**St Joseph’s Pastoral Council Draft Minutes**

**12th Oct 2022**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of meeting** | **05/05/21** | **01/09/21** | **10/11/21** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** | **10/08/22** | **12/10/22** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Deacon Paul Graham** | **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** | **A** | **A** | **P** | **P** | **P** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **A** | **A** | **P** | **A** | **P** | **P** | **A** |
| **Frances Brown** | **A** | **A** | **A** |  |  | **Resigned** |  |  |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **P** | **P** | **A** | **P** |
| **Maureen Harcombe** | **P** | **A** | **P** | **A** | **P** | **P** | **A** | **A** |
| **Madeleine Connor** | **P** | **Resigned** |  |  |  |  |  |  |
| **John McCarney** | **P** | **P** | **P** | **A** | **P** | **P** | **P** | **A** |
| **Siobhan Anderson** | **P** | **P** | **P** | **p** | **P** | **P** | **P** | **P finance committee item only** |
| **Margaret Ross** | **P** | **P** | **P** | **A** | **P** | **A** | **P** | **P** |
| **Vincent Smith** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Danny McKendry**  **Representing St Bridget’s, Eaglesham** |  |  |  | **P** |  |  |  |  |
| **Marion McPhillips** |  |  |  |  |  |  |  | **P** |
| **Jonathon Carroll** |  |  |  |  |  |  |  | **P** |
| **Andrew Killin** |  |  |  |  |  |  |  | **P** |
| **Michael McAndrew** **Representing St Ninian’s pupils** |  |  |  |  |  |  |  | **P** |
| **Eva Fitzpatrick** **Representing St Ninian’s pupils** |  |  |  |  |  |  |  | **P** |

|  |  |  |
| --- | --- | --- |
|  | **Welcome to New PPC Members** |  |
|  | Peter welcomed Marion, Andrew and Jonny as new volunteers to the Pastoral Council and Michael and Eva who attended representing St Ninian’s High School. He thanked everyone for responding to the call for volunteers. Peter asked Michael and Eva to refer any actions from Pastoral Council meetings to Jonathon Cumming as the designated St Ninian’s PC Contact for discussion and approval prior to further action. |  |
|  | **Decade of the rosary and prayer for priests** |  |
|  |  |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page. The PC introduced themselves to the new members. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Angela Gow  Seconded: Vincent Smith |  |
|  | **Matters arising** | **Actions** |
|  | * 200 club “gift card” download from the Parish website.   Completed. Christmas and alternative versions sent to John McCarney. The PC thanked the volunteer who had designed these.   * c/f involvement of Justice and Peace in the Church of Scotland community sponsorship for refugees initiative   Eleanor updated that prior to the invasion of the Ukraine, the Justice and Peace group within the Church of Scotland had asked for volunteers to sponsor refugees as part of the UNHCR programme of support for families.  Separately a meeting within St Ninian’s had taken place to explore the potential for a Justice and Peace group to strengthen links with the Parish Justice and Peace group. However this has yet to be progressed.   * Add St Joseph’s Parish report on Synod to the Parish website.   Completed. Link can be found [here](https://stjosephclarkston.com/synod/)   * Draft a letter about wall repairs for to be approved by Fr Stephen to be distributed to neighbours.   **Action:** c/f drafting of letter about wall repairs for St Joseph’s neighbours to next meeting   * Follow up with Diocesan safeguarding team regarding process during Communion distribution when live streaming is taking place.   Completed. Feedback received supporting this approach.   * Follow up with the Cathedral for the sound engineer who installed their sound system.   Completed. Sound engineer recommended by the Diocesan Office attended at Mass on Sunday 12:00 and checked sound system. He reported that the system itself is adequate for the Church however the set up needs to be improved. He will visit to reset the system and password protect it to ensure settings are not subsequently altered.   * Follow up with Parish volunteer groups including welcome volunteers to help with the Gift Aid appeal.   Completed.   * Follow up with Diocesan finance manager regarding QR codes   Completed. Prototype QR codes for the Church interior shared with the PC.   * Information on QR codes to be uploaded on website, FaceBook and newsletter   Completed   * Feedback on the draft volunteering appeal letter   Completed   * Volunteers required to speak at Mass about volunteering and sign volunteers up afterwards. * Note to be added to bulletin.   Completed. Over 60 volunteers have come forwards.   * Peter, Vince, Eleanor and Ali to take the St Joseph’s Parish response to the Synod forward.   Agenda item tonight.   * c/f Clarkston Churches Together   Eleanor advised that local churches are considering a suggestion to open as warm banks, offering soup over lunchtime. Canon Stephen and Peter responded that the Local Authorities will be drafting plans on how they can provide heated areas and/or assistance to those in need. Therefore, we should wait to hear the Local Authorities proposals and then decide how best St Joseph's can respond. Currently St Joseph’s parish have no Health and Safety Certificate allowing the preparation of hot food.  