

Parish Steering Committee
Meeting on Monday 25th January 2016
The Presbytery, 19 Needingworth Rd. St Ives

Minutes

Fr Karol Porczak	Parish Priest
Rosalind Bubb	Parish Administrator (Minutes)
Elizabeth Barker (Chair),	R.E. Coordinator
Claire Downham	11am Mass representative
James Howe	Music Group representative
Tony Haddock	8.00am Mass representative
Michael Read (Vice Chairman),	5.00pm Mass representative
Carol Bewley	S.V.P.
Ellen Kemp	Finance & Buildings Committee

Opening Prayer: Fr Karol opened the meeting with a prayer.

Apologies: had been received from Rika Sanderson (Social Group Rep); Fiona Smith (Holy Land Rep) and David Kerr (Planning Sub-Committee.)

The chairman welcomed James Howe to the Committee who is the new representative for the Music Group.

Minutes of the last meeting: The minutes of the 14th September 2015 Meeting were approved with no changes.

Matters arising:

- **Appointment of Parish Administrator**
Rosalind Bubb was appointed in November 2015.
- **Entrance Antiphon:**
This has been introduced at the 5pm and 8am Masses and is running smoothly.
- **Grapevine:**
This was published in November 2015 and was well received.

The production of the Grapevine takes a lot of time, and was carried out by the Secretary. When it was begun under Fr Paul in 2007, it was initially a parishioner project, done by Pat Gildea and Angela Perreria, who are not able to do it now. It was published 3 times a year, and it was a lot smaller.

It was suggested that a sub-committee might be created, to take this on. Elizabeth will approach Diane Grant, who is communications officer, and see if she can suggest anyone else. A note will be put in the newsletter.

Action: Elizabeth/Rosalind

World Youth Day – Fr Karol will attend the event in Krakow during the last two weeks in July

There are 5 young people from our parish attending this event, and 80 from the diocese. Bishop Alan has asked Fr Karol to go, for 2 weeks, and has said that he will provide a supply Priest for the parish. Travel and accommodation details have not been agreed yet.

It was agreed that the 5 young people need to be introduced to the parish, so that parishioners know who they are, and that they need support financially.

It was suggested that they be presented at each Mass, and information be included in the newsletter. A display with their photos was suggested for the church.

Action: Fr. Karol

A registration fee of £250.00 per candidate has been paid to the diocese by the parish, from parish sponsorship agreed by the F&BC of £300.00 per person. The cost of the WYD 2 week event is £1.100, therefore, each of the young delegates need to pay the remaining £800 themselves, or through fundraising efforts.

The young people attending are Kasia & Joseph Kaluza-Gilbert; Samantha Lancaster; Jack Robinson, and Francis Heylen.

Kasia and Joseph will be approached, to see whether they can take charge of leading the fundraising.

Suggestions for fundraising include:

1. That they organise and help prepare a breakfast after 8am Mass, and keep the proceeds.
2. That they organise having a cake stall on Saturday morning in the market; permission is required from the council.

Action: Fr. Karol/Elizabeth

After the event they will be asked to write a report and an article for the Grapevine, to generate interest for the next event in 2018, as it was agreed that the parish needs to be more pro-active for WYD 2018 and identify candidates earlier.

Correspondence

There are 2 items, which are addressed under other headings.

Finance and Buildings Report:

Ellen introduced her report from the F&BC – (see copy attached to these minutes) and noted two specific items:-

- (i) **Audited accounts;** the recommendation from the auditors report have been implemented

(ii) Courtyard project

A faculty was received from the Diocesan Historic Churches Committee (HCC) on 10th December, giving approval for the courtyard building work to be carried out, subject to four conditions.

- > *The glazed roof lantern to be less visible from the road,*
- > *New brickwork to be attached to the existing mortar joints wherever possible*
- > *The underfloor void will need ventilation, and the existing walls will need time to dry out and only be decorated with a lime wash.*
- > *Works to be completed within 3 years of the date of the faculty (1st Dec. 2015)*

Tony Haddock expressed concern with the requirement for lime wash and noted that it can come off on hands and clothes, and can burn.

Ellen confirmed that the matter had been referred back to the HCC.

Following the meeting of the 18th January a list of fixtures and fittings for the courtyard room was being prepared in preparation for completion of a planning application, and to enable three firms of builders to provide quotations for the work involved.

Reports from other groups: have been sent by email and received by members except the following;

Music Group:

The music group continues to meet on most Wednesdays. It plays on the 4th Sunday of each month and leads the music at 11am Mass; it also plays on occasional additional Sundays when no organist is available. The group needs more singers and would welcome more musicians – it was felt that a personal appeal from Fr Karol and a newsletter “advert” might help.

