

## Report for Parish Pastoral Council 6 November 2017

<b>Area of Activity</b>	
<b>Our Lady's Bereavement Team Antonietta Tinney</b>	
<b>Activity since last PPC meeting</b>	
<p>During our meeting on 4<sup>th</sup> September we have discussed the possibility of having a training section for the new members of the team which could be useful also as a refresher for the other members. Trish gave us some links. The training could be held in our Parish.</p> <p>Antonietta is to look into this and inform the team at our next meeting.</p> <p>On Saturday 9<sup>th</sup> December a "Reflection and Sharing" afternoon for the bereaved family will be held in the Parish Hall , from 2 to 4pm</p>	
<b>Suggestions for change/improvement/issues to be addressed</b>	
<p>-It is important to have regular meetings (next meeting will be on 15<sup>th</sup> November).</p> <p>Our aim is to have a strong team for supporting parishioners in need of our "ministry".</p>	
<b>Objectives set</b>	<b>Who</b>
<p>-To make our team more known within the parish.</p> <p>-Continue to send sympathy cards to newly bereaved families. Also to send cards on the first anniversary.</p>	All

<b>Area of Activity</b>	
<b>Report on Ecumenism for Parish Council Michael Edwards</b>	
<b>Activity since last PPC meeting</b>	
<ul style="list-style-type: none"> <li>• CTH meeting was held on Wed 20<sup>th</sup> Sept 2017 at the Friends' Meeting House chaired by Rev Dr Jane Mainwaring</li> <li>• Presentation by Sergeant Steve Oliphant on urban and rural policing in North Herts by the constabulary and PCSOs. It covered anti-social behaviour, damage, crime prevention, the OWL system, on-line fraud and Hate crime. 3<sup>rd</sup> party Hate crime 3<sup>rd</sup> party reporting centres are being set up.</li> <li>• A Report from the Executive covered – Emergency planning including Our Lady's being used as a respite centre for residents at the Regal Chambers. A Training Exercise was held on 16<sup>th</sup> Oct - A meeting was held at St Mark's on 12<sup>th</sup> Oct for representatives of CTH to meet with Bim Afolami our new MP. He spoke really well and good discussions were had on various topics of local interest - Homelessness and the Sanctuary were discussed as was the Bancroft project.</li> <li>• Christian Aid week was held raising £16,698 of which £8,427 was Gift Aided. Last year £17,950 was raised and £7,798 Gift Aided. It is still a good fund raising exercise.</li> <li>• The General Election Hustings held on 2<sup>nd</sup> June was greatly appreciated.</li> <li>• The meeting to discuss a combined Healing Ministry was held on 19th July. Further discussions will be held.</li> <li>• Somewhere to go at Christmas – The Built on Faith Church will hold this again on Christmas Day and Boxing Day and at New Year</li> <li>• There will be a Conference on Domestic Abuse</li> <li>• Our Lady's Michaelmas Fair and subsequent Jumble Sale were mentioned.</li> <li>• The CTH Fair in the Square was held on 23<sup>rd</sup> September raising funds for PHASE</li> <li>• Staff from PHASE spoke on what they were doing. Helen leading CREATIVE SPACE a group for those having experience of Self Harm. N.B. 25% of girls have or have had depression. Leaders called Ambassadors are requested!</li> <li>• Sasha deals with Well Being for children from Year 5 to sixth form. This includes all 14 primary schools in Hitchin including Our Lady's</li> <li>• Keith Garrell gave a presentation on Christian Vision for Men – this is an ecumenical</li> </ul>	

and national movement that aims to bring 1 million men to Christ. Mental Health is a big issue for men – 80% of suicides are men – few men come to church – courses are held on addiction etc and Iron Men events

**Forthcoming Events**  
**CTH dates and venues**

Hitchin Christian Centre are hosting a 4 day retreat called 'The River' on Monday 30<sup>th</sup> Oct until Thursday 2<sup>nd</sup> Nov

9-10 Dec Holy Saviour Christmas Tree Festival including CTH Prayer Tree

10<sup>th</sup> Dec at 4.30 pm Carols in the Market Place

A Pilgrimage to Lourdes next year was mentioned and all were invited

Next CTH Meeting - Thursday 16<sup>th</sup> Nov – Walsworth Road. This will be the AGM.

