

**Sacred Heart Parish**  
**Parish Steering Committee Meeting – 27<sup>th</sup> February 2017**

**MINUTES**

**Present:**

Fr Karol	Rika Sanderson
Elizabeth Barker (Chairman)	Carol Bewley
Michael Read	Claire Downham
Ellen Kemp	David Kerr (Minutes)
James Howe	Magdalena Kania (Parish Secretary)

**Apologies**

Tony Haddock, Fiona Smith.

**MINUTES of 14<sup>th</sup> November 2016 Meeting**

These were passed as a true record.

**Matters Arising:**

**Parish computer and leaflet update:** Fr Karol confirmed that the new laptop computer is now operational. He circulated drafts of a new Parish Leaflet and a Welcoming brochure. He had quotes for printing the former of 250 for £32 or 1000 for £38; printing 1000 was generally supported. He invited comments and corrections from the members on the Welcome brochure to come to him as soon as possible.

**Update on GRAPEVINE:** Elizabeth reported that a large (60 page) edition had been produced and was well received. The steering group, which would welcome more members, planned to produce an edition twice yearly, in June and November. There are some articles left from the last edition, but more are needed. It will include a report on churches and religious groups throughout the parish, in all the villages. (See minutes on “MISSION to villages in our parish” later in these minutes.) Ellen suggested re-looking at local publications as a way of improving our presence in local communities.

**“The Big Picture”:** As reported in recent newsletters, six Tuesday evenings through Lent (first on 28<sup>th</sup> February) will focus on the first six chapters of “The Big Picture” bible course. There are a further six sessions in the complete course and these will be arranged after Easter, possibly at local venues around the parish. The course can also be followed individually using the associated book, which is now available for purchase at £10 per copy.

**Proclaim!** David presented his report on launching Proclaim! in the parish and his draft newsletter supplement for distribution at Masses on the selected launch weekend – copies attached to these minutes. It was agreed that:

- Proclaim! should be launched on the weekend of 25<sup>th</sup>/26<sup>th</sup> March;
- David should coordinate the campaign steering group and attend PSC meetings to report its proposals;
- Comments and corrections to the launch proposals and notice would be welcome;
- David should then re-draft the newsletter notice as a double sided sheet for distribution at all the Masses on the launch weekend;
- The newsletter notice should be reinforced by a brief presentation at the end of each Mass and promotion on church notice boards and the parish web site;
- A small steering group, including Fr Karol, the Chairman, Ann Pyne and David, should be formed, with an invitation to others to participate stressed in the launch notice. (It was noted that Pat Gildea had missed the original presentation, but would like to participate.)
- The suggested events should then be reviewed taking account of comments and the village and local community developments discussed at this meeting.

**Divine Mercy Picture:** Fr Karol showed us his further thoughts on where this picture should be displayed in the church and told us that it is now proposed to locate it on the sanctuary wall, as moving two Stations of the Cross is not feasible. This proposal had just been submitted to the Historic Churches Commission for approval.

## REPORTS

**Finance & Buildings Committee:** Ellen presented her report – copy attached to these minutes. She explained that the Courtyard building work would take 16 weeks as there would need to be 4 weeks drying time within the 12 week building operations. She corrected the date for the planning approval at the former Papworth church to 7<sup>th</sup> September 2016. Fr Karol added that £419 compensation had now been received from our insurers following the second round of damage to the Sacristy window.

### Group Reports:

**Music Group:** James reported orally on some relationship difficulties, with the group arranging some events without his involvement. Fr Karol assured him of his support in reconciling the situation.

**SVP:** The circulated report was noted

**Holy Land Group:** Fiona was not at this meeting, but Elizabeth relayed a report from Kathy Bishop, the former group representative who has moved away from the parish. The group is not currently organising fund-raising events, but still has income to distribute from standing order donations. They have been working to get such standing orders transferred to payment into a ring-fenced fund at Pilgrimage People, which is able to claim Gift Aid on the donations and transfer funds to Aboud. There are a few outstanding transfers, which will need to be addressed before changes to the original Norwich and Peterborough Building Society account by the Yorkshire Building Society, which is taking it over. £3,000 has recently been transferred to Aboud (£2K for the village school and £1K for university student support).

