

**Sacred Heart Parish**  
**PSC Meeting - Monday, 25<sup>th</sup> September 2016**

**MINUTES**

**Present:**

**Fr Karol**

Elizabeth Barker (Chairman)  
Rosalind Bubb (Minutes)  
Tony Haddock  
Ellen Kemp  
Michael Read

Carol Bewley  
Claire Downham  
James Howe  
David Kerr  
Rika Sanderson

**Apologies.**

Fiona Smith, who was working.

**Minutes of 17<sup>th</sup> March 2016**

These were passed as a true record.

**Matters Arising**

**Parish Mission**

This did not take place as Fr Padraig decided not to have the mission at Poringland. He is the Bishop's secretary and prefers to delay his parish mission until the Bishop is on holiday so there was no "exchange" of priests.

"The Gift" will be presented in our parish and will give a great deal of spiritual input so this will replace the planned mission for this year. Fr Karol, Elizabeth and Jennifer Whitby are attending a two day course on "The Gift" at Newmarket on Saturdays 1<sup>st</sup> and 15<sup>th</sup> October.

This is a DVD course of 6 sessions, to help deepen the relationship with the Holy Spirit. The first session will be on Thursday 3<sup>rd</sup> November 2016. The following sessions will be on Tuesdays of November (15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>) & finally on Tuesdays 6<sup>th</sup> and 13<sup>th</sup> of December 2016.

**Alive in Faith - Fr Karol**

We are awaiting an update; there is one pledge yet to be received. In September Helen Mitcham will apply for the first tranche of the money (roughly £8-9K).

**Update on GRAPEVINE - Elizabeth**

The committee has met 3 times and have asked for submissions from parishioners and others in the town.

Dot Wade is joining the committee. The next meeting is on 11<sup>th</sup> October.

The Grapevine will be published before the end of November. It will include the PSC minutes and reports from Open Meeting held in May 2016.

#### **PSC leaflet and parish computer – Fr Karol**

The leaflet needs to be updated. All the photos are ready. Fr Karol has not had time, to date. **Fr Karol**

#### **Purchasing a second computer – Fr Karol**

This will not be purchased until the financial situation has been resolved. The drop of income from the collection is significant. Every week the Parish collection has fallen by £200 approx. of what is expected. The Gift Aid coordinator is doing an in-depth review of the Gift Aid database. The Census in October for 3 weeks will indicate whether Mass attendance numbers are dropping. The financial situation will be addressed at the next F&BC meeting.

#### **World Youth Day – Fr Karol**

Yesterday Fr Karol went to the Conference Centre at Poringland, to a meeting organised by Bishop Alan, who was very pleased with the Pilgrimage of our young people to Poland. This event was also attended by Kasia Kaluza-Gilbert, Samantha Lancaster and Jack Robinson. A presentation is being prepared with Jack, scheduled to take place on Feast of Christ the King, 20<sup>th</sup> November 2106, which is Youth Sunday. **Fr Karol**

The parish paid less towards World Youth Day than had originally been allocated. The young people covered two thirds of their own costs, and fund raising helped too. There were pages of coverage within “East Anglia News” as well as a blog on the Diocesan website.

The next World Youth Day in 2 years’ time will be in Panama. It needs to be thought about well in advance.

#### **Finance and Building Report – Ellen Kemp (report attached at end of Minutes)**

#### **Reports**

Reports were tabled.

#### **11 am Mass – Claire Downham**

Sometimes there is a concern about the scheduled Eucharistic Ministers being present on the day (as people have been away) but it is always managed in the end. There is a problem with opening the door partition, but Philip will be asked to show Claire how to do this.

## **Holy Land**

There is a new Parish Priest in Aboud.

### **Music – report by James Howe:**

Music continues to be provided for the 11am Mass and occasional Feast days, and quality continues to steadily improve. Of particular note, we have successfully added a new Mass setting into the repertoire, to be in use for the remainder of the liturgical year.

However, a couple of issues have arisen:

**Access to Facilities** – While I have the necessary keys to access the church, lighting, and equipment stored in the dining room, I do not have access to the house alarm panel. When I am uncertain whether the alarm is active and nobody present has access (as it often is e.g. on Wednesday evenings) we are forced to rehearse without lighting, keyboard, etc.

