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

**17th May 2023**

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| **Date of meeting** | **10/11/21** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** | **10/08/22** | **12/10/22** | **26/01/23** | **17/05/23** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **A** | **P** | **P** | **A** | **P** |
| **Deacon Paul Graham** |  |  |  |  |  |  | **P** | **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** | **A** | **A** | **P** | **P** | **P** | **A** | **P** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **A** | **P** | **A** | **P** | **P** | **A** | **P** | **P** |
| **Frances Brown** | **A** |  |  | **Resigned** |  |  |  |  |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **A** | **P** | **P** | **A** |
| **Maureen Harcombe** | **P** | **A** | **P** | **P** | **A** | **A** | **P** | **A** |
| **John McCarney** | **P** | **A** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Siobhan Anderson** | **P** | **p** | **P** | **P** | **P** | **P finance committee item only** | **P** | **P** |
| **Margaret Ross** | **P** | **A** | **P** | **A** | **P** | **P** | **P** | **A** |
| **Vincent Smith** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Danny McKendry**  **Representing St Bridget’s, Eaglesham** |  | **P** |  |  |  |  |  |  |
| **Marion McPhillips** |  |  |  |  |  | **P** | **P** | **P** |
| **Jonathon Carroll** |  |  |  |  |  | **P** | **P** | **P** |
| **Andrew Killin** |  |  |  |  |  | **P** | **P** | **P** |
| **Michael McAndrew** **Representing St Ninian’s pupils** |  |  |  |  |  | **P** | **A** | **A** |
| **Eva Fitzpatrick** **Representing St Ninian’s pupils** |  |  |  |  |  | **P** | **A** | **A** |

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|  | **Welcome** |  |
|  | Peter welcomed everyone to the meeting. |  |
|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Concerns were raised by 2 members of PC regarding the minuting of the discussion about the boundary wall and that these did not accurately reflect a requirement to seek and pay for legal opinion as opposed to a discussion with Fr S about the potential for this. Minutes have been amended accordingly.  Proposed: Peter McMillan  Seconded: Vince Smith |  |
|  | **Matters arising** | **Actions** |
|  | **Action: Any PC members who wish their photo to be uploaded to the Parish website, please forward to Ali within 2 weeks**   * Closed   **Action: Defer discussion about photos of PC in front porch to next meeting.**   * **Action: everyone to provide a photograph to Ali for a PC poster in the front porch**   **Action:** John will draft a detailed report of the process to repair the boundary walls.   * Agenda item   **Action: Peter will raise clarification of ownership of wall and potential to seek legal counsel with Fr Stephen.**   * Peter advised he met with Fr S following the PC meeting. Fr S retrieved all relevant information on the boundary all ownership including land registration.   **Action: draft a letter for Canon Stephen's review which, at the appropriate time, informs the neighbours about the plan of repairs on the boundary wall.**   * c/f to next meeting.Peter has discussed this with one neighbour meantime.   **Action: Siobhan will follow up with Chris regarding 200 Club Branding**   * John advisedhe has spoken to Chris McLaughlin and it has been agreed to rebrand the club. No changes will be required to the payment system.   **Action: Peter will follow up with Stephen Scott regarding recalibration of the sound system.**   * Peter advised he tried to contact Stephen Scott on several occasions before making contact. Stephen is currently out of the country with work but on return, expected to be in June, he will arrange a visit to recalibrate the sound system.   **Action: Eleanor and Vince will follow up with Chris McErlean about progressing with live streaming.**   * Agenda item   **Action: Margaret will, following review by Canon Stephen, submit an application to the ERC regeneration fund on behalf of St Joseph’s**   * Covered in finance report   **Action: Finance sub-group to review the needs and costings for a kitchen upgrade in addition to the industrial dishwasher.**   * Covered in finance report   **Action: Peter and Ali will discuss the follow-up Parish Synodal Meeting and return to the PC with proposals.**   * **Agenda item**   **Action: Jonathon C will discuss proposals for developing sessions for young people with Fr Stephen and draft a note for St Ninian’s inviting pupils to attend sessions in the Parish Hall.**   * Agenda item   **Action: Peter will follow up with Fr Stephen regarding a date in May for the Marriage and Family Life Mass**   * Agenda item   **Action: Eleanor will follow up regarding a publication on defibrillators and their use and pass this information onto Andrew.**   * No update   **Action: Peter will feed information on the defibrillator costs back to the Parish benefactor.**   * Agenda item   **Action: Jonathon C will follow up with Veronica regarding PVG advice for a mentoring system for young people within the Parish.