**Suggestions for change/improvement/issues to be addressed**

**Objectives set**

**Who**

**Area of Activity** Health and Safety Richard Bradford

**Activity since last PPC meeting**

We are hosting Fire Safety training this coming Wednesday November 8<sup>th</sup> at 7.30pm in our church for the deanery. The training will be delivered by Precision. We have invited our Eucharistic Ministers, MCs and Parish Councillors from our Parish.

Due to my role as an MC and having recently been asked to take up the role of running the Guild of St Stephen for our Parish I will no longer be as involved in the day to day management of H&S. This will pass to John Chamberlain who along with Trish, John S and others do much of the work behind the scenes anyway.

**Suggestions for change/improvement/issues to be addressed**

**Objectives set**

**Who**

Complete Fire Pack

John C

**Area of Activity** Inter-Faith Relations Deolinda Eltringham

**Activity since last PPC meeting**

On Thursday 19<sup>th</sup> October the North Herts Inter Faith Forum had its AGM at Walsworth Road Baptist Church with guest speaker Mr. Dev Delay, a local community worker, historian and novelist, who studied society-cohesion and the integration of immigrant communities, and spoke on "Immigrant Integration into UK society". The meeting was very poorly attended this year.

**National Interfaith Week 2017** events from **Sunday 12<sup>th</sup> to Sunday 19<sup>th</sup> November** - there are some local events planned:

- 1) **November 13<sup>th</sup> to 23<sup>rd</sup>** – in St Mary's Church Hitchin, from 9am to 5pm there is a temporary monument exhibit "The Partition History Project" to mark the 70<sup>th</sup> anniversary of the India-Pakistan partition and the estimated loss of one million lives in the chaotic end of British rule

in 1947. All are invited to take time to visit and reflect.

- 2) **Tuesday 14<sup>th</sup> Nov** NHIFF has organised for the "**Child of the Divide**" play to come to Broadway Theatre, Letchworth. Afterwards the NHIFF hopes to host the play writers and producers in a Q&A discussion about Inter Faith lessons from the play. See: <https://www.broadway-lethworth.com/theatre/whats-on#/calendar/2017-11-14> or <https://www.broadway-lethworth.com/theatre/whats-on/child-of-the-divide> - Tickets (£ 12-£15) are available at the theatre, *but half-priced tickets (£ 6) can be got from Fr. Tom.*
- 3) **Thursday 16<sup>th</sup> Nov** the Welwyn Hatfield Inter Faith Group "Inter Faith Matters" is holding a Shared Supper evening at the Focolare Centre for Unity 69 Parkway, WGC, AL8 6JG from 7:15 to 9:30pm – for a bring a dish to share and taste what others have brought evening.
- 4) **Saturday 18<sup>th</sup> Nov** at 16:45 - **Christian Muslim Storytelling**, at St.Thomas Church, 103 Bedford Rd, Letchworth Garden City, Herts., SG6 4DU, just turn up, all are welcome.
- 5) **Thursday 16<sup>th</sup> November**, 19:00 – "Different: But getting along" – organised by Stevenage Interfaith Forum, at Council Chambers, Daneshill House, Danestrete, Stevenage, SG1 1HN

NHIFF contribution to the Hitchin Friends Meeting Peace Garden is still to be formalised. A suggestion of colourful garden furniture made from recycled plastics has received wide support. A funding application has been made to the local council for financial help to cover the costs, and this may determine the final decision. It is expected that all faiths at present involved in NHIFF should contribute what they can. Does the PPC want to ask of the Finance committee to decide on a suitable amount? Who can or should decide?

On a more ecumenical and inter-faith level, Michael and I have been invited to attend on 18<sup>th</sup> November at 4pm at the Coptic Cathedral of St. George the enthronement of HG Bishop Angaelos as the first Copt Bishop of the newly formed Coptic Orthodox Diocese of London, would the PPC wish to convey through myself and Michael our congratulation, good wishes and prayers for a blessed future for the Copt community in the UK? I could take a suitable card, letter, or so.

#### Suggestions for change/improvement/issues to be addressed

As above.

