

Reports for Parish Pastoral Council Meeting 16.05.2016

Area of Activity Antoinetta Tinney	
Our Lady's Bereavement Team (BT)	
Activity since last PPC meeting	
On 18 th April afternoon had a meeting with Eileen Dutt, Brenda Ponds, Maria Greene and I to plan for the annual Bereavement Service to be held on 3 rd June at 7.30pm.	
Suggestions for change/improvement/issues to be addressed	
None	
Objectives set	Who
Posters to be displayed and invites to be sent for 3 rd June event.	B/T

Parish Accounts

The Parish Accounts for the year ending 31 December 2015 have still not been signed-off at the Diocese and, so, we intend to go ahead and publish the figures as submitted.

Planned Giving & Gift Aid

Transfer of the Parish Planned Giving & Gift Aid records to the new Gift aid module in the Parish accounts package (OPAS) has been completed and the Gift Aid claim for FY 2015/2016 will be completed using this new software.

Issue of the Planned Giving Envelopes for the new tax year has been completed.

Parish Audit

We still do not have a date for the Parish Audit due this year but work has started on preparing for the Audit with details of the items that will be checked being distributed to all concerned.

Asset Register and Documents Register

Work continues on compiling an Asset Register and a Documents Register for the Parish.

Text Giving

With Easter and all the other celebrations completed, we will now be pressing ahead with the introduction of the new Text Giving scheme, which the Diocese have made available.

Parish Administrator

As reported elsewhere, a new Parish Administrator – Cheryl Saunders – has been appointed and has started work. She has a lot to learn so please bear with her whilst she gets up to speed. Note that her office hours are 10.00am to 1.00pm Monday to Thursday with Antoinette Fernandes continuing to work Fridays.

Finance Conference

Fr Tom, myself, Graham Felton and Pascal Kwo from the Finance Committee and John Scott from the Pastoral Council each attended one of the Diocesan Financial Conferences held back in April.

One of the main messages coming from the Conferences was of the increasingly more rigorous scrutiny and transparency of operations being demanded by the Charities Commission. At Parish level, this impacts all areas of management but particularly cash handling and cash security arrangements, authorisation for and approval of expenditure and extends into oversight of Parish Group activities, control over use of Parish facilities and compliance with insurance cover provisions to name but a few areas.

The notes from the Conferences make interesting and thought-provoking reading and are relevant to everyone, not just the Parish Priest and the Finance Committee. I will try to have them published.

Property Working Group and Grove Road House Project Team

The Finance Committee continue to participate in and support the work of the Property Working Group and the Grove Road House Project Team.

David Wilson for Finance Committee

Area of Activity	Health and Safety	Richard Bradford
Activity since last PPC meeting		
<p>A decision has been taken to order two emergency stretchers to allow safe egress from the church and church hall in the unlikely event of a fire and the existing wheelchair access being blocked. This was done after an excellent analysis by John Chamberlain in consultation with some of those effected. It was agreed that evacuation chairs and temporary ramps were consider less suitable / practical for these buildings. A copy of this analysis is stored in the H&S folder on the parish file server for future reference. A temporary ramp is also being made for the Scout Hut. Together these should close a number of the more serious risks identified in recent years annual audits. The various church / hall policies will be updated and users of the various facilities will be informed.</p> <p>John Scott has made the usual rapid progress through a list of other items identified in the report.</p> <p>Due to a number of people being unable to make the proposed H&S day in April it was postponed. However due to progress made in many areas it is proposed we do not need the day after all.</p> <p>It has been confirmed the Church Tower does not have a lightening conductor and the advice received is that due to the fact this is not a legislative requirement and the ongoing cost of inspecting and maintaining, it is not necessary to fit one. Many churches are having them removed.</p>		

Suggestions for change/improvement/issues to be addressed	
Objectives set	Who
Organise Fire Marshall training for the Diocese	Richard / Trish
Update policies for stretchers	Richard / Hannah
Ensure parish audit H&S checklist in order	Richard