**Religious Education:** Elizabeth presented her report – copy attached to these minutes.

**Social Committee:** Rika reported orally. The Bingo event last Saturday had gone well with c 40 people attending, but menus will need reconsidering as the chilli provided was not popular. The “Taste the Parish” event last year was less well attended (c 20 people), but was enjoyed by those that were there. Later this year, in the barbecue season, we will have to reconsider venues during the Courtyard building work.

**Saturday Mass:** Michael’s report was noted. David asked about recruiting Welcomers, as the 8 am Mass also needed more. Michael said that considerable efforts had been made to recruit more Welcomers, but only one had emerged so far. There was some discussion about a request to introduce two hymns to this Mass. The general feeling was that we should just do it, with Fr Karol announcing the changed routine at the start of Mass and hymn numbers being displayed (there are plenty of numbers, but more boards may be needed).

**11 am Mass:** Elizabeth commented on growing attendance, including pressures from numbers of older children in children’s liturgy. But two new helpers had been recruited, bringing the total to 5 leaders and 5 helpers (see attached Religious Education report).

**COUNCIL OF LAITY Meeting:** Elizabeth reported that the minutes of the last meeting had eventually come out, but contained a number of errors. Her notes, presented at our last meeting (and attached to those minutes), were better suited to our purposes. The minutes came late because of difficulties in fixing dates for the next meeting(s), but these had now been settled on 1<sup>st</sup> July and 25<sup>th</sup> November. In response to a question about who goes from our parish, it was stated that this would normally be the PSC Chairman, which could be Michael by the next meeting.

## **MISSION to the Villages in our Parish**

Discussion of this item followed the reference to work on an index of religious groups in villages in the earlier item on The Grapevine. This would link to work on local developments of new evangelisation in the villages and to daily prayers for areas of the parish, which might eventually happen locally in conjunction with local religious groups. There was a recent example of successful local collaboration with the holding of a parishioner's funeral in Somersham church. In this context, David mentioned producing a listing of parishioners from the database sorted by postcode/village and Magdalena said that some work had already been done on this. Integration of these various local community initiatives should be planned through the Proclaim! steering group now being established.

## **ANY OTHER BUSINESS:**

**Northstowe Presence:** Ellen referred to the new town development, which had been delayed by the recession, but is now beginning to move again, with new houses and the first school under construction. Bishop Michael had seen Northstowe as part of our parish, but we are not sure of Bishop Alan's views. The Bishop of Ely has prompted a local discussion group on religious services in Northstowe and a Catholic presence would be welcomed, but we don't know whether it should come through our parish or St Laurence's in Cambridge. It was felt that we needed to get some early guidance from Bishop Alan. David recalled that the Northstowe development probably influenced Bishop Michael to allocate two La Salette priests to our parish, when we feared reductions in our priestly support, and adding another town the size of St Ives to our parish would surely require two priests!

**Web site updating:** Ellen also referred to the web site falling out of date. The minutes of PSC and Open Meetings had not appeared since the May 2016 Open Meeting, despite a standard of a maximum delay of one month from the meeting. References to the Planning Sub-Committee and the Parish Plan have not been amended although they are now out of date. We must keep our web presence up to date as it is now an essential part of our communications with parishioners and the wider world. David added that Magdalena has started to add minutes in the last few days and says she will get them up correctly shortly. He also felt that the section on groups needs to be sub-divided into documents maintained by each group, otherwise it will rapidly get out of date with changes to individual groups and take too long to update as a single document. Fr Karol proposed that each group should update their own section and the results would be inserted onto the site by the office. It was also generally agreed that we need a designated webmaster to support the office in maintaining the site; James offered to provide advice on this, but could not take on the regular updating work.

**Heritage Open Days:** Ellen advised that national Heritage Open Days are due to take place on 7<sup>th</sup> to 10<sup>th</sup> September and, as previously, St Ives is expected to participate from Friday to Monday (8<sup>th</sup> to 10<sup>th</sup>). Our parish would need to decide whether to participate and who would organise our participation. Elizabeth said this should be considered at the next meeting.

**CAFOD Fast Day:** Michael reminded us of the CAFOD Lent Fast Day on Friday 10<sup>th</sup> March and the need to collect donations at Masses on the following weekend.

**Mass for Lost Babies:** Elizabeth referred to a proposal to hold a healing Mass for people who have lost babies or had miscarriages. This had come from an (unnamed) lady who is now suggesting the Mass takes place at St Laurence's in Cambridge.

