

Minutes of Meeting of PPC Hemel West, held on Monday 16<sup>th</sup> May 2022 at St Joseph's Church Hall

Present: Fr Brian  
Deacon Simon  
Mary  
Marie  
Camille  
John  
Clare

Apologies: Francis, Gladys

1. Fr Brian opened the meeting with a prayer.
2. Fr Brian requested that members of the PPC take on any actions to be carried out, amongst themselves, rather than Father being involved. He is happy to attend meetings and be involved in discussions and decision making, but would like the PPC to take up action plans.
3. Fr Brian requested that Camille or Marie, CWL members, liaise with Janice regarding the Red Missio boxes. Camille has contacted her about rolling out the Missio boxes more widely at St Mark's and we await her reply. ACTION: Await reply from Janice.
4. We had an open discussion regarding the sick/deceased lists. Fr Brian reported that the bronze bowl on the alter had not been successful. Deacon Simon reminded us that St Mark's used to have a book, that people could add names to on a weekly basis, and that the book was taken up with the offertory and placed on the alter. John was able to advise us that this was not best practice. It was suggested that small forms be made available near the entrance to church. The forms could be completed and posted into a box, which would be placed on the alter at the beginning of Mass, and the names of those in the box would be prayed for during Mass (although not named individually). The box would work on a monthly basis, where at the end of each month all forms would be removed and appropriately destroyed, in line with good GDPR practice. Parishioners would need to be reminded that any prayer requests would need to be added from the 1<sup>st</sup> of each month and would only remain in the prayer box/on the prayer list until the end of each month. ACTION: Simon to locate appropriate box for St Mark's. Box to be located for SMSJ. Clare to print form. Parishioners to be informed via newsletter, website, during Masses. Simon to clear box at St Mark's monthly and destroy appropriately forms. SMSJ to be discussed, but any member of the PPC happy to take this on, please let us know.

John informed us that GDPR only applies to those alive and not to deceased members of the Parish. It was suggested that we may therefore be able to add recently deceased members of the Parish to the Newsletter. Shirley to be contacted and asked if it would be possible to keep a record for a month or so, to see how many deceased people this might

involve, to give an idea of numbers, and therefore workload involved. ACTION: Clare to liaise with Shirley.

5. Celebration plans for 60<sup>th</sup> anniversary of Priesthood for Fr Brian and Fr Bernard are well underway. CWL are organising catering. Camille to contact Anne and advise her to speak directly to Frs Brian and Bernard regarding expected family numbers attending. St Mark's to offer cakes to help with catering. ACTION: Clare to speak to St Mark's Parishioners to see how many would like to contribute. Camille to find out where and when donations can be dropped.

Fr Brian confirmed that a collection would be taken up at Hemel West shortly to cover gifts for Fr Brian and Fr Bernard.

6. A rather belated welcome was extended to John Ricketts, and introductions made. John was able to explain that a review of GDPR is underway, covering how we store and deal with data, looking at protocols already in place and the data protection audit. John will meet with Fr Brian shortly and will report back to the PPC.
7. Simon reported that readers rotas are now all lay led, and organised.
8. A member of St Mark's who plays the keyboard, has stepped forward to join the musicians and hopefully they will be able to step in should Cecilia be away. We will only need to use the ipod as back up if needed.
9. A suggestion was put forward to form a Care Team in the Parish. This would allow Parishioners in need of help or support to have a specific point of contact. The idea would be for the team to encompass between six and ten people. They would offer possible solutions to small everyday issues, but also have the ability to signpost Parishioners in difficult situations or crisis to Fr Brian or appropriate agencies, although Parishioners would always be welcome to contact Fr Brian or Deacon Simon direct. Collection of appropriate data under the current GDPR, would also allow the Care Team to contact Parishioners if required, something we were only able to do in a very limited way during the Pandemic.

Frances Moore has been appointed to help with the implementation of 'Love in Action', a diocesan initiative involving Caritas, that is planned for the Autumn. Fr Brian suggested Paul Heatley, from Caritas, be contacted as well as Frances Moore to ensure the Care Team don't duplicate plans and initiatives already being considered. ACTION: Clare to invite Frances Moore and Paul Heatley to attend one of our meetings to give us a presentation or chat about the 'Love in Action' initiative and Caritas plans.

10. It was suggested that the Parish consider setting up weekly donations of food by Parishioners, that could support the local Food Bank. The idea was accepted by all, and Simon agreed to issue an E-alert to inform Parishioners. ACTION: Gladys and Clare to source boxes, clearly marked, to be used as food collection points. Clare to liaise with Simon regarding E-alert. Clare and Simon to organise collection of donations and delivery to Food Bank, depending on the size of donations.

It was proposed that perhaps the local Catholic schools could be involved. It's unlikely they would be able to organise food collections on a weekly basis, but perhaps they could organise a one off collection, towards the end of June, and perhaps monthly collections could be considered for the autumn. ACTION: Clare to make contact with St Rose's, Cuthbert Mayne and JFK. It was suggested that the Duke of Edinburgh candidates might be involved in the JFK one.

11. E-alerts are working well, with over 400 Parishioners receiving them. It was proposed that Simon bring his computer to mid-day Mass at St Mark's and that anyone not registered for E-alerts be encouraged to sign up. ACTION: Simon and John to organise a computer at St Mark's one Sunday.
12. Little Church – discussions will be taken over to the next meeting, as Gladys was away. Clare had emailed Callum Moore on the diocesan email address, but had no response. It was suggested she try the school email address. ACTION: Clare to contact Callum Moore.
13. The next meeting was organised for Monday 4<sup>th</sup> July 7 pm. ACTION: Clare to book Hall.
14. A note was made to discuss an annual Parish celebration next year. All members invited to come to the next meeting with ideas to discuss.

The meeting was closed by Fr Brian with a prayer.