

## **St Joseph's Catholic Community**

### **Minutes of the Parish Pastoral Team held on Tuesday, 1<sup>st</sup> February 2011 at 7.30 pm.**

**Present:** Alastair Ng (Chair), Geoffrey Bignell, Kevin Burr, Peter Charlwood, Aseel Gilbert, Francis Holford, Sam Richmond and Fr Colin Wolczak

**Apologies:** James Harrison

**Prayer** led by Kevin Burr on Matt 5:13-16

**Welcome** to Geoffrey Bignell

**1. The Minutes** of the meeting held on Wednesday, 8<sup>th</sup> December 2010 were approved. The following matters arising from the minutes were discussed:

- Communications Officer – Sam will arrange for the job description to be given to Mercedes to go into the Newsletter;
- The Youth Report will be circulated – Father Colin to chase;
- Formation – Peter reported that a representative from St Mary's had been nominated to a joint formation Group but they were still awaiting someone from St Pius – Father Colin will chase;
- Alistair was appointed by the Mission Team to chair PPT meetings for the ensuing year.
- Photos of PPT members – everyone will send Aseel a photo via email – Francis will help her in preparing display board.

### **2. Role of PPT**

There was a general and wide ranging discussion on the role and purpose of the PPT. This may be summarised as follows:

- Membership should include a representative from each main committees or teams in the Parish;
- PPT should define:
  - The Mission of the Parish
  - The Vision – where we want to be
  - The Strategy – how do we get there

Further work will be done on this important topic at the next meeting.

### **3. Cluster PPT Forum**

Following on the Forum of the PPTs of the three parishes in November 2010, representatives met with Father Colin to discuss how the process that has been initiated by the Joint Forum is to be carried forward. At this stage, St Joseph's, St Pius and St Mary's are involved – St Edward's will join in at a later date. The main object at this stage is to streamline the three parishes to enable them to work more effectively together so that the clergy can be freed up to concentrate on pastoral work. A minute of the meeting has been prepared and a report is now in process of being written to be circulated to each of the PPTs. However, a number of positive initiatives have already emerged from this Joint Forum:

- The new Missal is to be introduced in the Autumn and the three parish Liturgy Teams will be combining to present a forum to explain the new Missal and its implications.
- The chairmen of the three Finance Committees have met and agreed a basis for sharing the costs of the team clergy. These proposals will be presented to the respective Parish Finance Committees for approval at their next meetings.

#### **4. Marriage and Family Life**

Sam raised the issue of the need to involve families more in Parish life. She proposed the formation of a Marriage and Family Life Group whose aim would be to co-ordinate those groups that are already supporting family life in various ways – eg, Marriage Preparation, Teams of Our Lady, Baptism preparation and First Holy Communion and Confirmation programmes, Children’s Liturgy, and others. She was encouraged to go ahead with the formation of such a group. She will need to gather around her a team covering the various areas, not forgetting single parents. She suggested that a Parish Picnic in Stoke Park in the summer would be a good event to encourage the aims of this new group. Sam was asked to prepare a Briefing Paper by the end of February to circulate round the PPT.

#### **5. Appeal for Funds**

Francis reported that he and Geoffrey Bignell were working on plans for an appeal for general funds later in the year – it is three years since the last appeal. Francis will be meeting next week with the recently retired vicar of St Saviour’s Church, David Bracewell, who was responsible for turning round the finances of that church, which has a similar size congregation, to St Joseph’s so that its income is now some four or five times that of ours. It was suggested that the concept of Gift Aid is unfamiliar to many immigrants and there may be merit in translating the Gift Aid leaflets into languages such as Polish, Spanish and Tagalog.

#### **6. Courses**

The Flood to Rainbow course currently running at St Joseph’s is going well with attendances of about one hundred. There may need to be a follow up to this course. The question of what other courses we should be looking at for this year was raised and it was agreed that the Autumn has been for many years now a key spot for evangelisation courses such as Alpha and Life in the Spirit Seminars.

#### **7. St Joseph’s Feast Day**

Father Colin advised that Bishop Kieran has given permission for St Joseph’s Feast Day to be celebrated on Sunday, 20<sup>th</sup> March this year. He would like this to be especially marked. The Home Groups are already committed to providing refreshments after the 6.30pm Mass and thought needs to be given as to what would be appropriate after the 11am Mass.

#### **8. Website**

The Parish website is now a key communication tool. Aseel offered to host a training session for PPT members on the use of the website.

## **9. Minutes and Photos**

It was agreed in principle at the last meeting that the minutes of PPT meetings should be published, once they have been approved, by displaying them in the Narthex and on the Website. It was also agreed that photographs of PPT members be similarly displayed. Francis offered to liaise with Anna Peto regarding a suitable display board in the Narthex. All members are asked to email Aseel with their photographs.

## **10. Next Meeting**

The next meeting of the PPT will be on Tuesday, 5<sup>th</sup> April and Aseel offered to lead the opening prayer.

## **Action Points**

- Sam to arrange for the job description of the Communications Officer to be given to Mercedes to go into the Newsletter;
- Father Colin to chase circulation of Youth Report;
- Francis to co-ordinate ratification of joint funding proposals with the other Finance Committees;
- Peter to chase appointment of Formation Team member from St Pius;
- Alistair to prepare for discussion of mission, vision and strategy of PPT at next meeting;
- Sam and James to circulate report of progress of Joint Forum report;
- Sam to prepare a Briefing Paper on Marriage and Family Life Group by the end of February to circulate round the PPT;
- Francis and Geoff to progress appeal for general funds;
- Kevin to consider appropriate follow on to Flood to Rainbow course;
- St Joseph Feast Day - Father Colin to follow up on plans for celebration after 11am Mass;
- Aseel to organise a training session on Parish website;
- Everyone to send Aseel a photo for the PPT display on website and notice board;
- Francis to liaise with Anna Peto regarding display board in Narthex;
- Aseel to prepare opening prayer for next meeting.