## **FUTURE MEETINGS**

**Parish Open Meetings:** It was already established that there will be two Open Meetings per year with dates in May and November, but there were differing views on whether our traditional Sunday afternoon meeting or the recent experiment of meeting between morning Masses is more effective. It was concluded that both

attracted different audiences and that we should continue with both – Sunday afternoon in May and between Masses in November. The May meeting was then fixed for Sunday 21<sup>st</sup> May at 4 pm in the Hall.

**Next PSC Meeting:** This was settled for Monday 8<sup>th</sup> May, at 7.30 pm in the Presbytery as usual. The agenda would include preparation for the Open Meeting two weeks later.

DJK: Draft 2/3/2017

## Proclaim! Report to PSC on 28<sup>th</sup> February 2017

At the last meeting I reported to the PSC on the “Proclaim!” programme proposed to us by Bishop Alan, which we had learned more about at a Deanery Meeting presented by the Diocese new evangelisation team in our parish hall. We followed that up by telling those parishioners at the Parish Open Meeting about Proclaim! and sharing a draft newsletter supplement to present it to the whole parish.

Then Christmas and other urgent parish business intervened and we have not yet done a parish launch – which is essential for a major initiative that will involve all parishioners. So we now need to fix a date for the launch – hopefully early in Lent - and agree how it will be done.

I seem to have slid into the role of coordinating the programme, which I am happy to continue with, if that is acceptable. (With the discontinuation of the Planning Sub-Committee and Magdalena picking up the minuting of our meetings in future, that will give me a reason for continuing to attend PSC.)

After three months delay, I have re-polished my draft of a description of the programme, which is intended to be issued as a supplement to the newsletter on our launch weekend. I have attached the latest version below for your information and comment. I think the importance of this event should be underlined by a brief oral introduction at the end of each Mass; I am happy to help draft such an introduction and/or to attend all three Masses to do the presentation, if required.

Thinking about how the action items at the bottom of the statement are developed, we can discuss how we might integrate those linked to the villages in our parish – ie prayer and worship with a local focus (3<sup>rd</sup> and 4<sup>th</sup> items), contact with parishioners and home events (7<sup>th</sup> and 8<sup>th</sup>), Churches Together (beyond St Ives, 9<sup>th</sup>) in the “Mission to the villages in our parish” item later in the PSC agenda.

David Kerr

21<sup>st</sup> February 2017

# PROCLAIM!

## What is it and how are we involved?

“Go out to the whole world; proclaim the Good News to all creation.” *Mark 16:15*

“**Proclaim!**” is our local title for a New Evangelisation movement started by Pope Jean Paul II and re-launched by Pope Francis. Bishop Alan is following it through in our Diocese, challenging us to become an “Evangelising Parish”.

**New?** This is a continuation of the Church’s ongoing mission to spread “the Good News”, but in a world that has already heard it, rejected it, ignored it, forgotten it, or is slipping away from it. So there are new “targets”, starting with: renewal amongst current congregations; reaching out to lapsed Catholics; engaging with other Christians. *(Although this is a challenge, I was reassured at the Deanery meeting that we are not being pressured to knock on doors à la Jehova’s Witnesses!)*

**Who’s job is it? Ours!** All of us: re-invigorating our own faith; reaching out to lapsed members in our families, communities and workplaces; demonstrating the joy in our lives and affirming its origins in our faith.

Christ has no body now on earth but yours;  
No hands but yours; no feet but yours.  
Yours are the eyes through which  
the compassion of Christ must look out on the world.  
Yours are the feet with which  
He is to go about doing good.  
Yours are the hands with which  
He is to bless His people. *Theresa of Avila*

**How do we do it?** By building on what we already do well and adding activities that have proved successful in drawing others into the fold.

**How do you do it?** By playing your role in the parish activities that are already in place or being planned. For example, a few of us who attended the Diocese presentation to our Deanery, held in our Hall, have already considered:

- Presenting the Proclaim message to all our parishioners at Sunday Masses (through this notice);
- Forming a small steering group that can assess and promote ideas and build on this “starter for 10”;
- A programme of prayer which focuses on each area of our parish once per month (28 days, 28 “patches”);
- consider following up with local prayer meetings and identifying local contact points;
- Following “The Gift” programme run last Advent with “The Big Picture” – a book and DVD programme which can be followed at home or in small groups;
- Issuing the weekly “Wednesday Word” sheets for Sunday Mass preparation for adults and the children’s version at all weekend Masses;
- Regular contact with all parishioners on our database, starting with those that we have not seen lately;
- Designing parish and home events (such as carols, barbecues, Posada statue journey) so that personal invitations can be issued (to family, friends or colleagues) to spread participation and involvement;
- More involvement with Churches Together in St Ives events to publicly proclaim the Christian message.