**   * Peter advised that Jonathon has completed his PVG training.   **Action: Andrew and Vincent will meet to develop a protocol** **should parishioners become unwell during Mass**   * Vince updated thathe had sought costs for First Aid training delivered by Third Sector organisations. Costs vary but are in the region of £500 with the qualification lasting 3 years. * A question raised about whether the Church has a duty of care to Parishioners attending. The potential for Welcome Team leaders/ Pass-keepers to call for anyone in the Church who was medically qualified was discussed. Fr Stephen advised that in a previous Parish, a list of all Parishioners with appropriate qualifications was kept in the Sacristy. * It was noted the Parish has an accident book and any unintentional injuries that occurred in the Church or its grounds should be noted. It was not clear if Pass-keepers are aware of this or where it is stored. Vince will explore if Team leaders could attend training. Andrew and Vincent will draft a protocol for action in the event of an accident or someone becoming unwell. This will include exploring if team leaders wish to attend training.   **Action: Develop a proposal for FirstAid training**  **Action: Develop a draft protocol for review at the next PC meeting outlining actions in the event an attendee at Mass should be come unwell.**  **Action: Marion will follow up with St Joseph’s and OLM regarding extending the invitation to participating in Offertory to P3/P4 pupils making their first communion.**   * Completed. It was agreed with both primary schools that the pupils were too young without supervision and that this should be left as is with the P6/P7 pupils. | **ALL**  **AK/VS**  **AK/VS** |
|  | **Church boundary wall update – John Sweeney** | **Actions** |
|  | Concerns were raised by two members of the PC that the actions taken by Peter to discuss boundary wall ownership with Fr Stephen and for Fr Stephen to have retrieved previous advise on boundary wall ownership did not fulfil the requirements of the last PC meeting.  Siobhan advised that she had looked out title deeds to some properties on the lane, which identified that responsibility of the lane to its boundary lay with the property owner. No reference is made to the boundary wall. As its ownership is ambiguous, it may be seen as a mutual boundary. The Church has no title for our property. It was agreed that Fr Stephen would take this to the Diocesan office to seek legal advice of the Diocesan lawyer.  **Action: Siobhan agreed to provide Fr Stephen with detailed information about the titles sourced to enable him to seek legal advice through the Diocesan office.**  John Sweeney provided an update on progress regarding contracting repairs to the walls. Clancy Consultants have produced a design for remedial works to the retaining (lower) wall. While Contractors have been asked to bid for full remediation of the retaining brick wall, for the high wall, contractors have been asked to price three panels and one concrete post repair. This will provide a baseline cost, enabling a better comparison between tenders, with the option to build a pricing programme for the entire length of the wall and for the work to be staged, depending on financing.  Tender packages have been issued this week to six contractors with return requested by 16th June and a subsequent 2 week period for vetting of tenders. John advised that the ideal start date would be Mon 24th July with work anticipated to last 6-8 weeks, with the programme to be agreed with contractor.  There are some dependencies between the car park resurfacing and remedial work to the wall. Tarmac proposals for resurfacing the car park will therefore be issued as an addendum pricing document to the contractors, requesting this be incorporated into the bids. This will include improving the drainage of the tarmacked area. Ali asked if the potential for a surface that enabled better drainage could be explored as part of our eco-church work.  Pricing for the high wall will be based on a like-for-like replacement. John explained that in a previous discussion with ERC planning dept, he was advised that planning permission would be required if the wall materials, height or dimensions were altered.  A separate quote has been sought from a landscape contractor for a timber fence instead of repair of the existing stone wall between church garden and neighbouring businesses. This would provide additional privacy for the Church grounds. This quote will include tidying of the surrounding area and felling of two trees. John advised he is working to identify the owners of the neighbouring property to seek permission to deal with the trees. | **SA/Fr S** |
|  | **Live Streaming Update** | **Actions** |
|  | It was agreed to defer this until the sound system work is completed. Eleanor advised Peter prior to tonight’s meeting that she is happy to arrange a meeting to progress matters following the visit to recalibrate the sound system. |  |
|  | **Parish Finance Sub-group Update – John McCarney** | **Actions** |