Religious Education:

Elizabeth gave an update on first communions; there will be a barbeque on 26th June. There is a new Rite of Confirmation, and Elizabeth went to a presentation on it on 23rd January. There is also a new major change to the syllabus, to be introduced from September, based on the YouCAT catechism.

Parents & Children:

This group has not met for a while; Josefina has just had a baby girl.

Teens:

It is understood that the Teen group has folded.

CAFOD – there will be a Lent talk, and the suggestion of a lent lunch accompanying it, with proceeds going to CAFOD. It will be a simple soup and roll lunch on Saturday 20th February and the parish will be requesting donations.

Report from 31st October 2015 New Evangelisation – Elizabeth

Elizabeth attended a Day of Evangelisation, at Newmarket, presented by the Ignite East Anglia Diocese Youth Mission Team.

They had been asked to look beforehand at parish websites – our own, and other parishes. What should and should not be on a website was discussed.

In the morning they focussed on “Are we a welcoming parish?”

Questions included:

Do we welcome visitors, or merely hand out books?

Do we get annoyed if there is someone in our seat?

Do we phone or visit new parishioners?

Romans 15 verse 37, Welcome one another as Christ has welcomed you, for the glory of God.

They ask each parish to come up with one practical suggestion, to carry out to make us more welcoming. The following was discussed:

1. A system for phoning new parishioners
2. Re-introducing a welcoming evening once a year. The parish used to do this in May, and it consisted of a brief welcome at the beginning, with drinks served and socialising which allowed new people the chance to get to know other parishioners in an informal and friendly setting.
3. A new information pack is given to new parishioners.

Fr Karol identifies new people, and they also approach him. He cannot reach them, when they arrive and leave via the hall. Ideally, he gives them a form, they fill it in; then they are sent a pack.

It was pointed out that if you arrive after 10.55am, you have to go into the Hall, to obtain a seat, and sometimes that necessitates having to put out your own chair. It was suggested having a welcomer there, to get chairs out for these latecomers.

11am Mass is always busy, with lots of conflicting uses and pressures of spaces, and many activities going on within a small amount of time.

There has been an abrupt drop in numbers attending 8am Mass, and an increase at 11am.

In the afternoon, the Ignite team (consisting of young people, engaged in evangelisation) gave examples of how NOT to do it. Elizabeth was given a leaflet to take away and read. There was a teaching session, about giving your testimony. A copy of the hand out was given to each member present.

On 4th February the Ignite team will be here in the parish, talking to the confirmation class, to tell them about the Ignite Festival. They will be here again later in the year.

The Gift consists of a series of 6 talks on the Baptism of the Holy Spirit which will be held in this parish in the Spring and will be organised by Elizabeth. It involves getting a group together to be an evangelising group. The Gift series is aimed at everyone in the parish in order that we have a group ready to assist the visiting priest with our parish mission.

After the talks it is hoped that some parishioners will take on any specific project, for example, introducing a Catholic presence on Mondays at the market. There is a tent, for people to come in and chat. The idea is that there is a person per church, and there are currently no representatives from the Sacred Heart.

The Gift will be shown in St Laurence's parish, Cambridge in February & Elizabeth will try to attend.

Action: Elizabeth

“Thought for the day”

Churches Together have been invited to give a “Thought for the day” on Huntingdon Community Radio, throughout the year. It has been done in the past during Advent and Lent and has been well received. It can be shared between churches is St Ives, St Neots and Ramsey. The “thoughts” are 3 minutes long and can be live or pre-recorded. They are transmitted at 8.30am and 3.30pm, and at 3.30pm only on Sundays. The morning slot is optimum, as people are listening in their cars on the way to work. The plan is to start this after Easter.

A notice will be put in the Newsletter, advising people to contact the parish office, if they're interested in taking part.

Action: Elizabeth/Rosalind

Jubilee Year of Mercy – Planned events

The Jubilee year of Mercy started in December 2015. Advent talks took place, on “What is mercy?” “Holy Doors” and “Divine Mercy.” 23 families took the Posada statue into their homes, during Advent.

During Lent 2016 Pope Francis is keen for us to study. Lent talks will be held:
Saturday 13th February, on “The Corporal Works of Mercy”
Sunday 13th March, on “The Spiritual Works of Mercy.”

Bishop Alan Hope has asked all churches in the diocese to have 40 hours adoration of the Blessed Sacrament (Quarant Ore) on Friday 4th March to Saturday 5th March.