Area of Activity	Inter-Faith Relations Deolinda Eltringham
Activity since last PPC meeting	
<p>No plans have been made for 2016 yet. At the last committee meeting contact was made with a few local members of the Hindu faith. A possible visit to their Hindu Mandir (Temple) in Luton is to be arranged this year.</p> <p>Attached is information about the annual pilgrimage on 21 May 2016, arranged by the Westminster Interfaith, organised by Jon Dal Din of Vaughan House part of the Westminster Cathedral.</p> <p>Austin Smith and I will be attending this year's next Herts Inter Faith Forum meeting on the 21st June in St. Albans.</p> <p>The next NHIFF is on 25th May.</p> <p>Recent article of Vatican news: <i>Vatican: Catholic-Muslim meeting highlights shared beliefs</i> (Tuesday, May 10, 2016) see: http://www.indcatholicnews.com/news.php?viewStory=30026</p>	
Suggestions for change/improvement/issues to be addressed	
Objectives set	Who
	DME/

Area of Activity	Justice & Peace Deolinda Eltringham
Activity since last PPC meeting	
<p>This Saturday 14 May 2016 from 10.30 - 4.00, Michael and I will be attending the NJPN AGM and Open Networking Day, at CAFOD, Romero House, 55 Westminster Bridge Road, London SE1 7JB - the theme is 'Hear Our Voice'- The experiences of children and young people who have experienced a family member being arrested, tried or imprisoned.</p> <p>I have had no interest so far to attend the 2016 Annual Conference of the National Justice and Peace Network (Friday 15 July - Sunday 17 July) will take place in Swanick, Derbyshire:</p>	

How can democracy work for the common good? Though registration is still possible and many places are available.

The TTIP campaign is gaining momentum and even our local MP, Peter Lilley, has now joined the opposition to it. This is a matter of Christian solidarity with the our brothers and sisters in Christ across the world not just in Europe – Jesus came to set all people free not for us to sleep walk ours and future generations into slavery and servitude to multinational corporations.

June 1, sees the start of the **2016 Month of Direct Action against Trident Renewal** for further information see: <http://tridentploughshares.org/june-2016-a-month-of-daily-direct-action-against-trident-renewal-please-join-us/> we should join the campaign for a “Global Zero – a world without nuclear weapons” - it would be good if as many people in the parish as possible would support this campaign. Well in the teaching and spirit of “Laudato Si”

Suggestions for change/improvement/issues to be addressed

How is the church and the teachings of Jesus’ informing the Christians of our town or community ahead of the EU referendum? In these last few weeks, could we add this call for communal decision making be a constant topic in our intersession prayers?

Objectives set

Who

PCC/
DME

Area of Activity LiveSimply Deolinda Eltringham

Activity since last PPC meeting

I registered to follow the training as a “Laudato Si Animator” in an effort to mark the 1st anniversary of the launch of the document (18/06/2015), around the globe, especially in the catholic community. Though other denominations and faiths are also welcomed and encouraged to join in the spirit of its teachings. We are delighted to report that the parish has 2 trained Laudato Si Animators viz Deolinda Eltringham and Ann Milner. Ann will be devising a meditation on Laudato Si. The meditation will be our parish contribution to the global programme (Laudato Si Week, 12th - 19th June) marking the anniversary of the publication of this significant encyclical from Pope Francis."

We have launched in our parish the collection of milk bottle tops for recycling and helping environmental causes, by working with Lush Cosmetics. Thanks to John Scott for taking charge of delivering the collected tops to their shops.

It would be good to mark in our parish, indeed in our Deanery the catholic world “**Laudato Si Week**” **June 12-19**, we are encouraged to make it a Global Celebration of the Encyclical's 1st Anniversary – can this be done in this parish as well? <http://laudatosiweek.org/>

Michael and I attended the “Hope in a changing Climate” conference in Coventry last month. We heard from CAFOD that as the energy contracts are coming up for renewable, they are negotiating for the electricity and gas supplied to be only renewably sourced (green energy) – already 10 out of the 22 catholic dioceses have converted their contracts this way. There is hope that a celebration will be used to mark when all have been converted this way. Our diocese is in the process of re-negotiating the contract, so we hope to be the next ones to achieve this.

CAFOD has a campaign to enable families to do likewise with Ecotricity, though others are

also available.