|  | John McCarney provided an update on the finance committee actions.  **Parish Finances**  The Parish finances have recovered following the impact of C-19 with annual income having increased by over 10% across 2019-2022. John noted the generosity of parishioners in achieving this.  The Parish loan in mid-March stood approximately £13000. It is anticipated this will be cleared in the very near future. John again noted the generosity of parishioners and the work undertaken by Canon Stephen to reduce this.  While the Parish will need to take out a substantial loan to pay for the wall repairs and carpark resurfacing, we can have some confidence that this will be repaid within a reasonable timescale.  **Gift Aid**  GiftAid income has increased by approximately 15% between 2019 and 2022, however the most recent figures do not include the 28 new GiftAid payers who submitted GiftAid forms following the appeal in August 2022. It is therefore anticipated this figure will increase in the current financial year. Attempts are ongoing to identify Parishioners who donate by standing order but do not Gift Aid, however detailed contact information is lacking.  John highlighted the potential for further awareness raising after the summer.  **Using QR codes for offerings**  Donations via QR codes use the PAYA system provided by the Diocese. This system, which includes a GiftAid option, collects donations from the website, newsletter, QR codes and other sources. It is therefore not possible to identify how much is raised solely from the QR codes. However since their installation in October 2022, monthly donations via PAYA have increased by at least £400.  New laminated QR codes have now been placed at each end of the pews.  **200 Club**  Following the “re-launch” of the 200 club in Nov/Dec 2021 and a further promotion in Nov 2022, monthly entries have increased from 99 in Oct 2019 and now stand at 310. If this remains steady, it is anticipated the 200 Club will generate a balance of approx. £30,000 by end of Dec, which will be directed to reducing the loan required for wall reparation costs.  It was agreed to transfer the balance to the Diocesan Central Fund which pays interest at 3%.  **Action: John McC to arrange transfer of the 200 Club balance to the Diocesan Central Fund in order to receive interest.**  **Maintenance Budget**  The maintenance budget was agreed at £10,000 per annum. The first two actions - renewal of soffits etc on the church house and electrical work to upgrade lighting in the church and church hall, including emergency lighting, and smoke/heat alarm systems – have been completed at a cost of around £4500. Temporary fixes of car park holes have been completed. The priority list has now been updated. The coping stones at the front of Church are crumbling so the potential to repair these is being explored. Cleaning of the tower block is also a possibility.  **Wall repairs**  There has been no further work on the “sponsor a brick” scheme yet but if work progresses on wall repairs this will be considered. John advised this has been raised with him by Parishioners.  **East Renfrewshire (ERC) Regeneration Fund**  John advised that a small group had met to develop an application for the ERC regeneration fund. However a number of factors including tight timescales to obtain estimates, the potential requirement for match-funding of the bid and the need for a plan to increase community usage meant an application was not submitted. However a very helpful meeting with ERC, to receive feedback on our draft proposals, confirmed that match-funding is not a requirement and the contribution expected could be as low as 10% of the total cost. John observed that this makes an application for next year more feasible, given the demands on Parish finances from the wall repairs. The officer from ERC officer has agreed to work with St Joseph’s to prepare a future bid, and altho’ further work is required, it was agreed an application may be submitted in the next financial year. | **JMcC** |
|  | **Parish Activity Update**   * **Parish 40 hrs Lenten Adoration Feedback** * **Holy Communion and Confirmation services** * **Defibrillator** * **Justice and Peace** | **Actions** |
|  | **Parish 40 hrs Lenten Adoration Feedback**  Peter thanked Canon Stephen for his initiative in organizing this service. The 40 continuous hours of adoration created a spiritual atmosphere with many positive comments expressed by those parishioners who participated.  **Holy Communion and Confirmation services**  Holy Communion and Confirmation services have now been completed. Prayer cards were designed by the Diocesan Director of Schools and the printing funded by an anonymous parishioner. There are sufficient prayer cards remaining in storage for use next year.  **Defibrillator**  Peter advised the anonymous donor has contributed generously to the costs, that the defibrillator has been ordered and that the benefactor has asked that any underspend is to be used for the benefit of the Church.  