

**Parish Steering Committee**  
**Meeting on Thursday 17<sup>th</sup> March 2016**  
The Presbytery, 19 Needingworth Rd. St Ives

**Minutes**

Fr Karol Porczak	Parish Priest
Elizabeth Barker (Chair),	R.E. Coordinator
Claire Downham	11am Mass representative
James Howe	Music Group representative
Tony Haddock	8.00am Mass representative
David Kerr	Planning Sub-Committee.
Carol Bewley	S.V.P.
Rika Sanderson	Social Group Rep

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

**Apologies:** had been received from Rosalind Bubb, Michael Read and Ellen Kemp. David Kerr agreed to take the minutes.

**Minutes of the last meeting:** The minutes of the 25<sup>th</sup> January Meeting were approved with no changes.

**Matters arising:**

- **Grapevine:** Elizabeth referred to the formation of a group to produce the Grapevine twice per year agreed at the last meeting and asked for volunteers to join it; in the absence of any immediate offers, she said she would contact a couple of potential participants. **Action: Elizabeth**
- **World Youth Day:** The five parish participants are running three fund raising events to help fund the trip: a breakfast after 8 am Mass on 17<sup>th</sup> April (with Rika's assistance); an afternoon cream tea at the Robinsons' on 8<sup>th</sup> May; an auction of promises on a date to be arranged in June.
- **Forty Hours Adoration:** Fr Karol said that this had run very successfully with cover throughout the day and night and lots of families and young people visiting.
- **Alive in Faith:** Fr Karol gave an update on the final phase of the campaign, which had been successfully concluded – exceeding the £170K optimistic target, with £196K already committed and final pledges in the pipeline which would take the total over £200K, that would raise £80K for the parish over the next 5 years, starting to come through in 5 months time. Elizabeth proposed a vote of thanks to Fr Karol and the volunteers, which was warmly endorsed.
- **The New Evangelisation/The Gift/Parish Mission:** Elizabeth advised that the next New Evangelisation meeting is arranged for 2<sup>nd</sup> July at Newmarket, which she will attend. There is a push to form local “Proclaim Teams” with

the meeting attendee assumed to be a member and expected to form a parish team. She was proposing to run the DVD series “The Gift” for 6 or 7 sessions in the parish and would be going to sample it at St Laurence’s in Cambridge. She thought we should run it in the Hall on Tuesday evenings in May and June (avoiding school holidays) and hoped it would encourage people to join our evangelisation team. **Action: Elizabeth**

- That team could support our parish mission with Fr Padraig Hawkins on 10<sup>th</sup> to 17<sup>th</sup> July. (Fr Padraig is the Bishop’s Secretary and parish priest at Poringland, which Fr Karol would cover during his time here.)
- The St Ives Churches Together team (SICT) has a “tent meeting” on the second Monday of the month in the Monday Market at St Ives. The purpose is to lend “a listening ear” to anyone who wishes to talk to one or all of the volunteers who represent each church in the town. At the moment there is no Sacred Heart Church rep. Afterwards the volunteers have a lunch in the Free Church.
- There is a need for more speakers on “Thought for the day” on Huntingdon Community Radio. (*See last meeting minutes for details.*)
- **The Courtyard Project:** In Ellen’s absence, Elizabeth read the start of her Finance and Buildings report on progress on the Courtyard project (see attached report.) Fr Karol provided an update that there were three amendments required to the current planning application to make it acceptable for consideration by the planning authority, which are being dealt with. It was commented that, as children will use the area and sit on the floor, the floor should be suitably carpeted. There will also need to be some storage space for materials in the area.

## **Finance and Buildings Report**

Elizabeth read the remainder of Ellen’s report (see attached) and there were no further comments.

## **Reports from Other Groups:**

**Planning Sub-Group:** David reported that the group had mainly been pursuing its work on the parishioner database and was now looking at more ways to use it and keep it up to date. They had met recently, but had only just discussed their report with Fr Karol and would be following up some suggestions on volunteer recruitment.  
**Action: David**

**The Holy Land Group** was without a leader following Kathy Bishop’s departure and would again be considering including La Salette Order charity alongside Aboud, with Fr Karol in the chair.

James introduced the **Music Group** report and welcomed David's suggestion of contacting parishioners who had recorded musician or singing skills on their parishioner database census forms. **Action: James and David**

Carol named the **SVP** new member as Anne Pyne.

For the **Social Group** Rika questioned what constitutes "substantial matters" to include in group reports and it was suggested that the circulated written reports should briefly note ongoing business for background information, with any changes of potential interest to others (and answers to questions raised) voiced at the PSC meetings. An event to celebrate Our Lady of Salette's feast would be arranged for the next day – Sunday 18<sup>th</sup> September.

