

DRAFT Minutes from the Parish Team Meeting
Wednesday 6th September 2017
7 pm – The Library

Present:

Father Paul	Deacon David	Catherine Brady
Jane Monaghan	Anne Murphy	Anna Ball
Terry Spicer	Kieron Shaw	Terry Hutchings
Dorothy Hutchings	John Pratt	Gregg O'Connor
Gabrielle Remedios	Jean Lopez	Bernie McEney
Maureen Spicer (Minute Taker)		

Welcome

Father Paul opened the meeting, welcomed all those attending, and provided the opening prayer.

Purpose of the Meeting

Father Paul set out the purpose of the meeting as follows:

- to hear the views of those attending, on where they think the parish should be heading
- to discuss ways that we can evangelise more effectively both outside and within the parish
- to look at ways we can better educate our parish community on what evangelisation means – ‘the personal call to holiness’ and how to take this forward.

The meeting was then thrown open for those attending to put forward their views and ideas on the above and to provide parish updates on current initiatives.

Views Raised and Current Initiatives Discussed

Vigil for Peace and Consolation

- Jane spoke of the Vigil for Peace and Consolation that is due to take place on Wednesday 27 September from 7 pm to 8 pm at St Mary's. This initiative was proposed and agreed at a Catholic Social Teaching meeting earlier this year, in response to the recent terrorist attacks and the Grenfell fire disaster.
- Jane has been working with Deacon David and other members of the parish in preparation for this event. Churches within the deanery have been approached, together with the Loughborough Churches Partnership and the local Mosque. Posters have been provided and open invites extended to all.
- There was a call for volunteers to act as welcomers and readers on the night.
- It was agreed that once the Festival of Flowers has taken place this weekend, 8-11 September, then reminders will be given from the sanctuary at weekend Masses, posters will be displayed and notices will be placed in the weekly newsletters, advertising and providing details of the Vigil.

Volunteers

- Bernie suggested that it would be good if families became involved as family units to carry out the tasks of welcoming and taking part in the offertory procession at weekend Masses. Families will need to be approached and asked if they would like to be involved.
- Anna suggested that a weekend push for volunteers would be a good idea.
- Additional volunteers are required to help to run the repository to provide support for the existing team. A rota could then be formed.

Action

- **Jean volunteered to talk to Pat Newton about forming a repository rota for the 6 pm Saturday Mass**
- **Jane volunteered to look at a rota for the 9 am Sunday Mass**
- **Dorothy volunteered to look at a rota for the 11 am Sunday Mass.**

Readers at weekday Masses

- Father Paul expressed concern that he is never certain if there will be a reader available at weekday Masses.
- Anna suggested that a card labelled ‘Reader’ could be placed in the stand where the hymn numbers are displayed and this card could be retrieved by the person who will act as reader at each Mass.
- Once the card is retrieved this will indicate that a reader has been identified, removing the uncertainty.

Prayer books for children attending Mass

- Anna suggested that a number of simple Mass prayer books for children should be made available for use by those attending Mass. It was agreed that 50 such books should be obtained and kept available at the back of the church for use by the children.
- It was pointed out that following the 11 am Children's Liturgy those attending were provided with crayons and pictures to colour and it was suggested that the availability of a simple Mass prayer book for each child to look at might provide a useful alternative.
- Deacon David remarked that once the cost of the books is known then an amount should be allowed in the budget to replenish the number of books as they need replacing.

Action

Anna agreed to research the cost and availability of simple Mass prayer books for children

Updating the Repository

- Gregg asked for an update regarding the planned renovations to the repository.
- Kieron reported that at the beginning of the financial year proposed work to the repository was costed. Recently, however, individual opinion has been expressed that only minimal work was required to the repository instead of the more detailed renovations originally planned.
- The joiner has been subsequently asked to produce a revised quote based on these revisions.
- Jean agreed to try and establish a clearer understanding of what individual thoughts are on the work required.
- Bernie stated that there needs to be a team decision about renovations required to the repository.
- Gregg offered to help with any new design required for the repository, emphasising that the repository needs to be appealing as well as more secure than it is at present.
- The latest set of proposals needs to be reviewed and shared more widely.
- There was a discussion about the resources available for sale in the repository and Jean confirmed that research is currently taking place into what can be provided by different suppliers.