It was agreed this should be stored in the side porch and that there was a need for Welcoming Teams and Pass-keepers to be made aware of this. There was a discussion about the need for training Welcoming Team leaders. However as the defibrillator cannot be discharged unless it is medically appropriate, training is not required.  It was agreed that Defibrillator procedure and storage information should be included in the new protocol being developed for the Parish in the event of illness.  **Justice and Peace**  Ali updated on progress with the Justice and Peace group that has been re-established under the leadership of John Seenan, following suspension of meetings during C-19.  The group organized the Starter Pack collection in March. This had previously been a significant annual event. John asked for his thanks to be conveyed to PC members for their help and support with the collection.  The collection was hugely successful, generating an overwhelming volume of donations and was appreciated by both donors and recipients. It also helped to raise awareness of the reformed J&P group. John noted that as Starter Packs no longer have storage capacity, any future collections will adopt the Mary’s Meals model, with parishioners placing donations directly into the charity’s van in the car park.  Two further meetings of the J&P group have been held, with the group considering its structure and management, given very limited capacity. It was agreed the group would adhere to the aims and objectives at the heart of the Justice & Peace movement and embedded in Catholic Social Teaching.   * Campaigning and lobbying on social justice, human rights, nuclear disarmament and where appropriate, corporate tax avoidance issues. * Poverty & homelessness. * Creating awareness of refugees & asylum seekers and the just treatment of those in detention. * Climate Change and the Environment. * Trade Justice * Promotion of Peace * Interaction with other social justice agencies   It has been agreed with Fr Stephen that the Eco Committee will be incorporated within the framework of the Justice & Peace Group as climate change has been an established objectives for some years. The Eco Committee has a role in relation to the fabric of the church buildings as well as encouraging the congregation to adopt an eco-friendly approach to their daily lives both spiritually and practically. A close link with the finance committee is required to ensure any subsequent improvements to the fabric of the Church take account of the requirement for adaptation measures and our contribution to Net Zero.  John advised that the group’s main priorities will be communication to raise awareness of the group’s aims and objectives, particularly in relation to the new Eco Committee, and the congregation’s role in this, and to generate new members. The group plan to use existing resources available to the 600+multi denominational Eco-Committee churches across Scotland and is exploring joining with adjacent parishes such as St. Bridgit’s and St. Cadoc’s to increase their capacity. John also noted the importance of aligning the work of the J&P group with the Care of Creation Office recommendations.  The group remain active members of the Eastwood Ecumenical Peace & Justice Forum which maintains a topical and lively agenda on issues across most Christian churches in the area. |  |
|  | **Youth Engagement Programme Discussion – Jonathon Carroll - paper attached** | **Actions** |
|  | Peter advised that he and Jonny C met with Jonathon Cumming in St Ninian’s to organise 4 sessions for young people in the Parish.  Peter has also asked the school to identify 2 pupils to represent the school on the PC for 2023/24.  Jonny circulated a consultation report included purpose, goals, areas explored and intended outcomes for each session. The report included the challenges young people described, support currently available and what additional support would be welcomed. Four recurrent challenges were identified: fear of being mocked or ridiculed; lack of confidence in the teachings of the church reducing the confidence of young people in defending their faith, particularly in a hostile environment; feeling of the distractions of modern life interfering with their ability to live out their faith including temptation, commercialism and instant gratification all of which are exacerbated by social media; and finally a sense of isolation and absence of strong voices supporting them without caveats.  A separate evaluation report was provided.  Top suggestions for further parish support:   * Over dinner discussions with guest speaker * Residential retreats – providing safe environment * Young person’s liturgy at some Masses – offering ministry and fellowship * Youth Mass * Youth committee * Screening of “The Chosen”   Jonny advised that next steps to share draft report with young people and following their input to ensure the report is an accurate reflection of the findings from the sessions, this will be published on the Parish website.  Jonny then plans to explore how the Parish can support the implementation of the future actions suggested by the participants.  Peter thanked Jonny for his leadership and enthusiasm in taking this project on and noted that greater involvement of our Youth in Parish Life is extremely important. Jonny thanked other PC members and the young people who had supported the events.  **Action: Jonathon C to share draft report of sessions for Young People and publish on Parish website** | **JC** |
