

Sacred Heart Church

Parish Steering Committee Meeting - 13th November 2017

MINUTES

1. Welcome and Opening prayers – Fr Karol

2. Attendance and Apologies for Absence,

Chairman: in Michael's absence Elizabeth was co-opted as Chairman for this meeting. In Magdalena's absence David agreed to take the minutes. Elizabeth posed the need for a Vice Chair (where an appointment had not been made at the May Open Meeting). David said he was prepared to take this on and his appointment was approved. The meeting immediately concluded that David would now be Acting Chairman for the Parish Open Meeting. **Action: David and Magdalena.**

Present: Fr Karol, Elizabeth Barker, James Howe, David Kerr, Philip Spencer, Ian Wallace, Michal Wojcik.

Apologies: Michael Read, Carol Bewley, Arthur Ryans, Fiona Smith, Magdalena Kania. Ellen Kemp was not present and had advised that her resignation as Chair of F&BC had already taken effect. Tony Haddock's term as 8 am Mass Rep had concluded and he had not yet been replaced. **Action: Membership update - Magdalena.**

3. Minutes of Meeting held on 18th September 2017 and Matters Arising

We considered Ellen Kemp's response to the minutes, which had been submitted in writing, and agreed:

- At **item 5** Matters Arising: it was an overstatement that Patrick McNamara would be responsible for selecting the hymns at 5 pm Mass. This should be re-stated as Patrick could lead the hymns, which would be selected by Fr Karol from a list prepared by James Howe.
- At **item 6 Finance and Buildings Committee Report**, we had not included that Ellen had announced her resignation as Chairman of F&BC or taken account of that in her inclusion as a speaker at this meeting and the Open Meeting. We will add her resignation and adjust the agendas for this meeting and the Open Meeting accordingly. Ellen had also advised that Paul Kent would present a report on balances for the F&BC at the Open Meeting. **Action: 13/9 Minutes update – David and Magdalena.**
- Ellen added to her report to the last meeting that it is hoped that a parish representative will be able to attend the Diocesan Youth Team's launch event for WYD 2019 next weekend. World Youth Day 2019 will be held in Panama from the 22nd to 27th January 2019 and
- The next meeting of F&BC will be on Monday 8th January 2018.

At item 6 Holy Land Group, we found that nobody had contacted Fiona as minuted and the item would be followed up before the next meeting. **Action: David as Acting Chairman.**

At item 7 on the Diocesan Council of Laity, the minutes of their July meeting had been received in the last few days and would be distributed to members with the minutes of this meeting. Michael's apologies had been submitted for the next meeting, on 25th November, and Elizabeth asked for a volunteer to attend. James agreed to go (*but David has subsequently found that he can make it and will go*). **Action: Minutes circulation - Magdalena.**

At item 8 Any Other Business, Michael's actions were deferred for consideration at the next meeting.

4. Parish Open Meeting Reports:

Finance and Building Committee Report: as concluded in Matters Arising above, this report would now be a presentation on current balances by Paul Kent. We considered the statement of balances from Paul and briefly discussed future costs of refurbishment of the Presbytery hall and stairs, central heating in the church, etc but concluded that these matters need to go to the F&BC meeting in January before decisions are made. We picked up Ellen's comment on the Music report (below) and accepted her suggestion that repairs to the organ could be dealt with by the Parish Office. James thought that the problem was with the organ stops and Elizabeth said that the company we use for servicing the organ is Miller's in Cambridge. We agreed that a Miller's visit should be arranged by the Parish Office immediately. **Action: Magdalena to contact Miller's urgently.**

Religious Education and Liturgy Report: Elizabeth's circulated report was noted. She particularly referred to the number of gaps still on the Posada statue circulation board and the urgent need to fill it. We agreed that it should be promoted at the end of each weekend Mass and for the board to be brought forward to the front of the church so that people can use it away from the crush at the porch. It would then be taken into the hall during coffee times after 8am and 11am Masses. She also mentioned the Advent talks programme on 5th, 12th and 19th December, which has not yet appeared in the newsletter. **Action: Elizabeth**

Proclaim! Report: David's circulated report was noted.