This will become an increasing issue as the days grow shorter and those who do have access no longer attend rehearsals.

**Reduced Numbers** – Due to a combination of retirement, health issues and moving to other churches, we are suffering a significant reduction in available instrumentalists and rehearsal attendance. I am taking steps to find better opportunities for rehearsal, but without new instrumentalists and/or increased commitment the monthly music group Mass may be unsustainable and we shall have only choir and organ.

I suggest that the parish be made aware of this fact, via a combination of newsletter, the open meeting and perhaps a notice board, hopefully encouraging any latent musicians to come forward.

### **R.E. – Elizabeth Barker** (report attached at end of Minutes)

There will be no **Confirmation class** as there are only three candidates and there needs to be a minimum of six. One of the three is aged seventeen: it is suggested that he joins the RCIA class instead.

There are only nine children for **First Holy Communion classes**.

On Saturday 17th September there was a very successful **pilgrimage to Norwich Cathedral**, as part of the Year of Mercy. 53 people booked and 50 people came, aged between 6 months and 93 years. Everyone arrived in time for 10am Mass and a welcome by the Dean, followed by coffee or confession. There was a ground floor tour of the Cathedral and then a very good lunch. The afternoon included some free

time (during which some went into Norwich) going through the Holy Door followed by prayers to gain a Plenary Indulgence; Stations of the Cross; and the Chaplet of Divine Mercy in the Blessed Sacrament Chapel. The coach returned home in time for Fr Karol to preach at 5pm Mass. Elizabeth will submit an article to the Diocesan newspaper with a photograph of the group outside the Holy Door of the cathedral.

**Elizabeth**

Tonight there is a meeting at St Lawrence's Church, at which Annie Howell is representing our parish. On 5<sup>th</sup> November there will be an event called "**Proclaim**" which will lead up to the formation of a **new Evangelisation Committee**. The idea is that each parish will have a team to evangelise. The Bishop would like to start with those Catholics who are "lapsed or resting."

The "Proclaim" event is for the whole deanery, and will take place in our church and hall. Fr Sean will celebrate Mass at 10am. 40-50 people are expected to attend. Annie Howell will help Elizabeth on the day. A group of 5-6 people is needed from this parish, to be the evangelisation group. Elizabeth asked people from this meeting to volunteer.

Fr Karol, Elizabeth Barker, Annie Howell will be there. Claire Downham and David Kerr are thinking about it. David will be involved with contacting lapsed parishioners if he decides to join the group.

**S.V.P. – Carol Bewley** (report attached at end of Minutes)

#### **Social – Report by Rika Sanderson:**

Since the last Parish Steering meeting we have had a Parish BBQ to celebrate the Feast of the Sacred Heart, which was held on 5th June 2016. This was very well attended, although initial ticket sales were slow. The increase in numbers was in the last couple of days, which did cause some concern, as this was after the meat had been purchased. What a lovely dilemma. That being said, there was enough food and little in the way of left overs. Fr Karol did a good job encouraging people, letting people know that they could turn up on the day, without getting a ticket or putting their name on a list.

The weather this year was just right, making for a very pleasant social parish afternoon, with many parishioners attending, who would not normally come.

On Sunday 18<sup>th</sup> September the 170<sup>th</sup> Anniversary of the apparition Our Lady of La Salette was celebrated with drinks and cake after 11am Mass. The Feast of our Lady of La Salette is on 19<sup>th</sup> September.

On 12th November 2016 we are planning a Quiz Night, which will be held after 5pm Mass.

**Way Forward Sub-Committee – David Kerr** (report attached at end of Minutes)

This is the last report. This was originally the Way Forward group, which evolved into the Planning Sub Committee. It was agreed to wind up this Committee.

James Howe is available for consultancy regarding the parish database (for example, to obtain reports from the data, which is relatively complex) but not to update it on a daily basis.

There is a Liturgical Planning meeting scheduled for 31<sup>st</sup> October 2016.

