

Parish Steering Committee
Meeting on Monday 14th September 2015
The Presbytery, 19 Needingworth Rd. St Ives

Minutes

Fr Karol Porczak	Parish Priest
Elizabeth Barker (Chair),	R.E. Coordinator
Rosalind Bubb	Music Group
Tony Haddock	8.0am Mass representative
Michael Read (Vice Chairman),	5.00pm Mass representative
Rika Sanderson	Social Group
Carol Bewley	S.V.P.
Ellen Kemp	Finance & Buildings Committee
Fiona Smith	Holy Land Group
David Kerr	Planning Sub-Committee

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

Apologies: apologies had been received from Claire Downham (11 am Mass Rep.).

Minutes of the last meeting: The minutes of the 21st April Meeting were approved with no changes.

Matters arising:

- **Readers – introduction of Entrance Antiphon:** after some discussion it was agreed that (when there is not an opening hymn) at the 5 pm and 8 am Masses, the first reader for the day will go to the lectern and lead the reading of the Entrance Antiphon as soon as the bell is rung from the Sacristy. **Action: 5 pm and 8 am Mass Reps to advise readers.**
- **Grapevine:** There is still room for more articles, which need to be submitted promptly.
- **Review of Heritage Weekend – September 2015:** Ellen reported that there had been a trickle of visitors over the weekend, many of them non-Catholic visitors interested in the history of the building. Arrangements had been made to forward the updated leaflet to those wanting it, when it is printed. Volunteer guides and the organiser (Ellen) were thanked and congratulated on the quality of the service offered, which was thought to be better organised than other churches in St Ives.

Parish Census information: David said he would include an update in his report on the work of the Planning Sub-Committee – see below

Finance and Buildings Report:

Ellen introduced her report from the F&BC – copy attached to these minutes.

- On Papworth Church she said that there is no further news on the sale of the site, which is being handled by the Diocese with the next steps expected in December.

- On World Youth Day 2016 Fr Karol added that there are now 5 young people interested in going; Elizabeth felt that some people may have been discouraged by the price of the trip, where the parish consideration of financial assistance has not been revealed.

Reports from other groups:

Planning Sub-Committee: David apologised for not producing a written report, because he had been away for the last week. He reported orally that:

- The Planning Sub-Committee last met a week after the last PSC meeting on 21st April and its relevant business had been reflected in Parish Open Meeting minutes or been overtaken by events; he therefore had nothing to add.
- On the parishioner database (which he thought was now a better title for the “Parish Census” work), he said that the original work was completed and there is only a trickle of updates, which can be handled in the Parish Office. Further reflection suggested that there is little point in producing a printed parish register: this was because publishing anything more than a list of names may breach the confidentiality of the information held and those entitled to see the confidential information can see it on screen in the parish office. He confirmed that a parishioner had responded to the newsletter appeal for an IT Consultant and this person should be able to help with producing required reports from the database.
- On the parish web site he noted that the Parish Administrator is able to do basic updates of the site, such as adding newsletters, rotas and minutes. However reviewing the site and responding to comments from a parishioner had identified a need for more technically difficult changes, which the new IT person will be consulted about. This included an update of the “Groups” page on the site, where he was asking group leaders and members of PSC to provide an update of descriptions of their respective sections.

Holy Land Group: Fiona spoke to her circulated report and referred to: forthcoming events – Dessert Island Discs on Saturday 10th October and a Carol Service with tea and cakes on Sunday 3rd January 2016; a drive to recruit more members to the “dwindling” committee and the possibility of running another parish pilgrimage to the Holy Land.

Music Group: Rosalind read a brief report from the group: it continues to meet on most Wednesdays; play on the 4th Sunday of each month and lead the music at each 11 am Sunday Mass. 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.

St Vincent de Paul Society: Carol reported on the S.V.P. programme: she particularly referred to the recent Walsingham Pilgrimage, which had been a good event for local members, but had been marred by noisy and disrespectful interruptions of the Mass by another group; complaints had been made and apologies received, but it was yet to be seen whether better preventative action would be implemented in future.

Social Committee: Rika referred to: the June Parish BBQ, which had been well attended in spite of bad weather; an initiative to ask parishioners to suggest other events; how any surplus income from events could be distributed, eg to SVP and Holy Land Groups, and how social and fund raising events could be better coordinated – consistent use of the parish diary was emphasised by other members.

