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

**10th Nov 2021**

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| **Date of meeting** | **12/02/20** | **03/06/20** | **15/07/20** | **21/10/20** | **03/02/21** | **05/02/21** | **01/09/21** | **10/11/21** |
| **Fr Stephen Baillie** | **A** | **P** | **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** | **A** | **P** | **P** | **P** | **P** | **P** |
| **Pat Hassett (Chair up to Jul 2020)** | **P** | **P** | **P** | **Resigned** |  |  |  |  |
| **Angela Gow** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Emma Merriman** | **A** | **A** | **Resigned** |  |  |  |  |  |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **A** |
| **Frances Brown** | **P** | **p** | **P** | **A** | **P** | **A** | **A** | **A** |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Maureen Harcombe** | **A** | **P** | **A** | **A** | **P** | **P** | **A** | **P** |
| **Madeleine Connor** | **P** | **P** | **P** | **P** | **P** | **P** | **Resigned** |  |
| **John McCarney** |  |  |  |  |  | **P** | **P** | **P** |
| **Siobhan Anderson** |  |  |  |  |  | **P** | **P** | **P** |
| **Margaret Ross** |  |  |  |  |  | **P** | **P** | **P** |
| **Vincent Smith** |  |  |  |  |  | **P** | **P** | **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: Angela Gow  Seconded: John McCarney | |  |
|  | **Matters arising** | | **Actions** |
|  | **PCC Constitution - completed**  This has been agreed and a final version submitted to the Bishop to be registered with the Diocese.  **• Action: Ali to circulate be the final constitution to PC members as agreed by Canon Stephen.**  **Information on Gift Aid - completed**  **Live Streaming**  Funding for this has been secured. A special PCC meeting was held to discuss the potential installation. It was agreed to wait 6 months to focus on a gradual resumption of normal Parish activity before progressing with the proposal.  **Clarkston Churches Together**  Peter thanked Eleanor for her contribution and noted she had given over a lot of time to support this. Eleanor updated on events held to date that are bringing the churches together, with St Joseph’s, Greenbank, Busby and St Aiden’s being particularly active. Eleanor herself is delivering 2 courses of spiritual yoga sessions which conclude this week. Maureen is promoting all events through social media and a CCT FaceBook group has been established.  **Mapping of Parish Profile - completed**  An update has been submitted toJune Clooney in the Diocesan offices.  **Parish maintenance - completed**  Template has been circulated by Siobhan.  **Celebration of Parish 50th Anniversary - completed**  Peter thanked Angela for her organisation of the social event in the hall which involved considerable time and effort. It was agreed that the additional space provided by the gazebo was very useful and should be used in future events. An article and photos were published in the Flourish this month. Peter has formally written to thank Mr Docherty for the help from St Ninian’s pupils.  **Celebration of Marriage and Family Life Mass** – **completed**  Following the last PPC meeting, it was agreed the Celebration of Marriage and Family Life Mass should be held. This was held on 26th Oct and was well-attended by those with anniversaries and who were recently married.  **Resumption of Parish Life bulletin notice- completed**  **Children and Young People**  Peter has approached Mr Docherty regarding having St Ninian’s pupils as part of the Pastoral Council but has had no response yet.   * **Action c/f to next meeting**   **Consultation of Diocesan Finances - completed**  Peter and John developed a draft response for comment which was subsequently submitted to the Diocesan Offices. A proposal from the Diocese will be submitted to the Assembly of Priests and will be discussed at the Diocesan Pastoral Council. The consultation response was circulated to the PPC. | | **AMacd**  **PMcM** |
|  | **Church Boundary Wall Update** | | **Actions** |
|  | | Peter feedback on behalf of John referring to the emails that John had sent to Father Stephen and Peter. Peter highlighted that John had made significant progress in bring order and clarity to the overall project. John has summarised previous discussions into one boundary wall document identifying the way forward and the detailed work required. John has sent this document to the interested contractors to provide a baseline for quotations and invited them to meet with him on site. Two site visits have taken place with one quotation received.  The PPC agreed that it would be good practice to obtain further quotation(s). It may also be of benefit to review the boundary wall document with the original architect. The potential requirement to involve an engineer was also raised.  It was agreed that the wall repairs are a priority and are available to assist John if required. Peter will follow up with John regarding the actions to be taken from here.  **Action: Peter will follow up with John regarding actions to be taken from here.** | **PMcM** |