If you have any ideas or comments for us to consider, or want to participate in any of the above, please let us know. Speak to any of the Mass representatives or Parish Steering Group, or drop a note or e-mail (to [office@sacredheart-stives.org.uk](mailto:office@sacredheart-stives.org.uk)) into the parish office.

**Sacred Heart Church,  
St Ives Parish**

**Report for the Parish Steering Committee on Monday 27<sup>th</sup> February 2017  
from the Finance & Buildings Committee held on 21<sup>st</sup> November 2016**

**NB** Items in brackets occurred since November's meeting of the F&BC.

**Courtyard Project:** Initial preparatory work was conducted last year and building work is scheduled to start on Monday 24<sup>th</sup> April.

(A planning meeting is being held on 28<sup>th</sup> February to finalise arrangements for the building programme. Information will then be prepared and circulated to parishioners, via hard copy and the website, to inform them of the 16 week programme of work and arrangements that will impact during that time.)

**Papworth Church:** Planning approval was granted on 9<sup>th</sup> September 2016 for demolition of the old church and the building of 4 flats, subject to conditions.

(This has led to an impasse between SCDC and the diocese and the property has not yet been put up for sale. An update will be given at the meeting.)

**2016 Quinquennial Review (QQR) – Remedial Action:** A civil engineer conducted a survey on 31<sup>st</sup> October to determine the cause of external cracks to the presbytery walls, behind the kitchen, highlighted in last year's QQR. His report noted that the cracks are 'minor' and recommended that a CCTV drain survey be completed to determine if broken drains +/- tree root intrusion has caused the problem.

(The matter has been reported to the parish insurance company and an update will be provided at the meeting.)

**Vandalism to Sacristy window/external light and window grille:** Repairs to both a damaged grille covering a stained glass window, and a broken light at the front of the church were completed in November at a cost of £85.00. The matter was reported to the Police and a Crime Reference Number (CRN) issued.

(Further damage to a window in the Sacristy, and an external light fitting occurred in January and was reported to the Police and a CRN issued.

Repairs totalling £790.00 were completed this month and a claim submitted to the parish insurance company.

It's planned to install CCTV to the light fitting on the wall of the Sacristy, when the damaged fitting is replaced. This work is in hand.)

**Capital Project re: Alteration to the Hall:** Fr. Karol outlined a proposal to fit an upper storey in the hall, however, in light of the courtyard project, QQR remedial work needed and other financial pressures it was agreed to defer consideration of the proposal and, therefore, no further action has been undertaken to look at the feasibility of fitting an upper floor in the hall.

Ellen Kemp  
Chairman F&BC  
February 2017

## **PSC Meeting 27 February 2017**

### **RELIGIOUS EDUCATION REPORT**

#### **FEBRUARY 2017**

During Advent the series of six sessions on THE GIFT was attended by 25 parishioners approx. each evening and proved to be helpful to many. Many of the participants were keen to study the scriptures in more depth so we will be using the BIG PICTURE series during Lent. Six sessions will be held on Tuesdays from 28<sup>th</sup> February to 4<sup>th</sup> April. The remaining six sessions will be organised in smaller groups to be studied at different times and hopefully in village locations in our parish after Easter.

Twelve children are progressing in their studies for the Sacraments of Reconciliation and First Communion in June.

Numbers are increasing at the Children's Liturgy at 11am Mass with an approx. number of 20 children. Copies of the Wednesday Word for children is distributed for the children to take home. Two new helpers have been recruited with a total of 5 leaders and 5 helpers.

A Day of Recollection has been planned for the Ministers of the Eucharist in our parish on Saturday 18<sup>th</sup> March with Mass at 10am and finish at 3pm approx. Fr Bogdan will be the speaker. It is envisaged that some new Eucharistic Ministers will be trained especially for the 5pm Mass. Eucharistic Ministers will be expected to renew their commitment at the Mass on Maundy Thursday, April 13<sup>th</sup>.

There have been three enquires from those wishing to become Catholics. They will begin the RCIA course in September.

ELIZABETH BARKER