#### Objectives set

Who

DME

#### Area of Activity Justice & Peace Deolinda Eltringham

#### Activity since last PPC meeting

On the 25<sup>th</sup> September Fr. Tom has signed our parish up to the final statement of appeal to the catholic church to re-commit to the centrality of gospel nonviolence. Thank you very much!

At the end of this year's "Creation Season" on the 4<sup>th</sup> October and the feast of St Francis – a group of 40 Catholic institutions announced their divestment from fossil fuels. Given the rate at which Climate Change is already speeding up, this was very good news indeed.

On Saturday 28th October – Fr Tom, Michael and I took part in the Diocese of Westminster Justice and Peace study day on "**Human Rights in a post-Brexit era**" at the Green Parish Centre, London. Speakers include: Julie Ward MEP for the North West; Patrick Riordan SJ, lecturer in Philosophy at Heythrop Colledge; and Nicolette Busuttil from Jesuit Refugee Service.

This weekend Fr. Tom is bringing to the parish the latest and urgent petition on behalf of the Mauá Community in São Paulo, Brazil - Over 200 families face eviction from their home. Children and vulnerable residents, who have lived in the Mauá building for 10 years, are in danger of being left homeless on the streets. A very un-necessary situation and potential disaster for them all.

Prayers are asked for this round of multinational climate talks, COP23, which takes place in Bonn

from the 6th to the 17th of November 2017, with president Fiji's Prime Minister, Frank Bainimarama, and the theme is **Uniting for Climate Action: Further, Faster, and Together**. This is even more important as the "Climate Science Special report" out now shows.

*Prayer and Fasting support for **Vatican Conference on Nuclear Weapons**, called for by Pope Francis. As an individual, community or parish, the Catholic community has been asked to create a time of prayer and solidarity with this Rome gathering **10 - 11 November**. Pax Christi is participating. Fr. Tom is aware and agreed with this being marked in our parish.*

**Sunday 19<sup>th</sup> November** this year, Pope Francis asks all of us to mark it as **World Day of the Poor**, whatever our means or background, to unite in love, in acts of service to one another and in genuine encounter. Saying: "It is my wish that ... Christian communities will make every effort to create moments of encounter and friendship, solidarity and concrete assistance." For information - <http://www.csan.org.uk/worlddayofthepoor/> This day is also marked by Christian Solidarity Worldwide as the International Day of Prayer for the Persecuted Church.

**Tuesday 21st November** - The **One World Group** of our parish is having its AGM in the Lower Meeting Room at 7:30 pm followed by a talk at 8 pm given by guest speaker Rev Dr. Gehad Homsey on **"Mercy Ships - the hospital ship"** a charity based in Stevenage. Sharing from his own experience of serving as a doctor in the ship, he will speak on the charity's history, work and latest news.

CAFOD's new campaign has been to highlight the large numbers of children around the world without access to electricity in their school and homes, that impair their ability to develop and become better educated, called **"Power to be ..."** it is both meant to raise awareness and calling on Melanie Robinson, the UK's representative at the World Bank, to shift the balance to support renewable energy which tackles poverty, so everyone can have the chance to fulfil their God-given potential. To sign the petition: <http://cafod.org.uk/Campaign/Power-to-be/Energy-campaign> - Cards are now available and will be brought to the parish in the near future.

#### Suggestions for change/improvement/issues to be addressed

As above

#### Objectives set

Who

DME

## Liturgy Report For Parish Council 6<sup>th</sup> November 2017 Fr. Tom

### Advent & Christmas

**Christ the King** – Youth ministry will do Liturgical Dance. Uniform Groups to present flags as previous.

**Advent Service** – 3<sup>rd</sup> Dec – 6.15

**Hitchin Carol Service** – Market Place – 10<sup>th</sup> Dec – 4.30.

**Parish Feast Day** – 8<sup>th</sup> Dec – evening Mass to be arranged.

**Funday Sunday** – 10.30 Mass – 10<sup>th</sup> Dec

**Parish Carol service** – 17<sup>th</sup> Dec 6.15. -22<sup>nd</sup> December

**Penitential Service** – 20<sup>th</sup> Dec – 7.30

**24<sup>th</sup> Dec** – 4<sup>th</sup> Sunday of Advent – Nativity Service – 4.00pm

**Vigil Mass** with Carols – 9.00 choir

**Christmas Day** – 8.30 – Music group.

10.30 – organist to be found – if not ? Trish & Tim.