**Parish Open meeting/ Council of Laity update – Are we working as a steering group?**

**The Parish Open meeting** should have been on 6<sup>th</sup> November. It had been scheduled in order to publicise the courtyard project, but as that's not beginning until next year and as the next Council of Laity meeting is not until 12<sup>th</sup> November the open meeting has been postponed. After some discussion the date and time of the next Parish Open Meeting will be at **9.30am – 10.45am on Sunday 27<sup>th</sup> November**. It was suggested that there be an extended coffee morning after 8am Mass, with some food provided.

Elizabeth will attend the **Council of Laity meeting** presided over by the Bishop. It's not yet known what will be on the agenda.

Fr Karol has been elected to be the delegate from the deanery to the Council of Priests, which meets 5-6 times a year.

Fr Karol has also been elected to be Chaplain for the Youth Service.

Pat Cleary is fulfilling the duties of the Dean, although he has resigned. Fr Karol does not know who has yet been appointed to replace him.

Michael Read went to the Council of Laity meeting on 14<sup>th</sup> May; the Bishop asked him to take the Minutes. The meeting began with an apology from the Bishop as so few people were attending: only 5 representatives, out of the 52 parishes.

(Michael's report on the Council of Laity meeting is attached at the end of these Minutes.)

**Are we (the PSC) working as a steering group?**

The parish uses the Parish Plan and has implemented it. Everything that has come from the Council of Laity has been worked on, in this PSC meeting. Bishop Alan's main thrust has been the New Evangelisation and the parish is up to date with what it has been asked to do.

The PSC is steering the parish, and reporting it here. It is valuable. It was suggested that when the minutes of this meeting are publicised parishioners should be asked for suggestions for discussion at PSC meetings and the Open Meeting.

### **Bridge Chapel - Vicar's letter to Licensing Authority**

Andrew Jennings, a local resident of St Ives, applied for a licence to sell craft beers in the Bridge Chapel, where our parish holds weekly Mass throughout the summer. Consequently, on Monday 15<sup>th</sup> August a number of the Sacred Heart's parishioners saw the licensing application fixed to the door of the Chapel. Some parishioners decided to object to the application, on the grounds that the Chapel is a religious building, and also citing the infringement of the four licensing criteria.

A petition was made available to be signed in the Sacred Heart Church and in the Corn Exchange. It was also supported by the Methodist Church and United Reformed Church, and received a total of 719 signatures.

The petition was sent to the licensing authority with a covering letter by Elizabeth. The authority gathered all the individual letters either supporting or objecting to the application and sent them all out, in a file, to every person who wrote a letter. 64 people were opposed, 14 supported. Heritage England were opposed; the police didn't support the application either.

On the morning that everyone received their file of letters in the post, Fr Karol received a call from county councillor Paul Bullen. The vicar of the Church of England, Mark Amey, had written to the licensing authority, telling them "it was a Catholic conspiracy." Mark Amey is the only clergy man supporting the application and his letter to the Authority contained derogatory comments about Fr Karol and the Sacred Heart Parishioners.

Elizabeth had written a letter in response to Rev. Amey, and the members of the PSC all signed it at the meeting. It will be copied to Bishop Alan, who is aware of the situation, and who has said he will speak to the Bishop of Ely, who is Rev. Amey's superior. A copy of the letter will be sent to the Bishop of Ely; to both church wardens, and to their ministry team at All Saints, Church of England.

If a suitable apology is received then the matter will be taken no further. When a response is received it will be emailed to PSC members.

**Elizabeth/ Rosalind**

A discussion was had about whether the sign outside our church should say **Roman** Catholic Church, as Fr Amey has caused confusion by calling his church "modern catholic" and "the catholic church of St Ives."

## **A.O.B**

### **40 Hours Adoration**

There will be Adoration of the Blessed Sacrament for 40 hours beginning on Friday, 7th October at 12 noon and finishing on Sunday, 9<sup>th</sup> October at 7am (with a break for Confessions and Mass on Saturday from 4pm to 7pm). During the time of Adoration the image of Our Lady of Mercy (which is touring the Diocese during the Year of Mercy) will be received. There are not many names on the list yet, and PSC members are asked to publicise it and ask people to sign up.

### **The Image of Divine Mercy**

Fr Karol purchased the image in Poland, permission from HCC needs to be given before the picture is hung in the church probably near the sacristy door where it will take the place of a 15<sup>th</sup> Station of the Cross as the Stations of the Cross will be positioned to begin near Our Lady's altar.