Suggestions for change/improvement/issues to be addressed

Let's continue to introduce the themes of Laudato Si into the liturgies of our Sunday masses throughout the year, especially in June and in **Creation Time/Season – from 1st Sept to 4th Oct.**

How has the suggestion for the parish to nominate a **Tree of Life**: approved at the last meeting been implemented?

Objectives set

Who

Keep monitoring the energy usage of the parish over the next year.

DME

Keep visiting all possible energy saving ideas to make this parish environmental footprint as small as possible.

Seriously look at ways to incorporate solar panels on our church buildings, especially as part of the Pastoral centre refurbishment. Need to request from the architect a report of the energy saving improvements incorporated into the project and the new energy rating for the building once it is finished and habitable.

Area of Activity Maintenance John Scott

Activity since last PPC meeting

Summary

Please note the number of jobs done by many parishioners.

John Chamberlain deserves particular thanks and praise for his continued diligence.

Activity since report of Mar 2016

0000_0/ Securely fix hook to altar for Fr M's walking stick (JC)

1005_1/ Unblock Urinals in Gents (John C)

2104_1/ rework Fr.Tom Aero bars

1904_1/ install new hand dryers

1904_2/ minor fix to lawnmower2

1504_1/ another busted toilet seat in ladies

1504_2/ weep of water from flushing mechanism in gents

1204_1/ wobbly handrail to link

1104_1/ replace emergency lights in sacristy corridor(w' Philippe J)

1104_2/ replace PP9 battery on cash-safe lock (John C)

1004_1/ install test-non-slip on car-park ramp

1004_2/ non-choc aero-bar fix for Fr.Tom (w' Philippe J)

1004_3/ Reinforce ladder hooks GuildOfStStephen-proof (jc)

0104_1/ measure up for permanent ramp in sacristy corridor

0104_2/ Larkins on LightningConductor-confirm we don't have one 01279434258

1503_1/ Graham Felton's crucifix stand.

1503_2/ Loose Pew Front Right

1503_3/ source softener salt ...

1403_1/ upper shelf for candles&and mend bench top servers' room (JC)

1403_2/ Shelf installed in flower arrangers cupboard. (JC)

1403_3/ Repair Shelf under servers' room sink (JC)

0903_1/ Reinforce KiddyGate to withstand Mother&Toddler attack (JC)

0903_2/ Mend Thurible Chain (JC)

0803_1/ dishwasher drip/leak - traced to detergent use

0803_2/ church library bookshelf bracket per H&S report (JC)

Suggestions for change/improvement/issues to be addressed	
<p><u>Outstanding Maintenance Snags</u></p> <p>0 sort out proper solution for link lights/bulbs</p> <p>0 sort out proper lo-power solution for spotlights in hall.</p> <p>0/ request mod to fence for Fr.M. garage access.</p> <p>0/ move b-b-repeater when Pastoral Office moves</p> <p>0/ repaint RESERVED spaces.</p> <p>0/ Altar Candlestick(s) coming apart</p> <p>0/ light outside scout hut (add PIR?)</p> <p>0/ finish Carpeting vents ...</p> <p>0/ Mend Fr. James Whitworth's gold chalice.</p> <p>0/ Potential leak in flat roof above Gents' toilet cubicle.</p>	
Objectives set	Who

Area of Activity Outreach Trish Bonnett	
Activity since last PPC meeting	
<p>Outreach to Community Supporting a variety of parishioners in various ways. Would like to introduce Mass at Gosmore as now three Catholics there. 3 at Elmside but with Kathy having left Milford Lodge and David Wilson having died there seems to be only one Catholic at Milford Lodge. May do something different there. Need to discuss.</p> <p>Proclaim 15 Advertised projects and secured a variety of support. Have had meeting re PHASE project which will be led by Helen Bailey. More detail to follow.</p> <p>Other tasks</p> <p>Liturgy Supported and produced documentation for Easter liturgy and Pentecost Sunday.</p> <p>Health and Safety Still need to produce policy documentation but plan to do this before audit.</p> <p>Cheryl Saunders appointment Part of team involved with interviews of new administrator. Have now been supporting her induction.</p> <p>Catechetics Some support for Susanna administratively on first holy communion programme.</p>	
Suggestions for change/improvement/issues to be addressed	
The focus continues to be very much on ensuring the Proclaim '15 projects have support and are launched and achieve their aims.	
Objectives completed from last report	Who
PHASE project established with team leader	TB