Fr Karol's Report: he shared a few thoughts on what he might include and we left him to consider what might be appropriate for the Open Meeting.

5. Group Reports

Chairing arrangements until Michael's return: this had been resolved by David's appointment as Vice Chairman/Acting Chairman at the start of this meeting.

Recruitment of 8 am Mass Representative: no willing candidates found so far; will need to be pursued before the next meeting. We discussed the role of Mass Reps more generally and concluded that we need to define it more clearly. Agreed to add to next

meeting agenda and ask all members, particularly Mass Reps themselves, to forward ideas for inclusion before that meeting. **Action: David and Elizabeth.**

Finance and Buildings: withdrawn from agenda following Ellen's comments above, key issues discussed under F&BC Open Meeting item.

Religious Education including Posada statue update: had been covered in discussion of the Open Meeting report.

Proclaim! progress and next steps: David briefly outlined what he had been doing on the work proposed at the September meeting. Progress was slow but informative as each step helped to illustrate the issues and scale of pursuing the Proclaim! aims. He had included following up blue new parishioner Welcome Forms with an information pack in the programme. *(This is offered in the form, and a visit where the box is ticked, but had not been consistently followed up.)* He then outlined the areas where we need additional support for our Parish Priest, in the office and from volunteers, to develop the Proclaim! programme in the New Year

CTSI matters; David described how our representation on CTSI is changing and the need to re-establish our involvement in their meetings and links back to PSC and the Parish Office. He quoted examples of issues arising from the last meeting 6th November, which need addressing:

- The election of a new Chairman at the September AGM did not work and will be re-run at the 29th January 2018 meeting. We need to think through our position by then.
- More people are needed on the rota for the monthly Church in the Market Place (CITMP) and we need better information to hand out from there. In particular we need to input our Christmas services programme for a leaflet for the 11th December session (needed by 1st December);
- The Octave of Prayer for Christian Unity runs from 18th to 25th January 2018 and we are provisionally scheduled to hold the prayer meeting on Monday 22nd January at 10 am – we need to schedule this to happen (or get back to the Secretary urgently).
- It has previously been suggested that we should improve the information about our church on the CTSI web site – we should address that asap.

Fr Karol mentioned a recent request for member churches to run a monthly service at Broad Leas, with an urgent gap on 14th December. *(The December gap has now been filled, but we need to decide our future participation. DK)*

Finally David said that an invitation to the **Diocese event on Creating Missionary Parishes at Newmarket on 13th January** is now out and anyone interested in new evangelisation would be welcome.

Other groups: Circulated short reports to be tabled at the Open Meeting from SVP, Social Committee and Music Group were noted. James made one correction to the Music Report and Philip tabled an 11 am Mass report for inclusion. It was agreed that these reports would be combined and copied in the office.

6. Any Other Business

Polish Mass: Fr Karol said that 9.30 am on Sunday morning was the ideal time for these Masses, but it had not been possible to fit them in over recent months. Another option would be after 5 pm Mass on Saturday.

Volunteer Recruitment: Elizabeth noted that we need more volunteers to continue with parish activities; the numbers of established volunteers is falling with advancing age and new parishioners are not filling the gaps. The problem was acknowledged by the meeting and, in discussion, a recruitment campaign was suggested. We settled on the second weekend of January with presentations after each Mass. Lists of vacancies and the commitments that they would involve would need to be drawn up ready for these sessions. It was agreed to run recruitment sessions after each Mass on 6th and 7th January 2018.

Mission: Fr Karol stressed that it is necessary to run a mission in the parish as it is at least ten years since the last one.

Ignite Team Proposal: Fr Karol also referred to an offer from the Diocese Ignite Team to help parishes with a session or retreat day for Confirmation or Holy Eucharist groups. Elizabeth suggested creating an event for Confirmation candidates and other young people, which would include the Ignite Team.

7 Date of next PSC and Open Meetings.

The next PSC Meeting was set for Monday 12th February 2018 and the next Parish Open Meeting for Sunday 15th April at 3 pm. **Action: Magdalena – Parish Diary.**