**Fr Karol**

**Date of Next Meeting:** Monday, 14<sup>th</sup> November at 7.30pm

The main business of this meeting will be to decide what should be covered at the Parish Open Meeting, and so reports will NOT be needed.

## Sacred Heart Church, St Ives Parish

### Report for the Parish Steering Committee on Monday 26<sup>th</sup> September 2016

#### from the Finance & Buildings Committee held on 12<sup>th</sup> September 2016

**Courtyard Project:** Planning approval was received from HDC on 1<sup>st</sup> July and information has been posted all on Notice Boards to update parishioners on the scheme, together with an artist's impression on how the new room may look.

**Papworth Church:** Planning approval was received by the Diocese on 9<sup>th</sup> September from South Cambridgeshire District Council for redevelopment of the site. However, it is not yet known when the diocese will put the derelict property on the market.

**Parish Car:** Plans to change the parish car will be considered after the MOT in October.

**Quinquennial Review (QQR):** Reports for the church, house and presbytery were received in August detailing work to be undertaken over the next 5 years to maintain the fabric of the parish property. Of significant note is the need for a structural survey of the presbytery as cracks in the wall outside the kitchen window need to be investigated. A structural engineer has been appointed.

A few items reported for action this year are to be included in the works programme for the courtyard scheme to avoid a waste of resources, however, some remedial work has already been actioned.

**Gas/Electricity Contracts 2016-2017:** The parish has renewed contracts with EON for provision of gas and electricity supply from October 2016.

**Feed-In Tariff:** Payments of £979.00 have been received by the parish from the solar installation. (This is for a 9 month period.)

**Gift Aid:** A rebate of £7188.00 has been credited to the parish account from HMRC in respect of regular gift aid donations managed by the parish Gift Aid Coordinator (GAC).

The GAC is also undertaking a full review of the gift aid database following concerns re: the weekly sum of donations via gift aid envelopes. This will be discussed at the next meeting of the F&BC on 21<sup>st</sup> November.

An additional rebate is awaited in respect of the 'loose plate' collection, following submission of data to HMRC by the Parish Treasurer.

**Security of Church Premises:** Damage was done to the gate of the priests garden by an adolescent seen climbing over the back fence recently, and a new gate has been fitted.

In addition a padlock has been placed on the metal gates near the presbytery to prevent intruders getting to the back door of the presbytery.

Fr.Karol is planning to change door locks and the alarm entry code for the presbytery to improve security, and a key register is being updated to ensure all relevant personnel needing entry to the property are informed of the changes.

Ellen Kemp, Chairman F&BC, September 2016

## RELIGIOUS EDUCATION REPORT September 2016

**Since the last meeting of the PSC, the following events have taken place:**

30<sup>th</sup> April to 2<sup>nd</sup> May – Three candidates attended the Ignite Festival as part of their Confirmation programme.

2<sup>nd</sup> May 40 parishioners approx. attended the Diocesan Pilgrimage to Walsingham leaving by coach from our parish. Fr Karol and Fr Ivan concelebrated the Mass at the shrine.

16<sup>th</sup> May Bishop Alan Hopes confirmed thirteen candidates during Mass. There were eleven from our parish and two from Wisbech. Parish support was minimal.

12<sup>th</sup>/13<sup>th</sup> and 19<sup>th</sup>/20<sup>th</sup> June Over these weekends, 17 children received their First Communion.

2<sup>nd</sup> July I attended the Diocesan Evangelization Day at Newmarket led by Canon John Udris. After Mass he gave two expositions on God's Merciless Mercy from the writings of Therese of Lisieux and G.K Chesterton. A full report is in the last edition of the Diocesan Newspaper. Parishes are asked to adopt the "Wednesday Word" from 18<sup>th</sup> September, Home Mission Sunday until Advent. This simple sheet provides an excellent way for all parishioners to pray and reflect on the following Sunday's gospel during the course of the week. Mass representatives are asked to help with distribution.

August 9<sup>th</sup> A day at Thorpe Park was organised for the Confirmation Candidates.

September 25<sup>th</sup> Registration will be held in the hall at 10am for children in School Year 3 to enrol for the First Communion sessions.  
A meeting for prospective Confirmation candidates and their parents will be at 10am in the church.