11am Mass Rep: Claire had not been able to attend the meeting, but her written report was considered: Ellen noted that her request for clothes pegs in the ladies toilets is being followed up by installing pegs in all 5 toilet cubicles. {Reps from 5pm and 8 am Masses had nothing to report at this meeting. }

Religious Education:

Elizabeth gave an update on first communions – numbers will be finalised on the closing date of 20th September – and confirmations, where there are no applications as yet, the closing date is 25th February next year. There will be a new rite for confirmation in 2017, but the current one will be used in 2016.

New Evangelization Day on June 27th: A new Diocese Meeting had been established to develop the New Evangelization theme. She shared news of three initiatives discussed at the meeting:

- **The Posada Journey** is a prayer circle for parishes where the emblem of the journey – a representation of Joseph and a pregnant Virgin Mary on a donkey – progresses round homes in the parish through Advent, with a prayer meeting in the relevant home on each day.
- **Four Signs of a Dynamic Catholic** from Matthew Kelly: report of research into how Catholics behave, identifying a small proportion (7%) who are “dynamic Catholics, as reflected in signs of: how they pray; study; give – money, time and service to others: and share their faith. He gives examples of how dynamic Catholicism can be recognised and spread. He believes that most Catholics have been “sacramentalised but not evangelized”.
- **Forming Intentional Disciples** from research by Sherry Weddell. An extract from the introduction to her paper reads:
Weddell’s Intentional Disciples are the same folk as Kelly’s Dynamic Catholics. She describes them as people who have ‘dropped their nets’ and are following Jesus in a personal relationship.
Weddell believes 5-7% of church-going Catholics are Intentional Disciples. The rest are somewhere in a group she calls Seekers. 1% of people at Sunday Mass do not believe in God. Many Catholics do not believe in the possibility of a personal relationship with God.
Do not assume that key players in your parish are Intentional Disciples.
Her research is based on years of interviewing Catholics in parishes. She talks about people at different thresholds of conversion to a personal relationship with Jesus.
As an example she asks “Do your service sheets for funerals explain the liturgy? What more could be done?”

Any Other Business:

Appointment of Parish Administrator: Ellen and David explained that Veronica has asked to retire by the end of the year and how we are going through a process of redefining the job and extending the hours to increase secretarial and administrative support from the Parish Office. An advertisement is being prepared and will appear shortly in the newsletter and in the Hunts Post. This is urgent to allow sufficient time for recruitment and an overlap with Veronica before she goes. Elizabeth proposed a vote of thanks to Veronica for all she has done over the last five years, especially as she stood in at short notice to cover the office in Fr Edward’s time.

Michael added a reference to CAFOD collections and a proposal for a special collection for refugees in Europe. This proposal was generally welcomed by the meeting. It was ascertained that the usual Harvest Collection after Family Fast Day on October 2nd will be for refugees and it is mandatory, as it is not an extra collection.

Elizabeth announced that Fr Karol will be having a “big birthday” on 3rd October, which will be celebrated with cake and wine after the 11 am Mass on Sunday 4th October.

Date of Next Meetings:

Fr Karol asked for an additional meeting in this term and one was provisionally arranged for Monday 26th October – 7.30 pm in the Presbytery as usual. Otherwise the next normal meeting was arranged for Monday 18th January 2016

DJK/djk: 24/9/15 Draft2

Sacred Heart Church, St Ives

Report from the F&BC meeting held on 1st June 2015 for the Parish Steering Committee meeting on Monday 14th September

Courtyard project: Diocesan Trustees approved the project on 4th June. A faculty application was considered by the Historic Churches Committee on 17th June but a decision is still awaited.

Papworth Church: The Diocesan Trustees agreed to the sale of the redundant church property. St Ives parish will receive a percentage of the proceeds when the sale has been completed.

Archiving: The process of destroying old records stored on the top floor of the sacristy, and archiving files from the parish office has commenced. Many thanks to David Kerr who dealt with items related to the PSC.

Audit of Accounts: The parish accounts were audited by haysmacintyre (Chartered Accountants & Tax Advisers) on 22nd May, on behalf of the Diocese. The audit report, received in June, will be discussed by the F&BC next week.

Review of Utility & Maintenance Contracts: A review of the costs of gas & electricity supply and the annual maintenance contracts for the church site has been undertaken. The outcome will be considered by the F&BC next week.

World Youth Day 2016: 5 places had been reserved for next year's event in Poland, but nominations had not been received.

PSC Attendance: Committee members had been invited to attend a meeting of the PSC to represent the F&BC, and to advise Ellen accordingly. No expressions of interest had been received.

The next meeting of the F&BC will be held on Monday 21st September.

Ellen Kemp
Chairman F&BC
September 2015