Christine Allard's circulated report on **Churches Together in St Ives (CTIS)** was highlighted as circulated on the meeting day, with particular reference to the need for a new member.

**Mass representatives'** reports mentioned new rotas going out for after Easter and the appointment of new Eucharistic Ministers (1 for 5 pm and 3 for 11 am Masses). Fr Karol mentioned that altar servers are getting older and some replacements could be recruited and suggested that some social organisation should be introduced in addition to training. Elizabeth and James both suggested introducing the Order of St Stephen to provide more cohesiveness and incentives for altar servers. Someone would be needed to lead and organise the servers.

**New Evangelisation** – see matters arising above.

**Jubilee Year of Mercy:** :Two events are in hand with venues and coaches provisionally booked:

- The Diocese Walsingham pilgrimage on Bank Holiday Monday 2<sup>nd</sup> May.
- A parish pilgrimage to Norwich Cathedral on 17<sup>th</sup> September. (The Deanery seems to expect to be included in the latter and there may be places available on the coach for them after promotion in the parish.)

Both events would include an opportunity to pass through the Holy Door for a plenary indulgence.

**Update of PSC Leaflet/Parish Priest Computer:** The photos are now done (and on display in the porch and the Hall). Fr Karol was proposing a desk top computer that could be used over the Wifi anywhere in the Presbytery, which would give him a compatible machine with the office system and could be used as an extra work station as required. He also suggested that a power adaptor to smooth power drops in the Presbytery would be useful. Windows 10 had now been installed on the office computer and a general discussion of parish computing issues including James and Rosalind might be useful in this context.

**Parish Open Meeting on 8<sup>th</sup> May:** This had been fixed for 4 pm and we needed to set the agenda. It should include: annual accounts and the Courtyard Project. It was agreed that the parish group representatives on PSC should be represented and give a

very brief (eg 1 minute) report of their activities. It is suggested that we invite someone to speak on the La Salette missionaries who work in the Ukraine as Fr Karol would like the parish to support their work through prayer and finance. Fr Valdimar, who is the assistant priest at All Souls in Peterborough has spent some time in the Ukraine and may be able to give the parish an insight into conditions of the people there. There was some discussion of whether attendance could be raised by linking the meeting to the cream tea being produced by the World Youth Day candidates (on the same day) or by holding the meeting after 11 am Mass or between the morning Masses. The latter was not possible this year, but could be considered for next year, or provisionally for an extraordinary meeting on the Courtyard Project on 6<sup>th</sup> November this year.

### **Any Other Business:**

The PSC contact list needs to be updated to include James. **Action: Rosalind.**

The Church History pamphlet is complete and ready for distribution (suggested charge of £1).

Claire asked about the children's involvement in the Palm Sunday procession with palms and olive branches. Fr Karol proposed a singing procession from the extension, round via the garden and street, back into church through the porch.

James asked about buying a new keyboard instrument for choir practices. He was asked to find a price for an appropriate instrument to include it in the budget. Selling the existing instrument and, possibly, the organ in the Hall, should also be considered. (With a check on whether the community choir uses the latter.)

The **Next Meeting** was set for Monday 26<sup>th</sup> September.

## **Sacred Heart Church, St Ives Parish**

### **Report for the Parish Steering Committee to be held on Thursday 17<sup>th</sup> March 2016 from the Finance & Buildings Committee held on 1<sup>st</sup> February 2016**

**Courtyard Project:** A planning application was submitted electronically to Huntingdonshire District Council on 3<sup>rd</sup> March via the government planning portal website. Work is progressing to complete a list of fixtures and fittings for the new room and a Fire Safety review was conducted by a Watch Commander from Cambridgeshire Fire & Rescue Services on Monday 7<sup>th</sup> March. An application to the Building Regulations Authority will be completed next week, and information packs sent to three firms of builders inviting them to quote for the work.

**Papworth Church:** The diocese has submitted a planning application to South Cambs. District Council for development of the former church site. The property will be put up for sale when planning consent has been secured.

**Parish Car:** Following discussion it was agreed to defer replacing the parish car until later in the year.

**Quinquennial Review (QQR):** The next QQR will be conducted by a diocesan appointed surveyor on 15<sup>th</sup> April 2016. (This will involve a review of church property, including the church, hall, presbytery and grounds, following which a report will be received detailing essential maintenance work to be completed over the next five years. The last QQR was conducted on 1<sup>st</sup> February 2011.)

**Diocesan Pension Scheme:** The Diocese is planning to introduce a workplace pension scheme available to eligible employees in each parish across the diocese, however, details of the scheme are not yet known.

**The next meeting of the F&BC is scheduled for Monday 4<sup>th</sup> April 2016**

Ellen Kemp  
Chairman F&BC  
March 2016