**Funday Sunday** – now rebranded – **Son Seekers** – Logo/ motto 'I will Help!' - to be launched at Halloween Party. 150 are registered; 50- 60 attend each session. Proposal from Fr Tom that young people should meet and organise the celebration of their own YP Mass outside of normal masses, on a Sunday afternoon, to be considered alongside Chaplaincy at Our Lady School. N.B. Chaplaincy Team in OL

School is organised to prepare and involve the children in all the liturgies celebrated in the School.

**Children's liturgy** – there's a low number of leaders and more leaders and helpers are required. Training is provided in-house.

**First Communion Masses** – 14.00 10<sup>th</sup> June 2018 main celebration and 16/17 June and 23/24 June Parish welcome masses, at which children receive their certificates.

First Communion **inscription** – took place 1<sup>st</sup> October – 10.30 Mass.

**Hymn Practice** – Kevin & Trish go to Our Lady School – Thursday 1.15 – 1.45.

**Children's Mass** – with the proposal that only one reading and the gospel will be proclaimed, this will limit the opportunities for children to read at Mass. Trish has been asked to look at the readings for the children's Mass and decide how many readers are required.

**Matters for Parish Council – Organ** – a replacement organ is being considered. It will be multi-functional and require 4 speakers + bass speaker independent of the current sound system. It will be purchased from specific parish legacies. Speakers will replace pipes, some of which may be kept as church features. The current organ, pipes and speakers will be removed – sold, as seen, for collection probably on the second hand market. This proposal is endorsed by the Liturgy Committee. To be funded by specified legacies relating to music and liturgy.

**Date of next Liturgy Committee meeting – Wednesday 29<sup>th</sup> November 2017 – 7.15 – 9.00 pm.**

<b>Area of Activity</b> LiveSimply Ann Milner	
<b>Activity since last PPC meeting</b>	
<p>2 LS meetings have taken place since last PPC.</p> <p>A suggestion has been made to design a mosaic to be placed on the outside of the church, at what used to be the entrance to the old church (which is now the hall). This will be funded by the <i>livesimply</i> team.</p> <p>In addition a noticeboard outlining the different parish garden initiatives to be created.</p> <p>The Renewable Energy &amp; Divestment Information Day has been cancelled.</p> <p>The CAFOD petition 'Dont Ditch Fairtrade' organised in the parish by Frances Chamberlain and she collected 131 signatures which were presented to Sainsburys, Hitchin on 28/10/2017.</p> <p>New petitions concerning environment issues have been added to the parish website.</p>	
<b>Suggestions for change/improvement/issues to be addressed</b>	
<p><b>Reaching Out to local 'Eco' Groups:</b> TBC</p> <p><b>Parish Garden:</b> more wild flower areas to be planted &amp; noticeboard to be created</p>	
<b>Objectives set</b>	<b>Who</b>
Keep monitoring the energy usage of the parish over the next year.	DME
5 <sup>th</sup> November, livesimply Coffee Morning	LS Team
'White Poppy for Peace' to be promoted in the parish during November	AMM
27 <sup>th</sup> November: livesimply meeting No 27 – a social meal	LS Team
Carry out a review of livesimply team activities and objectives	LS Team

<b>Area of Activity</b> Maintenance JohnScott
<b>Activity since last PPC meeting</b>
<b>Summary</b>



jobs don't stop coming in ...  
Credit - as always - to all volunteers

### **Activity since report of 4 Sept 2017**

#### **Imminent/In-hand**

0/ (Commercial) health-check of ParishHo./Office CentraHeating.  
0/ storage boxes for CribFigures ( JVC & JS )

### ----- snags addressed -----#

2504\_1/ (Commercial) plaster repair PH stairwell (Mark Sawyer)

( 0000\_0/ = DATE NOT RECORDED ( all JVC ) )

