, repair or rebuild, has been described and measurements and dimensions agreed. A formal invitation to tender was issued last week to 6 contractors. Each contractor was contacted prior to the invitation being issued to ensure any notification of interest is received within 2 weeks. Kevin has contacted contractors to ensure they have received the invitation to tender. John will share list of contractors with PCC.  Tenders will be vetted and following any required negotiation, there is potential for potential for work to start in early Autumn. Contractors have been asked to include an indicative timescale with their tender. The potential duration of work is in the realm of 6-8 weeks.  Trees and vegetation will need to be removed prior to any repair or rebuild so neighbours in Carolside Gardens will need to be advised in advance that work is planned and the reasons for this, emphasising the importance of safety.  The wall will be paid by increasing the Diocesan loan but income from 200 club will mean the increase will not be the full cost of the wall.  **Action:** John will draft a letter for to be approved by Fr Stephen to be distributed to neighbours. | **JS** |
|  | **Live Streaming Update and Outlook** | **Actions** |
|  | Following the previous PC meeting, a paper was produced and circulated to Parish Council members to address concerns raised. No further feedback was received so work to install live streaming equipment will be progressed.  This will involve a fixed camera with the ability to view wedding parties or funerals. Several practical issues still need to be addressed as installation cannot impact on the smooth running of Mass. A Parish team has been established, including Vince, Eleanor and Chris McErlane to work with Stephen McDermott from Network Scotland. Membership could be expanded to ensure all views are considered.  Work will progress now people have returned from summer holidays. The group is tasked with reviewing all options and identifying the most appropriate to meet the needs of the Parish in terms of equipment, installation and utilisation. It was noted that its operation cannot be dependent on any one individual.  The Diocesan protocol for live streaming is available and will be followed. The Parish safeguarding team has suggested installing a filter that shows communion prayer for those watching on-line while communion is being distributed. It was agreed having a Diocesan perspective on best practice in safeguarding would also be useful.  **Action:** Peter to follow up with the Parish Safeguarding Officers who will discuss directly with the Diocesan Safeguarding Team  Sound system concerns were discussed. Stephen McLaughlin from Network Scotland reviewed the system and advised installing a further 2 speakers at the back of the Church may improve sound quality. It was agreed an independent opinion would be helpful.  **Action:** Peter will follow up with the Cathedral for the sound engineer who installed their sound system. | **PMcM**  **PMcM** |
|  | **Parish Finance Sub-group** | **Actions** |
|  | **200 club**  Following the 200 Club “re-launch” in late 2021 there are now 250 entries at end July 2022 compared with 97 at end-October 2021. The bank account balance will be put towards the cost of the wall replacement, with further publicity about the club in Oct 2022 prior to a Christmas draw with 10 prizes of £100.  **Gift Aid**  Gift Aid (GA) re-claimed from HMRC in the 2019, 2020 and 2021 calendar years was £31,000, £36,000 and £38,000 respectively. There is potential to increase GiftAid further by identifying those who currently donate by standing order but do not gift aid.  An appeal about GA (and paying by standing order) is planned for the weekend of 27/28 August. A leaflet (draft circulated with meeting agenda) was circulated with the agenda and an appeal speech is being developed. Volunteers are needed to speak at 10am, 12 noon and 4pm masses on Sunday 28 August. We hope that children from OLM and St Joseph’s schools can assist in distributing leaflets and forms after masses.  **Action:** John to follow up with Parish volunteer groups including welcome volunteers to help with the appeal.  **QR codes to gather offerings**  Several options have been investigated. John advised that after consideration, the Paisley Diocese system via the PAYA charity appears to be most suitable. This system will collect donations as weekly, monthly, annual or one-off and provides a gift aid option.  The QR code will be added to the parish Facebook page, website and newsletter, at each end of every pew and on the noticeboard. etc. We will “launch” the pew codes in due course via the newsletter etc. Hopefully, this will encourage more people to donate in a cashless manner and to gift aid.  QR code – the Diocese has produced a QR code which will meet the needs of the Parish. These will be available at each door and at the end of every pew. Potential to install these at candles and statues.  **Action:** John to follow up with Diocesan finance manager.  **Action:** information to be uploaded on website, FaceBook and newsletter | **JMcC/ALL**  **JMcC**  **JMcC** |
|  | **Parish Update**   * **Parish Ministries and Additional Volunteering Appeal** * **Parish Synodal Follow Up** * **Diocesan Pastoral Council Feedback** * **New Focus and Initiatives** | **Actions** |