Action: Fr. Karol/Elizabeth

Programme for Holy Week

A liturgy meeting will be held by Fr Karol, with Elizabeth Barker and Claire Downham, to make final decisions.

Fr Karol, EB, CD

The children from the First Communion class will join the procession on Palm Sunday.

Monday March 21st 7.30pm, parish service of Reconciliation. The Confirmation Class will be taking an active part.

Tuesday March 22nd 7pm, Chrism Mass at the Cathedral

Maundy Thursday March 24th 7.30pm, Mass of the Last Supper

Good Friday March 25th 3pm, Solemn Liturgy of the Passion. 7.30pm Stations of the Cross.

Procession with *Churches Together in St Ives at 11am* – is it our turn to lead this?

Saturday March 26th 9pm, Easter vigil service, during which 3 people will be received into the parish.

Saturday April 16th Bishop Alan Hopes wants 24 hour confessions to be held in one of the deanery churches; all priests will go there to serve. "Night of confessions" will be a new custom; the church venue will be announced. **Fr Karol**

Bank Holiday May 2nd, diocesan pilgrimage to Walsingham; there will be the chance to get a plenary indulgence at the Holy Door. A coach will go from the parish.

Sunday June 5th, the feast of the Sacred Heart will be celebrated.

Sunday July 10th – 17th is the proposed date of the weekly mission at Poringland where Fr Karol will lead the mission. Fr Pdraig Hawkins will come to our parish to do the same. Reconciliation service will be happening together in both parishes.

Monday 18th July, Fr Karol has attending the World Youth Day in Poland.

Saturday 17th September, pilgrimage from our parish to the Cathedral, departing 8.30am and returning 5pm.

10.30am tour

11.30 confessions for plenary indulgence, or a tour of the Cathedral tower for £5

12.30pm lunch in the narthex; the hall is booked.

1.30-3pm stations of cross, or looking at the library, or a chance to go shopping.

3pm depart Cathedral.

During the Year of Mercy, *Salve Regina* is being said in English before the final blessing, in masses in Southwark Diocese (Bishop Peter Smith.)

It was suggested that this could be done in our parish with the words of the prayer Put into the newsletter.

Action: Fr Karol/Rosalind

Christine Allard to be requested to provide the *Churches Together In St Ives* report to the PSC, and more timely notice of events for the newsletter. Membership of CTSI from the parish to be reviewed by Fr. Karol.

Action: Fr Karol/Rosalind

Alive in Faith – Fr Karol

Fr Karol gave an update. The programme is going on, currently in the 2nd stage. Fr Karol is sharing the idea with volunteers, and will read it to the parishioners, to spread the vision. The parish has received £66,000 in pledges so far. There have been 22 visits, with 5 still to go; 15 are scheduled for next week.

The Bishop will be meeting the organisers; it is all on schedule. It started 2 weeks late, but is going well. The response has been good. The parish will meet its baseline target of £135K and the challenge is to raise £170K in total, which will allow it to cover the courtyard project. The parish is entitled to 25% of the pledges for the baseline target of £135K for use in the parish.

This sum currently stands at £8K.

Update PSC leaflet/ parish priest computer – Fr Karol

The PSC have not yet updated the membership photo board or the parish leaflet. These will be completed by the end of February.

It was proposed that a desktop computer be purchased by the parish for use by the parish priest during his appointment, and which will remain in the parish when the priest moves on, as material relevant to the Sacred Heart had been 'lost' when Fr Edward and Fr Marek had left, as they had parish data on their personal computers.

This would ensure that YouTube clips, conference material, and all other information related to the parish remains in the parish.

It's proposed that there would be 1 computer, with two work stations sharing data.

Action: Fr Karol

Any Other Business:

1. The Diocesan Council of Laity has been reinstated by the Bishop and the first meeting will be on Saturday 14th May, at Poringland.

Michael Read has agreed to go in Elizabeth Barker's place. **Action: Michael**

2. This year's Heritage Open Days will be from Friday 9th to Sunday 11th September.

3. Concern was expressed about the rug on the altar carpet under the candle stand; it will be replaced at the end of January. **Action: Ellen**

4. Diane Grant, Fr Karol and Ellen Kemp are revising the *Church History* booklet. A contract has been given for printing to proceed and there will be 300 booklets in the first print run. It has not yet been decided whether to sell copies or gift a copy to each family in the parish.

A comprehensive distribution list has been prepared.

Date of Next Meeting: Monday 14th March 7.30

Open meeting: Sunday 4pm 8th May (Annual General Meeting) IN THE PARISH HALL.