|  | **Parish Forthcoming events**   * Celebration of Marriage and Family Life Mass – 24th May * Diocesan PPC update and meeting 11am-1pm Sat 11th June * Proposed Parish Synodal meeting * Parish agenda requests | **Actions** |
|  | **Celebration of Marriage and Family Life Mass – 24th May**  Peter advised he is co-ordinating this. Other PC members have also volunteered to help on the evening. 40 couples married this year have been invited and 4 couples are celebrating their golden wedding.  **Diocesan PPC update and meeting 11am-1pm Sat 11th June**  Peter advised the DPC has been shortened to 2 hours and any PC members interested in attending are welcome to do so.  **Proposed Parish Synodal meeting**  Peter advised that several actions have been undertaken in the interim, given that the meeting was deferred. It was agreed that a further meeting was not now necessary and that a report uploaded on the parish website outlining the actions taken to respond to the concerns raised would be more useful.  **Action: Draft a report of action stake to address concerns raised during the Synodal discussion meeting to be uploaded to the Parish website with accompanying bulletin notice.**  **Parish agenda requests**  Andrew advised that he has received no items to be raised. | **AMacd** |
|  | **AoCB** (see post-meeting note ). | **Actions** |
|  | Angela thanks PC members and their families who helped out at the Easter Vigil Mass. Angela is planning to put notice in bulletin for volunteers to provide catering support as required for all subsequent Parish events.  **Action: Notice in bulletin asking for volunteers to support Parish social events**  Fr Stephen advised that a Protocol has been produced by the Diocese for actions to follow if a Priest is unwell and is, at short notice, unable to conduct Mass. Steps include contacting the Dean, a local priest or Deacon to conduct a service. If they are unable to do so, a list of local Masses, times and venues should be made available. A copy of protocol to follow is in Sacristy and will be issued with draft minutes.  Fr Stephen suggested that a representative from the Parish safeguarding committee should be offered the opportunity to attend PC meeting to provide updates, which was agreed.  Congratulations to Marion on becoming a grandmother.  Peter thanked all PC members for the quality and volume of work undertaken by the PC members and advised of the intention to recruit new members after the summer.  Terms of reference should be reviewed annually, so this will be added to the agenda for our next meeting.  **Action: Safeguarding committee update as standing item on agenda for committee members to attend when relevant**  **Action: ToR review as agenda item for next meeting**  **Action: Bulletin notice in August for new PC members** | **AG**  **PMcM/AMacd** |
|  | **Date of next meeting** (post-meeting note f) | **Actions** |
|  | DoNM – Wed 30th Aug at 7pm. |  |
|  | **Closing prayer** | **Actions** |
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|  | **Post-meeting notes** | **Actions** |
|  | **Marion has offered to work with Andrew and Vince on developing a draft protocol.**  **Post meeting Note: The action to seek legal advice through the Diocesan office has been taken with new information provided by Siobhan. This has been passed on by email from Fr S/Peter to the Diocesan Property Office and the request made to the Diocesan Legal Representative.** |  |
| **Action table** | | |
| **Action: everyone to provide a photograph to Ali for a PC poster in the front porch**  **Action: Develop a proposal for FirstAid training**  **Action: Develop a draft protocol outlining actions in the event an attendee at Mass should be come unwell.**  **Action: Provide Fr Stephen with detailed information about the titles sourced for Fr Stephen to seek legal advice through the Diocesan office.**  **Action: John Mc Carney to arrange transfer of the 200 Club balance to the Diocesan Central Fund in order to receive interest.**  **Action: Jonathon to share draft report of sessions for Young People and publish on Parish website**  **Action: Draft a report of actions taken to address concerns raised during the Synodal discussion meeting to be uploaded to the Parish website with accompanying bulletin notice.**  **Action: Notice in bulletin asking for volunteers to support Parish social events**  **Action: Safeguarding committee update as standing item on agenda for committee members to attend when relevant**  **Action: ToR review as agenda item for next meeting**  **Action: Bulletin notice in August for new PC members** | | **ALL**  **VS/AK**  **VS/AK**  **SA**  **JMcC**  **JCarroll**  **AMacd**  **AG**  **PMcM/AMacd**  **PMcM/AMacd**  **PMcM/AMacd** |