|  | **Parish Ministries and Additional Volunteering Appeal**  Peter has contacted each Parish contact asking about their requirement for additional volunteers. Call for help at Mass to be organised for weekend of 3rd/4th Sept. Draft text has been developed and was circulated with the meeting agenda. This should include IT skills.  Peter has also contacted St Ninian’s regarding encouraging young people to volunteer in the Parish as part of the Caritas programme.  **Action:** Feedback on the draft volunteering appeal  **Action:** Volunteers required to speak at Mass and sign volunteers up afterwards.  Note to be added to bulletin.  **Parish Synodal follow up**  Once sufficient volunteers have come forward, a group will be established to  respond to the Synodal feedback in St Joseph’s.  **Action:** Peter, Vince, Eleanor and Ali to take the St Joseph’s Parish response to the Synod forward.  **Diocesan Pastoral Council (DPC) feedback**  Minutes of previous meetings are available on the Diocesan website. Now the Synod response has concluded, the DPC group will continue to meet 6 monthly on a Saturday from 10-4pm. Anyone on the PPC who at any time is interested in the DPC is welcomed to shadow Peter and then take on this role if they wish. Attendance provides an opportunity to share across Parishes.  **New Focus and Initiatives**   * **Primary School Mass**   This is being introduced on the first weekend of every month and will alternate between St Joseph’s and OLM. It was highlighted that the parents of some children participating do not attend Mass themselves. The importance of being welcoming to all parents was agreed, with the potential to advertise this as a family Mass and to offer coffee in the Church Hall afterwards as an option as a way of engaging those parents less likely to attend themselves.  Primary school What’s App groups are an important way to disseminate information to an audience we may otherwise not reach.   * **Next steps around the future of the Link system and wider communication**   A number of different data bases hold details for different purposes but much of the information held is out of date and these cannot be amalgamated. Peter has spoken to each member of group individually and it was agreed that a comprehensive parish register is required. A method for maintaining the information to ensure it remains up-to-date will be required thereafter. A Parish Census is one option for gathering information about Parish members and increasing numbers on the existing register. This could include sections on Gift Aid and other permission to contact. Fr Stephen has contacted other priests in the Diocese regarding any previous censuses conducted for information on the form and process. Schools WhatsApp groups may again be a way to raise awareness.  The Link magazine is too expensive to re-establish however the symbol is recognised and the approach could be used to issue a newsletter every 6 months.  **Action:** Peter to follow up with local schools about the potential for parent’s registering their children to complete a Parish registration form at the same time. | **ALL**  **PMcM/**  **ALL**  **PMcM/EM/VS/AMacd**  **PMcM** |
|  | **Clarkston Churches Together** | **Actions** |
|  | c/f to next meeting |  |
|  | **ECO Congregation Scotland** | **Actions** |
|  | c/f to next meeting |  |
|  | **AoCB** | **Actions** |
|  | **Health and Safety Review**  Diocesan health and safety review is being undertaken in each Parish by the Diocesan safety officer  **Utility bills**  Fr Stephen requires a volunteer to take monthly meter readings  **Action – Peter and Siobhan will discuss off line.**  Fr Stephen advised he had received a letter from the MP within one of the Paisley Constituencies inviting each Parish to attend a session 24th Aug to meet with agencies who can help parishioners with fuel bills.  **Action: Siobhan will contact Diocese and advise she will attend on behalf of St Joseph’s**  **Eucharistic Adoration**  Eucharistic Adoration and Confessions are now part of the same service which is held every Saturday morning between 09:00 to 10:00am.  **Bulletins**  Requirement for some hard copies to be made available for those without access to the internet.  **Action:** Angela will make 50 copies available in the Sacristy each Saturday, including A3 copies.  **Increase awareness of PC membership**  **Action:** Send photos to Ali | **SA**  **SA**  **AG**  **ALL/A**  **Macd** |
|  | **Date of next meeting** | **Actions** |
|  | Wed 12th Oct 2022 7:00pm |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting note** | **Actions** |
|  |  |  |
| **Action table** | | |
| **Action:** c/f200 club “gift card” download from the Parish website.  **Action:** c/f involvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative  **Action:** Add St Joseph’s Parish report on Synod to the Parish website.  **Action:** Draft a letter about wall repairs for to be approved by Fr Stephen to be distributed to neighbours.  **Action:** Follow up with Diocesan safeguarding team regarding process during Communion distribution  **Action:** Follow up with the Cathedral for the sound engineer who installed their sound system.  **Action:** Follow up with Parish volunteer groups including welcome volunteers to help with GiftAid appeal.  **Action:** Follow up with Diocesan finance manager regarding QR codes  **Action:** Information on QR codes to be uploaded on website, FaceBook and newsletter  **Action:** Feedback on the draft volunteering appeal letter  **Action:** Volunteers required to speak at Mass about volunteering and sign volunteers up afterwards.  Note to be added to bulletin.  **Action:** Peter, Vince, Eleanor and Ali to take the St Joseph’s Parish response to the Synod forward.  **Action:** c/f Clarkston Churches Together  **Action:** c/f Eco-congregation committee    **Action:** Follow up with local schools about the potential for parent’s registering their children to complete a Parish registration form at the same time.  **Action –** Arrange monthly utility meter readings in Church  **Action:** Siobhan will contact Diocese and advise she will attend fuel poverty meeting on behalf of St Joseph’s  **Action:** Copies of the Bulletin to be available in the Sacristy each Saturday, including A3 copies.  **Action:** Send photos to Ali for PC section of Parish website | | **AMacd**  **EM**  **AMacd**  **JS**  **PMcM**  **PMcM**  **JMcC**  **JMcC**  **JMcC**  **All**  **PMcM**  **PMcM/VS/EM/AMacd**  **EM**  **PMcM**  **PMcM**  **SA**  **SA**  **AG**  **ALL** |