|  | **Parish finance sub-group** | | **Actions** |
|  | John provided an update of progress since the last meeting.   * **200 Club**   Monthly draws are now underway again and the winning number will be publicised in the Bulletin. The majority of members now pay directly into the separate 200 Club account, however some follow-up is still required. A relaunch of the initiative will take place on 28th Nov with the aim of recruiting new members. The relaunch will focus on contributions generating funds for specific purposes, such as the church boundary wall. PPC members volunteered to help with the relaunch, giving a brief update after each of 6 weekend Masses and being available afterwards to provide parishioners with additional information. Where possible, payment by monthly Standing Order is preferable, but there is still an option to pay annually by cheque.  **Action – Volunteers required to attend 6 Masses over the weekend of 27th/ 28th Nov and 4th /5th Dec**   * **Church buildings and grounds – maintenance schedule**   The comprehensive maintenance schedule has been prepared under specific headings – roofs; rainwater goods; external; internal; building services & systems. The schedule can now be used to determine which work requires professional contractors or volunteer groups as appropriate. Discussions on ownership of the schedule and regular updating is ongoing, along with how to coordinate volunteer work.   * **Gift Aid**   Work is currently underway to encourage those taxpayers who are not Gift Aiding their offering to do so, where appropriate and possible. A campaign to increase standing order and Gift Aid payments is being planned in 2022. In 2020, approximately 2/3rds of offerings to the parish were Gift Aided, however this does not include second collections.  The majority of second collections, other than the Building Fund, are for causes or charities at Diocesan or National level. It is not possible to claim Gift Aid for special collections of cash donations unless the donor specifically indicates that the offering is Gift Aided. Many special collections are also not for the Parish. The option of introducing enveloped for the Building Fund was discussed as this would enable the donor to Gift Aid. | | **JMcC/ALL** |
|  | **Parish Update**  o Volunteer Status, Cleaning & Welcoming | | **Actions** |
|  | Peter advised that numbers of both welcoming and cleaning volunteers have dropped. However, following the most recent guidance received from the Diocese in relation to measures to mitigate the spread of Covid, ensuring good ventilation is the most important measure and it is now possible to review the cleaning regimes in place.  The cleaning team will now reduce daily and weekly cleaning activities and return to the pre-pandemic cleaning schedule. A cleaning company has been contracted on a short-term basis to clean monthly using specialist electrostatic cleaning materials and techniques, the effects of which will last for the following four weeks. This will be reviewed after 3 months.  Mini QR codes are now in place at end of pews which should facilitate speedier entry and avoid crowding at the porch doors.  With a view to a gradual return to pre-pandemic practices, there is a requirement for more Pass-keepers, as many who previously undertook this role are no longer able to do so. There is the potential to merge the role of Pass-keeper and welcome volunteer and this will be reviewed after Christmas. | |  |
|  | **Schools and Young People** | |  |
|  | Canon Stephen emphasised the importance of bringing children and young people back into the life of the Church and returning to Mass.  A number of options were discussed:   * Resumption of the Children’s Liturgy at 10 am Mass is planned in the New Year, however volunteers may need to update their safeguarding training and there may be a need to recruit new volunteers after such a long break * Altar Serving has restarted and requests for new Altar Servers have been publicised. * The Parish previously held a Youth Mass on alternate Sunday evenings, organised by young people within the Parish. The potential to re-establish this was explored, with the Caritas programme offering an opportunity, however this is limited to term-time and would still require co-ordination of readers, music and musicians. It was agreed Peter would discuss this with parishioners who may be able to advise on the best way to progress this. A number of suggestions were made about points of contact. * The opportunity to engage with Primary Schools to provide readers and music for other Masses was also discussed. It was agreed to revisit this discussion at the next PCC meeting.   **Action: Peter will discuss this with some parishioners who may be able to advise on the best way to progress this.** | | **PMcM** |