0000\_0/ Under stairs cupboard installed in CH  
0000\_0/ Readjusted PIR light settings o/s EC and CH and inside CH  
0000\_0/ Two front door draught seals fitted in CH  
0000\_0/ Bird tables erected  
0000\_0/ Repaired another vacuum cleaner (today's find)  
0000\_0/ Repaired Bethany cupboard lighting  
0000\_0/ Replaced Carbon Monoxide detector batteries (both kitchens)  
0000\_0/ Moved section of CH front garden fence panel to  
prevent access to 'old' front door.  
0000\_0/ Various maintenance/housekeeping tasks on office PCs :  
- backup system changes, improve ease of use,  
remote access, printer driver installations, etc.  
0000\_0/ Installed wall hung TV in EC mtg room  
0000\_0/ Step edge marker strip fixed to step o/s EC  
0000\_0/ Repair hole in a CH roof tile (lets in rain) ( JVC )  
0000\_0/ Small H&S work to be done on Scout Hut floor (JVC).

1810\_1/ disabled loo leak&pan loose ( JVC & JS )  
1410\_1/ hefty shelves for ECentre ( JVC )  
1010\_1/ PIR for hall "back door" ( RodneyThomas )  
0610\_1/ wonky grab handle by scout hut door ( JS )  
0510\_1/ test and disable flickering light in hall (JS )  
0510\_1/ busted pattress box-mains switch-PH loft ( MikeEltringham )  
0210\_1/ rehabilitate parish house parlour ( JVC )  
3009\_1/ paint parish house parlour ( JS & PJ )  
3009\_2/ busted door catch in Gents loo ( JS & PJ )  
2909\_1/ Box in phone elec box before Parlour painting (JVC)  
2309\_1/ clean out ALL gutters and church roof skylights ( JS & PJ )  
2009\_1/ coat hook in EC ( JVC )  
2009\_2/ reinstate CH waterbutt ( JS )  
0209\_1/ unblock urinals in gents ( JS )  
0109\_1 Finger plates fitted to internal CH front doors. ( JVC )  
0109\_2. Fr M.'s bedside light bulb replaced.( JVC )  
0109\_3. Fr M.'s bedside clock reset - having been disconnected from the mains  
earlier for some reason. ( JVC )  
0109\_4. Rotary clothes line erected for the clergy. ( JVC )  
0109\_5. Various direction signs erected for 3 Grove Rd. To help delivery men  
baffled by the place clearly being up College Rd. They are of temporary  
construction - more permanent build will come later. ( JVC )  
0109\_6. Leaking Gents toilet skylight repaired. ( JVC )  
0109\_7. H&S trip hazard on floor in SH kitchen doorway. ( JVC )  
0109\_8. All Fr. A's pictures now hung. ( JVC )  
0109\_9. Non-slip discs attached to Fr. A's shower stool & floor. ( JVC )

### **Suggestions for change/improvement/issues to be addressed**

#### **Outstanding Maintenance Snags**

0/ Fernox into UCR radiator  
0/ box-in ( Legionella Risk ) UCR expansion tank

Objectives set	Who

## Area of Activity Outreach – Trish Bonnett Nov 2017

### Activity since last PPC meeting

#### Outreach

- Helped move Roy Cleaver to his care home in Henlow.
- Supported another parishioner attending an appointment at Addenbrookes and at their recent PIP assessment, to take notes and help when required.
- Delivered a talk at Wilshire Dacre school on behalf of the foodbank for their harvest festival collection.
- Found parishioner to support Mr Mansi in his home with companionship.
- Finalised launch of Café for those with Life changing conditions, with Mary Deuchar and Jane Mainwaring. Launch in January
- Met with Activities Manager at Milford Lodge to discuss a new playgroup for parents and toddlers to support the residents following the 'Old people's home for 4 year olds production. Launch in January.
- Have met with Ciara Nicholson at Our Lady's School and Kevin McCalman and I are now offering support to the school by doing hymn practice on a Thursday afternoon with the whole school as they can no longer afford a music teacher to do this. Two sessions so far and Kevin will be playing at their Mass on All Saints day with me in support. Ciara also thanks the Parish very much for the very generous donation from the Michaelmas Fair. She is so grateful that the proceeds will be shared with the School and it will make such a difference to helping to reduce the whiteboard fund. Many, many thanks to all for the hard work involved.