Objectives set	Who
1. Ensure future projects have teams and a project plan with timeframe.	TB/Members of project teams

Area of Activity Sacramental Preparation Susanna Hawksley
Activity since last PPC meeting
<ul style="list-style-type: none"> Over Easter we had two adult baptisms, one reception, one adult confirmation and one infant baptism. They were joyful occasions. Luis will be baptised at the Pentecost Mass by Bishop Paul. The period of Mystagogia (“interpretation of mystery”) – the deepening of understanding of the mysteries of the faith has started. The RCIA course will resume, with the Come and See evening, on Tuesday 17th May. The Rite of Christian Initiation for Adults (RCIA) will be developed to be a year round, lectionary based process. The First Holy Communion preparation has finished and the children will receive the sacrament over the weekends of 21st/22nd May and 28th/29th May. Teresa Hyde has been catechising the children from non-RC schools since September and is holding the closing liturgy for her group on 18th May. The parish owes Teresa a debt of gratitude for her dedication and inspiration in preparing this group over the last few months. Thank you, Teresa! A date has been set for Susan Brown, Andrea Shannon, Teresa Hyde and I to plan the Mission Mass (12th June) together on 10th May. This year’s second Marriage Preparation course has taken place with over 20 couples attending. I have informed Maria O’ Brien, the administrative assistant for the diocesan department for Marriage and Family Life about the next one in the calendar. The price has increased from £30 to £50 per couple (the bishop encouraged us!). My grateful thanks to Lucy and Jonathan Bonnett for delivering this course. The first session of the second full Baptism course has been delivered, with babies being anointed at 5pm Mass on 8th May. Again a very healthy attendance of 20 couples. So many babies! The Confirmation candidates gave the parish a wonderful reflection on Good Friday evening at the Stations of the Cross service. All who attended were very moved. Their preparation course was completed and the candidates were confirmed on 24th April. All went very well. My heartfelt thanks go to Tomek and Maeve and the other catechists and helpers for their inspiration and hard work in guiding our young people through the preparation for this sacrament.
Suggestions for change/improvement/issues to be addressed
<ul style="list-style-type: none"> I will be asking for feedback from people who have undertaken sacramental preparation courses with me. Build up a larger team to help with RCIA. It is my intention to overhaul the Confirmation course, with advice from Tomek, Maeve and others. Three (funded) days in a five star hotel should be sufficient to allow us to do the necessary reflection and writing.

Objectives set	Who
1. Examine and adjust Confirmation course.	1.Susanna, Tomek, Maeve, Others.
2. Begin RCIA process just after Pentecost.	2.Susanna
3. Appeal for help with RCIA.	3.Susanna

Area of Activity Website Trish Bonnett	
Activity since last PPC meeting Nothing new to report.	
Objectives set	Who
1. To encourage groups to make more of their webpages, with regular updates and pictures.	TB

Area of Activity YOUTH Teresa Pernak	
Activity since last PPC meeting	
<p>1.The final dates for World Youth Day (WYD):</p> <ul style="list-style-type: none"> • Friday 27 May is a deadline for WYD registration. • Saturday 11 June – Pre-WYD meetup 3 – the third and final meetup for people going to WYD with the Diocese of Westminster. <p>2. I have recently learned about The Celebrating Young People Awards – the awards organised by a charity called ‘Milion Minutes’.</p> <p>The Celebrating Young People Awards honour the achievements of those truly remarkable young people who make our communities and our world a better place. There are 6 categories:</p> <ul style="list-style-type: none"> • Celebrating human dignity: The St Josephine Bakhita Award • Promoting solidarity and peace: The Jimmy Mizen Award • Living out the option for the poor: The Cardinal Hume Award • Protecting the dignity of workers: The Joseph Cardijn Award • Fostering community and participation: The Dorothy Day Award • Caring for the environment: The Barbara Ward Award • <p>From these, the ‘overall’ youth award - Pope Francis Award - will be selected and presented by Cardinal Vincent Nicholas.</p> <p>There is also The CYMFed Award for youth workers/leaders.</p>	

