

St Joseph's Catholic Community

Minutes of the Parish Pastoral Team held on Tuesday, 5th April 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

The meeting opened with prayer led by Aseel.

1. The Minutes of the meeting held on Tuesday, 1st February 2011 were approved and signed by the Chairman. These minutes will now be displayed in the Narthex and on the Website. The following matters arising from the minutes were reported on other than those dealt with in the minutes of this meeting:

- Sam will arrange for the job description of the Communications Officer to be given to Mercedes for publication in the Newsletter.
- The Youth Report has been circulated to members of the PPT.
- Father Colin has asked Mercedes to contact the leader of the Formation Team at St Pius to nominate a member to the Cluster Formation Group.
- The report on progress of the Joint Forum has yet to be circulated.
- The Briefing Paper prepared by Sam on a proposed Marriage and Family Life Group has been given to Father Colin prior to being circulated to the PPT.
- Kevin is to consider appropriate follow-on to the Flood and Rainbow course.

2. Website

Aseel gave a live demonstration of the Parish Website with particular reference how to edit the pages. Only those authorised will have the ability to do this and Aseel was asked to draw up a list of those who are so authorised and which pages it is their responsibility to up-date.

3. Appeal

The members of the PPT had already been circulated a document drawn up by Father Colin, Geoffrey and Francis titled 'Proposal for an Appeal'. The proposal is that there should be a major appeal for funds in the Autumn and that an Appeal Director be recruited to steer the process, engage volunteers as necessary, and make sure that the various stages of the appeal are accomplished within the timetable. After a lengthy discussion, it was unanimously agreed that the appeal should go ahead, subject to further discussion of the details, and the post of Appeal Director be advertised.

4. Vision and Strategy

In order to progress the formulation of a vision and strategy for the Parish, it was decided that each member of the PPT should submit their ideas for the Parish to Alistair and it was agreed that Father Colin's Vision Statement in the Appeal Proposal should be used as a basis.

5. Next Meeting

The next meeting will be on Tuesday, 21st June 2011. Father Colin will lead the opening prayer.

Action Points arising from the minutes:

- Sam to arrange for the job description of the Communications Officer to be given to Mercedes for publication in the Newsletter.
- Father Colin to follow up the nomination of a member from St Pius to the Cluster Formation Group.
- Father Colin to circulate the report on progress of the November Joint Forum.
- Sam to circulate her briefing paper on a proposed Marriage and Family Life Group when Father Colin has approved it.
- Kevin is to consider appropriate follow-on to the Flood and Rainbow course.
- Aseel to draw up list of people authorised to edit pages on website.
- Geoff and Francis to progress the advertisement and recruitment of Appeal Director.
- All members to submit to Alistair their ideas for Vision and Strategy.