Church Notice Boards

Jane has agreed to carry out research into the provision of free standing notice boards, after agreement was reached that this was the optimum way forward.

Oratory

- Father Paul explained that he would like an Oratory within the presbytery and it is planned to use Father Charles's old bedroom for this purpose.
- There would be costs involved but money is available in the budget.
- Bernie pointed out that there is a spare altar and tabernacle already available that could be used, which would help to keep part of the cost down.

Parish Hall

- The meeting agreed that there is a lack of communal space within the parish and a discussion took place on how this space could be increased.
- It was confirmed that ownership of the existing church hall is still unclear.
- The question was asked about demolition/renovation of the garage and stable block to provide a new parish hall but Kieron explained that as this is a grade 2 listed building, it would not be possible.
- Kieron further explained that it will take 2 more years to repay the existing diocesan loan that was made to the parish, which currently leaves just £18,000 annually to fund parish projects. The potential cost of a new parish hall would be extremely high and a very long term project.
- Terry(S) expressed the opinion that solving the situation over the current parish hall is a priority for the parish, and it was suggested by those at the meeting that money could be raised using a church hall fund in a similar way to the campaign to "Raise the Roof" was conducted several years ago. As the Retired Priests' fund reaches its conclusion members of the parish may also be willing to keep contributing money they pledged but this time for the money to go into a Church Hall fund.
- Father Paul asked if the church hall had to be on the same site as the church. It was suggested that the Salvation Army or St Peter's could be sites to explore when booking large events, together with the Convent School Hall.
- Gregg emphasised that there are many reasons why it is better to have the hall next to the church, quoting the example of welcoming new members to the parish and being able to invite people to have coffee with existing parishioners after church services.

- Gregg asked if bequests were received from parishioners' wills and Kieron confirmed that there have been just two or three bequests in the last five years.
- Kieron has undertaken to discuss the provision of a new parish hall with the Finance Committee.

Parish AGM

- The date of the AGM this year will be Sunday 29 October.
- Catherine asked what format the AGM will take.
- Kieron confirmed that the AGM has to be financial and that if the meeting needs to cover wider aspects of reporting then the Finance Committee will not be able to cover these.

Parish PPC and Events Planning Group

- Terry(S) asked if the PPC was to be re-established this year.
- Father Paul explained that as it has become increasingly difficult to get parishioners to commit to becoming members of the PPC, it will not be re-established this year. However, Father Paul would like the present Parish Team meetings, along the format of this present meeting, to continue. Meeting to be scheduled three or four times per year.
- Catherine raised the question over future planning within the parish in the absence of the PPC.
- It was decided that the formation of an Events Planning Group should take place. Dorothy volunteered to take the lead with this new initiative and others at the meeting volunteered to be involved.

Action

Terry(S) agreed to send through the completed event planning forms, already filled out by Catherine and Bernie, to Dorothy.

Second Collections

- The question of 2nd collections was raised and how parishioners/groups can request specific collections to be added to the annual list. As an example, Anne asked if there could be a collection for the White Flower Appeal.
- Kieron reported that the list and timings of the 2nd collections for 2018 was currently being put together by Ken Buss of the Finance Committee but explained that, in addition to local initiatives the parish may wish to collect for, there are a number of mandatory collections set at diocesan, national and Vatican level, which we have to adhere to, and planning too many 2nd collections has a negative effect on any amount received.
- Dorothy asked that planned 2nd collections are placed in the parish diary. Maureen confirmed that this is already carried out but only those agreed by the Finance Committee at the time the diary is printed will appear printed in the diary. Kieron stated that the planning of the 2nd collections should be complete by the end of September.

Action

Maureen undertook to contact Ken Buss and request the list of confirmed 2nd collections for 2018 so these can be placed in the parish diary.

Consecration of St Mary's parish to the Immaculate Heart of Mary

Father Paul confirmed he will be consecrating St Mary's parish to the Immaculate Heart of Mary at a special Mass to be held at 7 pm on Friday 13 October. This date is the centenary of the final apparition of Our Lady at Fatima when the Miracle of the Sun took place.

Closure of Meeting

Father Paul checked that there was nothing further to be raised then invited Deacon David to say the closing prayer.

The meeting closed at 8.10 pm.