General criteria:

- Nominated by anyone from friends and family to teachers and clergy, the award recipients are drawn from throughout England and Wales and reflect in every area of social action.
- Young nominees can be aged 11 to 25 and they should be doing something extraordinary. For example: last year recipients included young carers, a class of climate change bloggers, 18 years old bringing her community together, a student challenging bullying and a volunteer sport coach. A nominee can be a person who e.g. living in such circumstances that managing to get to school in the morning is an achievement itself.
- Whilst The Celebrating Young People Awards is rooted within Catholic social teaching and the Catholic community, recipients do not have to be Catholic, but should have an appreciation of catholic social teaching, and link to the catholic community.
- The reason for nomination must have been completed in the last 12 months
- All nominees will receive a certificate to recognise their nomination and their achievements.

More information on: [**www.millionminutes.org/awards/**](http://www.millionminutes.org/awards/)

It seems to be too late for us to get involved this year, as the deadline date is 20th of May, but we could consider introducing the awards to our parish for the upcoming years.

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Westminster Youth Ministry upcoming events:**1 June – 4 June - Spirit in the City - [Festival](#)**

The annual evangelisation festival in the West End of London. Catholic faith communities join forces from 1-4 June to offer a Catholic festival dedicated to evangelisation, with times of prayer, teaching, celebration, music and outreach. The events gather people of all cultures for a joyful and dynamic Catholic celebration of faith in the heart of London.

6 June - Is an ethical banking system possible? - [Talk](#) - Dr Michael Black, former director of the American Stock Exchange addresses the question 'Is an ethical banking system possible?'

17 June – 19 June- Brightlights - [Festival](#)

Brightlights is a Catholic young adults festival open to anyone between the ages of 16-30 years. In the past 20 years it has grown from being a diocesan festival to serving young people from across England and further afield.

18 June – 19 June – Celebrate -[Conference](#)

At in St Mary's University. Francis Campbell, Vice Chancellor and his staff welcome and look forward to hosting many local people over the weekend.

25 June - Youth 2000 Annual Fundraising Black - [Tie Ball](#) - Fundraising ball. An evening of dancing, glamour, supporting the mission of Youth 2000.

30 July - Catholic Medical Association Annual Conference - [Conference](#) will provide the opportunity to discuss a number of topical issues with other Catholic medical professionals from a variety of backgrounds.

1 August- 5 August - Faith Summer Session 2016 - [Festival](#) - Set in the beautiful grounds of Woldingham School, Surrey, the Faith Summer Session is five days of talks on the faith for 16-35 year olds which take place along with daily Mass, opportunities for discussion and social time.

25 August – 29 August - Youth 2000 - [Retreat](#)

(Youth 2000 seeks to draw young people into a personal relationship with Jesus Christ, lived at the heart of the Catholic Church). Conquerors is a five-day Prayer Festival, packed with dynamic talks, live-band worship, powerful prayer times, fun social activities, creative workshops, in-depth discussions, evening entertainment and loads more. With top speakers from the USA and all over the UK.

Suggestions for change/improvement/issues to be addressed

1. It would be good to create generic information/slogan in parish newsletter advertising and encouraging young people and their parents to visit our parish website on the regular basis.

For example: 'Dear young adults/parishioners, there are many youth activities organised by our Diocese and you don't want to miss it! Please check our parish website regularly for upcoming events. We promise you will find something for you, your family and friends'.
(this is only a suggestion, please correct accordingly ☺)

This sort of message/slogan would always appear in the parish newsletter Youth section and could be preceded or followed by some examples of events.

2. Introduce **The Celebrating Young People Awards** to young people in our parish by presenting information in the newsletter, website and emails.

3. Bishop Paul mentioned on the Confirmation Day that there will be a BBQ organised by the Diocese in July for all post confirmation candidates and he welcomed us to participate. I'm not sure about the exact date, but we could contact the Diocese and check this.

Objectives set

Who

1. Update the parish website on upcoming youth events.
2. Update the parish newsletter on upcoming youth events.
3. Introduce **The Celebrating Young People Awards** to the parish.
4. Contact Westminster Diocese to find out about BBQ for post confirmed.

TP/TB