**Looking forward, events planned for the Autumn 2016:**

September 27<sup>th</sup> Meeting for parents who have enrolled their children for the First Communion sessions.

October 1<sup>st</sup> and 15<sup>th</sup> Study Days at Newmarket to prepare for the presentation of THE GIFT, a 6 week course for parishioners which will begin in our parish from November 8<sup>th</sup> until December 13<sup>th</sup>. Fr Karol, Elizabeth and Michelle Casperz will attend.

November 5<sup>th</sup> A meeting to prepare parish groups in our Deanery to promote evangelization. This should be supported by members of the PSC.

## **SVP Report for Parish Steering Committee Monday 26<sup>th</sup> September 2016**

### **Members**

8 Members

### **Current Officers – No Change**

President - Elizabeth Barker  
Treasurer - Gina Sant  
Secretary - Ian Wallace

### **Meetings**

The Conference meetings and the Autumn Club continue as normal.

### **Visits and Lifts**

Since the last PSG meeting members have done 121 visits and given 61 lifts

### **Monthly Autumn Club**

Overall it has been a good year for the Autumn Club

The DVD on St. Francis and the talk on The Old Riverport & St. IVO given by Ian Dobson were greatly appreciated. Our outings this year have also been a success. Trip to Waresley Garden Centre, the annual boat trip and the visit to Frances Robinsons garden were a huge success and all had an enjoyable time.

### **Donations**

A £100 gift donation was received to help with the cost of the coach to Walsingham. Also a collection of £233 had been collected to help towards the cost of the coach.

### **Walsingham Pilgrimage July 3<sup>rd</sup> 2016**

This year the Pilgrimage was a huge success with none of the troubles of last year and many sick and disabled people came along. SVP provided all refreshments

### **Other News**

September is SVP Awareness month

This year SVP have recruited one new member. Two other people have shown interest Michael McMahon has been elected as new council Chairman.

We agreed to give £100 for a groundnut project (our SVP Twinnage)

### **Forthcoming Events**

September 28<sup>th</sup> Memory Game  
October 26<sup>th</sup> Wyevale Garden Centre  
November 30<sup>th</sup> Christmas Lunch at Windmill, Somersham  
December No meeting  
January 15<sup>th</sup> Pantomime

**Next SVP Meeting September 22<sup>nd</sup> 2016**

## **Planning Sub-Committee Report to PSC on 26<sup>th</sup> September 2016**

Following a recent meeting with Fr Karol, this is submitted as a final report from the Planning Sub-committee, which we propose to wind up as of this meeting.

The reasons for proposing to cease to meet as a sub-committee are:

- Changes in membership: Mike Fox has stood down from regular membership (but agreed to continue to inform us of Northstowe developments); the sad demise of one of our original Way Forward Group members, Clem Tacconi, RIP; leaving only me as an original member and Michael Read.
- Completion of our original business: loss of a Parish Priest never happened but we continued to work with Fr Edward, then Fr Karol on planning matters, but our original proposals about parishioner involvement in the work of the parish are now re-thought and ...
- Recording current volunteers is completed and proposals for new voluntary roles are in hand.
- Big changes, such as the Northstowe development, are only emerging slowly, and we can keep an eye on them with annual re-consideration with selected advisers (such as Mike Fox on Northstowe).
- Other work we have taken on is being followed through or is suggested to be pursued differently, for example ...
- The parishioner database is established and is now maintained in the Parish Office (with my continuing support).
- The Parish Plan no longer appears to be relevant in its original format – the model has not been continued in the Diocese by Bishop Alan and Bishop Michael's original details have been thoroughly considered and implemented and/or abandoned in our parish. (A simpler planning process for remaining purposes is proposed below.)

### **Planning in future:**

There are two outstanding planning matters to be followed through (see below), but these could be carried out by annual consideration in a report to PSC, with appropriate input from relevant experts. The subjects of that annual consideration are:

- Forecasts of major changes in parish population, boundaries and clergy and our response to them;
- Outline planning of liturgical and pastoral events for the parish in the coming liturgical year in September/October of the preceding year, as suggested by Fr Karol.