It was noted that prior to the Covid-19 pandemic that the PPC had started to explore both the Health and Safety requirements and also the installation of an industrial dishwasher.  **Action:** c/f kitchen improvements as an agenda item     * Eco-congregation committee   Following new volunteers coming forwards the Justice and Peace group is being re-established and will also oversee the eco-congregation work.   * Follow up with local schools about the potential for parent’s registering their children to complete a Parish registration form at the same time.   Peter advised he has spoken with the Diocesan Offices who have advised that as for schools could use the Group Call or equivalent to pass on information from the parish about Parish registration.  Peter has again written to both Primary School Head Teachers asking within GDPR guidelines if schools could encourage both new and existing parents to consider registering on-line at St Joseph’s Parish. Peter has forwarded the advice provided by the Diocese to our contacts in the primary schools to investigate the feasibility of implementation and is waiting to hear back.   * Arrange monthly utility meter readings in Church   Completed. Siobhan and David Melville will deal with this.   * Siobhan will contact Diocese and advise she will attend fuel poverty meeting on behalf of St Joseph’s   Completed.   * Copies of the Bulletin to be available in the Sacristy each Saturday, including A3 copies.   Completed.Initially 50 copies were produced for those without e-mail access, including A3 size, however very few are being collected. It was noted their availability has not been made known.  **Action:** Add note to bulletin to advise of availability of the Bulletin in hard copy for those who cannot access this by e-mail or Facebook. Fr S will announce this from the Pulpit.   * Send photos to Ali for PC section of Parish website   Some photos are yet to be received. Continue as action.  **Action:** Send photos to Ali for PC section of Parish website | **JS/PMcM**  **PMcM/AG**  **AG**  **All** |
|  | **Church boundary wall update** | **Actions** |
|  | Peter provided an update from John, advising that a statement of requirements has been issued to six companies inviting them to tender for the work. Three quotations have been received to date. Costs are higher than anticipated. Action is underway to discuss with contractors who have submitted bids to explore the potential for economies. John anticipated further information would be available by the end of October. |  |
|  | **Live Streaming Update** | **Actions** |
|  | No further progress since last meeting. The sub-group are exploring whether other options for installation may reduce the associated costs. |  |
|  | **Parish Finance Sub-group** | **Actions** |
|  | **200 club**  There are now 263 entries per month, with projected profit of approx. £1000/ month which will be allocated to the Church Wall repairs. There is a plan to have a further appeal on the weekend of 12th/13th Nov with objective of increasing numbers prior to Christmas, with ten prizes of £100 for the Christmas draw. Gift cards have been designed and will be made available.  **GiftAid**  The recent appeal resulted in a further 26 new Gift Aid forms being submitted. A further promotion is planned for 2023.  **QR codes**  QR codes are now available for offertory payments in the bulletin, FaceBook and on the parish website. These will also be in place in the Church building, on doors, in all porches and potentially at the ends of pews. Some concerns were expressed about the importance of preserving the sanctity of the Church, and the risk that people entering financial information might disrupt those at prayer. It was agreed this would be taken back to the finance committee for further discussion, including potentially looking at examples in Parishes who have already implemented this approach. In the interim, QR codes could be placed on doors and in porches.  Ali advised she had been approached by a parishioner asking about using card readers as these are in place in other Scottish Parishes. Peter advised that this had been considered by the Finance Committee but that these require contracts with providers who take a % of all donations. |  |
|  | **Parish Update**   * **Feedback on the Volunteer Appeal** * **Parish Synodal Proposal Follow On** * **New Initiatives for Discussion** | **Actions** |
|  | **Volunteer Appeal**  Peter advised over 60 volunteers have come forward. Everyone has been contacted directly and put in touch with the contact for the Church group or organisation in which they had expressed interest. Additional support for teas and coffees after 12 MD Mass is now in place and the Justice and Peace and eco-committee has been re-established. Four volunteers are able to provide administrative support.  **Synod follow-up (paper attached)**  Peter and Ali described a proposal for a further, short Parish meeting followed by tea and coffee. This would offer an opportunity to agree further specific actions in addition to those already taken to address issues that were directly relevant to St Joseph’s.  It was agreed this should be held before Christmas. Marion and Angela volunteered to help.  The PPC expressed their thanks to Ali for work undertaken in compiling the St Joseph’s response to the Synod and the separate Parish report.  **Action:** Organise sub-group meeting to organise the Synod follow-up meeting  **Action:** volunteers required on the night to help organise and run the Synod follow-up meeting and to offer tea and coffee afterwards.  **Parish Initiatives**  There was a discussion about the need to ensure Parishioners are aware of when the Pastoral Council are meeting and have the opportunity to ask for agenda items to be raised and responded to. A suggestion box was considered but instead it was agreed to place a notice in the bulletin the week prior to meeting inviting agenda items. Andrew volunteered to oversee this process.  **Action:** Place meeting note in bulletin prior to next PC meeting asking for agenda items and follow up responses. | **PMcM/AMacd**  **ALL**  **AK** |
|  | **Clarkston Churches Together** | **Actions** |
|  | Eleanor asked for additional volunteers to work with her on CCT group. It was noted that the group meeting during the day which is a barrier for those on the PC who work Mon-Fri.  **Action:** Contact Eleanor if able to help with Clarkston Churches Together | **ALL** |
|  | **Parish Services**   * **Christmas Services** * **Lent** * **Special Masses and Events** | **Actions** |
|  | **Christmas Masses**  To be agreed. The potential to produce and distribute a Link letter to all Parishioners for Christmas was discussed. The Link address system is now several years out of date. Until the Parish register is updated, it was agreed it would be better to post the letter on the Parish website and distribute it at the end of Mass.  **Action:** Canon Stephen will ask John Sweeney to draft a Christmas Parish letter for distribution through the Parish website and at the end of Mass.  **Action:** Peter to discuss arrangements for Christmas Masses with Canon Stephen  **Special Masses**  Mass for Life/Holy hour scheduled for Fri 4th December  Bereavement Mass, which is organised by the Bethany bereavement group is planned for 7th Nov.  It was agreed that the Mass to celebrate Marriage and Family Life Mass would be held in May 2023 following its postponement to May 2022 because of C-19. | **JS**  **PMcM** |
|  | **AoCB** | **Actions** |
|  | Fr Stephen updated on work at St Ninian’s including conducting class Masses across the school. These should be completed by Christmas. Prayer breakfasts and morning Mass in the Oratory also takes place twice a week.  There was a discussion about how best to support young people and their families to attend Mass. There is an active Caritas group within St Ninian’s which could offer a forum for conversation but it is composed of 20 pupils from a school year with 300 members. Eva and Michael highlighted the need for Caritas to be promoted in S5 earlier in the school year and for this to happen more frequently. The option of holding conversations with the pupil councils was also noted. It was agreed approaches need to be much more varied and creative. These might include Body prayer or imaginative contemplation and that further discussions about potential suggestions was required.  **Action:** Further discussion within PPC and with Eva and Michael and Jonathon Cumming to take place to explore potential ideas for actions within schools and Parishes. | **JC** |
|  | **Date of next meeting** | **Actions** |
|  | Wed 18th Jan 2023 – 7:00pm |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting note** | **Actions** |
|  | Angela Gow has agreed to review the previous information and material gathered on kitchen improvements and Health and Safety requirements prior to Covid and update the PPC at the next meeting in January.  On the understanding that QR codes have already been introduced in other parishes. Canon Stephen approved the introduction of these onto pews in St Joseph’s. This would allow practical lessons to be learned and if required adjusted accordingly. | **AG**  **SA** |
| **Action table** | | |
| **Action:** c/f drafting letter about wall repairs for St Joseph’s neighbours to next meeting  **Action:** c/f kitchen improvements as an agenda item and update at January meeting.  **Action:** Add note to bulletin to advise of availability of the Bulletin in hard copy for those who cannot access this by e-mail or Facebook. Fr S will announce this from the Pulpit.  **Action:** Send photos to Ali for PC section of Parish website  **Action:** Organise sub-group meeting to organise the Synod follow-up meeting  **Action:** Volunteers required on the night to help organise and run the Synod follow-up meeting and to offer tea and coffee afterwards.  **Action:** Place meeting note in bulletin prior to next PC meeting asking for agenda items and follow up responses.  **Action:** Contact Eleanor if able to help with Clarkston Churches Together  **Action:** Canon Stephen to ask John Sweeney to draft a Christmas Parish letter for distribution through the Parish website and at the end of Mass.  **Action:** Peter to discuss arrangements for Christmas Masses with Canon Stephen  **Action:** Further discussion with Eva and Michael and Jonathon Cumming to take place to explore potential ideas that could then be taken to the Caritas group or Pupil Council. | | **PMcM/JS**  **PMcM/**  **AG**  **AG**  **ALL**  **PMcM/AMacd**  **ALL**  **AK**  **ALL**  **CnS/ JS**  **PMcM**  **JC** |