

Sacred Heart Church
Parish Steering Committee Meeting – 29th APRIL 2019
MINUTES

1. **Welcome and Opening prayers – Fr Karol**
2. **Attendance and Apologies for Absence**

Present: Fr Karol, Fiona Smith (chair) Elizabeth Barker (secretary), Ellen Kemp, James Howe, Ann Pyne, Arthur Ryans, Philip Spencer, Richard Shilleto, Michal Wojcik

Apologies: David Kerr, Ian Wallace.

3. **Minutes of Meeting – January 2019**

The date of the next Open Meeting was incorrect and was changed from 18th November to 17th November. The surname of the new sacristan at 8am Mass is Sequerah which was not known at the last meeting was added.

The Minutes were accepted as a true record.

4. **MATTERS ARISING**

Car Parking:

At the last meeting the question of parking on the site nearest the church by the nursery staff was raised. It had been agreed that they would park at the far end of the car park, but recently during weekday Mass times there had been little space available for parishioners' cars. Fiona was asked to contact the nursery and an initial response was adhered to. However the problem had arisen again and Ellen agreed to contact the Nursery manager as it was felt that the parents of the children are using our car park.

ACTION ELLEN.

On Sundays before 11am Mass it is difficult to get parked due to the cars still being there after the 9.30am Mass especially those parents who are waiting to collect their children from RE classes finishing at 10.45am. It was considered that the Polish Mass might start at 9.15am and the parents be asked to park at the Nursery car park.

ACTION FR KAROL

Ellen noted that in the previous minutes, a suggestion to have gates at the front of the car park. However in the past the gates were removed due to damage from cars as they were not wide enough and if larger gates were installed these would use up at least 2 car parking spaces when opened.

Sacristan Duties:

Arthur has a great work load of duties now as he is preparing and serving at 5pm and 11am Masses. He particularly requested someone to cover for him while he is on holiday. Some of the altar servers at 11am Mass are helpful with setting up etc.

The question of training altar servers arose again and James and Arthur offered to set up a meeting to do this. The best time is after First Communion when the parents are asked to encourage their children to become altar servers. John McManus will be asked to help with the training as well. ACTION- ARTHUR, JAMES, FR KAROL.

It was decided to order a guidebook for Altar Servers. ACTION ELIZABETH

Arthur had installed new LED bulbs in all of the church's main lights resulting in a much brighter church.

GRAPEVINE: The Summer edition is on track and a meeting of the committee will take place shortly.

CHAIRMAN'S REPORT

Fiona has tendered her resignation because of work and family commitments. However she has agreed to attend the COUNCIL OF LAITY meeting on May 25th at Poringland. No action was agreed to appoint a new chairman as yet but David Kerr had pointed out that he was still the acting vice –chairman before this meeting.

5. Group Reports

These had been circulated by email and it was suggested that distributing hard copies as well is unnecessary. However no decision was made about this.

The following points were noted from the group representatives.

PROCLAIM

– as sent by David

Finance and Buildings: Ellen gave the following update to her submitted report.

The balance of parish accounts is £63,277.

The 3rd offer of £285,000 to purchase the Papworth Church site has been accepted subject to contract, the matter of asbestos on site and the sale progressing. It is hoped to have completion in the foreseeable future.

It is planned to resurface the car park first and then other matters such as erection of a barrier will be considered.

Emergency exits and fire notices are in place.

There is a wish list of things to be done, some outstanding from the last Quinquennial report and the use of our share of the Papworth sale proceeds.

It was mentioned that there should be a litter bin in the carpark or in the area of the church. Maybe a council owned one? To be investigated.

Social Report as circulated.

Holy Land Report as circulated

Religious Education and Liturgy

33 candidates preparing for First Holy Communion in our parish. Eight of the 10 Confirmation candidates attended the Flame Festival in Wembley arena with Cardinal Vincent Nichols, our Bishop and 3 other Bishops as well as 8,000 young Catholics.

Easter Triduum service went well but difficulties arose in finding readers, volunteers to have feet washed as parishioners were reluctant to commit themselves until the last minute.

Arthur did a sterling job at the Easter Vigil Service with him being the only adult to carry out all the MC duties. A vote of thanks was given to him and to James and Jeffery who sang the 6 psalms between them.

SVP

Ann mentioned that the parish SVP Conference had recruited two new members.

MUSIC

There is only one organist now until Mg Hawkesworth returns from her sick leave.

MASS REPORTS –comments from reps.

5pm – still lots of congestion at back of church before and after Mass. Suggestion to replace the existing repository with shelving. Requests for preparation material for Confessions. Order for Confirmation candidates will be extended to include more copies. ACTION ELIZABETH

8am- Sacristan is Mary Sequerah with help from Richard Shilleto who request a check list for setting up. There followed a discussion about difficulties in locating church keys. No conclusion was made. Request for bell to be reinstated. This is under consideration. 9.30am – This Mass in Polish has brought many people back to the church and there was a very large Easter Sunday congregation.

11am Mass Too much noise before and after this Mass preventing parishioners from praying. A resolution is required. On Easter Sunday the church, annexe and hall were packed to full capacity. It should be noted that more help and time is required with setting up after 9.30 Mass. Philip requested that a copy of the hymn sheet be sent to him as when the parish secretary is on holiday, to avoid no sheets being ready for parishioners.

NEWSLETTER It was said that people are reading the newsletter before or during Mass and then leaving them in church. It should be announced that the newsletter is available on line and on notice boards in front of the church and in the hall. Is the effort put into publishing the newsletter worthwhile? Try one week without it and register parishioners' remarks. No date was suggested for this.

GDPR is fully updated on parish register.

Church History Group Report as sent out.

ANY OTHER BUSINESS request for BIBLES for repository. ACTION ELIZABETH
DATE OF NEXT MEETING – 9th JULY 2019.