Our suggestion is for these two topics to be included in the PSC agenda annually at this time of year – normally September, but the latter to be followed up by an ad hoc meeting in October this year.

**David Kerr**, acting as lead member for the Planning Sub-Committee, 22<sup>nd</sup> September 2016

**In attendance**

Rt. Rev Alan Hopes, Bishop of East Anglia.

Maureen Costello, The Most Holy Trinity, Diss.

Helen Kirby, St Edmund's, Bungay.

Josephine Lea, Our Lady, Stowmarket.

Michael Read (representing Elizabeth Barker), Sacred Heart, St Ives.

Pauline Stephenson, Our Lady and St Walstan, Costessey.

**1. Bishop Alan opened the meeting with a prayer.**

2. **The Bishop started with an apology** that more notice had not been given. Some said they had only heard about the meeting that week. However Michael said he had been asked by Elizabeth to attend some weeks ago, so the date was obviously known.

**3. Current activities**

The Bishop then outlined current activities, plans and issues including:

**3.1 Pope Francis: POST-SYNODAL APOSTOLIC EXHORTATION:**

**AMORIS LAETITIA**, Joy of Love: The Bishop discussed the Role of the Church: Problems in marriage: Family Prayer. He is to meet with the Clergy soon (25<sup>th</sup> May) and will issue a Bishop's Pastoral Letter following that meeting.

**3.2 New Evangelisation**

Bishop Alan spoke of the work being done particularly in this Year of Mercy and the Cross the Threshold initiative and commented that he liked the term Resting Catholics rather than Lapsed!

- 3.3 **Alive in Faith.** The next stage of the programme had now started with 10 further parishes taking part. In addition to the benefits of the money to be raised and how it will be used, Bishop Alan pointed out the benefit to relations between Clergy and Parishioners generated by the scheme and its need for individual interviews with donors.

**3.4 Symposium in the Cathedral to mark 50<sup>th</sup> anniversary of Nostra Aetate.**

The main purpose of the event was to celebrate the 50th anniversary on October 28 2015 of the promulgation of Nostra Aetate by Pope Paul VI of the Second Vatican Council's declaration on the relations of the Catholic Church to non-Christian religions. Taking part in the excellent discussion were Dr Musharraf Hussain, Archbishop Kevin McDonald, Dr Jonathan Gorsky and Bishop Alan Hopes.

**3.5 Newman Lectures**

Bishop Alan described these very successful lectures held throughout the Diocese that attracts some 800 participants per annum.

**3.6 Director of Music**

A new Director of Diocesan Music, Daniel Justin, has been appointed. Daniel is keen to develop music throughout the Diocese and would welcome contact with parishes.

**3.7 The Commission for Catechesis and Formation**

The Commission for Catechesis and Formation has a particular responsibility for Sacramental Preparation, and prepares courses, guidelines and training for catechists for Baptism, Confirmation, First Holy Communion and RCIA. New courses have been prepared and there will be a meeting of Catechists.

**3.8 Celebration of 40 years of the formation of the Diocese.**

Bishop Alan hoped that as many people as possible would attend the Solemn Diocesan Mass in the Cathedral on Friday 3<sup>rd</sup> June, celebrating the 40<sup>th</sup> anniversary of the establishment of the Diocese.

**4. Future of the Council of Laity. Is it of use?**

4.1 There was a strong feeling that the meeting was important. It was suggested that sometimes information did not find its way to the laity! This meeting had been particularly helpful, especially as there had only been 5 of us in conversation with the Bishop. The Bishop explained that he met regularly with the Bishops Council every 2 weeks, the Chapter of Consulters 6 times a year, the Council of Priests and Deans and of course his Staff and wondered if another meeting was necessary.

4.2 It was suggested to the Bishop that the Deanery Councils of Laity should be restarted and one or two reps from each Deanery should meet as a Diocesan Council twice a year (May and Nov). That way some 7 Deaneries would be represented instead of some 50 parishes. However the Bishop was concerned about the reporting system that would be necessary. It was suggested that a simple report from the meeting could be circulated to all parishes thus keeping everyone informed of the discussions.

4.3 The Bishop agreed to take the proposal to his advisory Council.

**5. The next meeting will be held on 12th November 2016.**

**Michael Read 31 May 2016**