|  | **Christmas Services, Events, Activities & Assistance**  o Services Timetable and review  o Special Services Proposed  o Activities, e.g Link Letter  o Assistance Required | | **Actions** |
|  | The church capacity, pre-pandemic, is 610 and each of the 3 busiest weekend Masses has an attendance of approximately 250. Peter advised that this has been reviewed, and allowing 0.5 m between those seated, would provide 350 seats. Canon Stephen is proposing 8 Masses in St Joseph’s on Christmas Eve and 4 Masses on Christmas Day. As 26th Dec falls on a Sunday, a further 4 Masses will be held then.  It was agreed that Masses would need to be ticketed, and that Eventbrite would be simpler than physical tickets. The telephone booking system will be reinstituted for those without internet access. This would allow parishioners to book spaces for both their family and visitors, however would not provide a registration system for Test and Protect. Limiting numbers to 350 would still allow space for unexpected attendees and would not require overflow space in the Hall.  Welcomers will ask attendees to sanitise their hand and to register either using their unique number or the QR code.    Communication about the planned process will be done via FaceBook, Twitter, website, schools, bulletin and notices in the Church porch. This will include the date when tickets will be released  **Action: Maureen will follow up with Madeleine to re-establish Event Bright and telephone booking**  **Action: Peter will draft a communication plan.**  Angela advised that she is not able to deliver news letters to those who are housebound, so some currently have no contact with the Church. Dial a Mass is still available but is now a national service being organised through the Diocese.  It was agreed there is a requirement for communication with those who are not able to attend Mass in St Joseph’s to maintain contact with the Church. The option of a pre-Christmas Link newsletter was agreed.  **Action: Peter will follow-up with John regarding production and distribution of a Christmas Link newsletter.** | | **MH**  **PMcM**  **PMcM/JS** |
|  | **2021/22 Outlook** | |  |
|  | Peter is attending the Diocesan Pastoral Council on 27th Nov  It was agreed to defer Lenten plans until the next meeting. | |  |
|  | **Date of next meeting** | | **Actions** |
|  | Wed 9th Feb 2022  7 pm in Church hall | |  |
|  | **AoCB** | |  |
|  | * A request for A5 bulletins to be reintroduced has been received. Canon Stephen will follow this up.   **Action : Canon Stephen to review A5 Bulletin provision**   * Eleanor advised of a Clarkston Churches Together event being held during Christian Unity week on Sun 23rd Jan at 6:30 in Williamwood Church, where the author of a biography about St Jane Haining is attending. As this is a CCT event it would be helpful to have a good turnout from St Joseph’s. * Canon S advised that the final school Cluster Mass of the year is being held on Thurs 18th Nov. This will be the last Mass attended by Mr Docherty as Head Teacher of St Ninians’ before his retiral.   **Action: Angela will organise catering in the Church hall** | | **Can S**  **AG** |
|  | **Closing prayer** | | **Actions** |
|  |  | |  |
|  | **Post-meeting note** | |  |
|  | Additional information on the boundary wall summary document:  John has categorised the parish boundary wall into walls 1 to 5, illustrating in each the current condition and work that needs to be done. In walls 3 and 4 John recommends retaining, repairing and stabilising the concrete wind posts, but removing the brickwork panels between them and replacing with timber fencing. | |  |
| **Action table** | | | |
| **PPC constitution**  Action: Ali to circulate be the final constitution to PC members as agreed by Canon Stephen.  **Church Wall**  Action: Peter will follow up with John regarding the process from here.  **200 club re-launch**  Action – Volunteers required to attend 6 Masses over the weekend of 27/28th Nov and 4th /5th Dec.  **Children and Young People**  Action – c/f representation on PPC to next meeting  Action – Peter will discuss this with some parishioners who may be able to advise on the best way to progress this.  **Christmas Mass organisation**  Action: Maureen will follow up with Madeleine to re-establish Event Bright and telephone booking  Action: Peter will draft a communication plan.  **Christmas Link newsletter**  Action: Peter will follow-up will John regarding production and distribution of a Link newsletter.  **School cluster Mass**  Action: Angela will organise catering in the Church hall | | | **AMacd**  **PMcM**  **JMcC/ALL**  **PMcM**  **PMcM**  **MH**  **PMcM**  **PMcM/JS**  **AG** |