#### Proclaim 15 projects

- No further movement in this area as other things have taken over.

#### Other tasks

#### Liturgy

- Developed Altar server training. Have sent to everyone for checking. Sent out application forms for children who made first communion in the summer. So far only 2 forms have come back but also one child has started who was a server in his previous parish and two children are also on the altar starting their training as Ben and Richard are happy to support them. Training days to be agreed. Suggesting 11<sup>th</sup> and 18<sup>th</sup> November.
- We visited Viscount Organs and saw and heard the organ we are interested in and a full report has been sent to interested parties. The Finance committee has approved the finance but we need to plan the use of the space carefully. There is a meeting on 2<sup>nd</sup> November to do this and there will be an update at the parish council meeting accordingly. Please see notice

for parish under separate cover for your consideration.

- John Chamberlain has begun research on cost of replacement crucifix or corpus for existing cross. It is very expensive. Still pursuing. Maybe it would be possible to borrow a large cross from somewhere whilst we get the current one repaired.

### Other support

- Advertising for Michaelmas fair sorted. Michaelmas Fair packs printed, put together and support at Michaelmas Fair setting up and clearing down.
- Picked up Fr Michael from Heathrow airport.
- Supporting Fr Andrew as required.
- Sorted weekday cook for priests. No volunteers for weekends but they seem to be able to cope. Maybe an appeal for people to bring in the occasional lunch once a month?
- Fire evacuation training for the deanery on 8<sup>th</sup> November: another message sent out to deanery and to members of the PPC, EMs and Readers to remind them – attendance is so far 28 from Our Lady's, 14 from Stevenage, 1 from Knebworth.

### Side Chapel project

Planning permission has come through and finance agreed with the donor. Awaiting meeting with Diocese to look at project to determine next steps. We want to get this project going as soon as possible. Please see notice for parish under separate cover for your consideration.

### Lourdes Pilgrimage

Invitation has been extended to deanery and CTH and a number of people have asked for applications. As of 1 November there are 16 firmly booked on so the pilgrimage will take place. We need 20 people for Fr Tom to get a free place. We have just sent out another 4 forms to people in CTH who have expressed interest.

### Suggestions for change/improvement/issues to be addressed

Objectives completed from last report	Who
Set up training for Altar serving	TB/Ben Smith/Fr E
Secure costings for Christ figure for crucifix (ongoing)	JC
Objectives set	Who
Letter to non attenders to be sent in September (not done yet)	TB

### Area of Activity Safeguarding – Trish Bonnett November 2017

#### Activity since last PPC meeting

Had long discussion with Gabriele Sedda (PA to Safeguarding co-ordinator) and have since sent out the additional forms required by the Diocese as no way round it. They are gradually coming in and being sent to the Diocese so hopefully they will process the DBS checks.

#### Suggestions for change/improvement/issues to be addressed

Find another Safeguarding representative to do the DBS checking.

Ensure the parish is much more aware of our commitment to Safeguarding

Objectives completed from last report	Who
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<b>Objectives set</b>	<b>Who</b>
Advertise for help to do the DBS checking.	TB

<b>Area of Activity</b> Website Nov 2017
<b>Activity since last PPC meeting</b>
No new activity but little action from Scot Moir so would be useful to have a support for loading things onto website as I cannot do it all in a timely fashion.

<b>Area of Activity</b> YOUTH Teresa Pernak	
<b>Activity since last PPC meeting</b>	
<p>Our Youth Ministry has now a name '<b>Son seekers</b>' and the logo will be launched on Youth Sunday 26/11/17.</p> <p><b>Youth events so far:</b></p> <p>1. Funday Sunday on 01/10/17 was a great success: 84 children attended the event.</p> <p>2. All Hallows Eve Party on 29/10/17 was also very successful: 64 children attended. Youth ministry team prepared various activities, games, music, food and drinks for children and their parents. Everyone enjoyed the party. The atmosphere was fantastic. The event was finished by children bringing lights into the church at the end of the evening mass.</p> <p><b>Coming up Youth events at our Parish:</b></p> <p>1. Youth Sunday 'Christ the King' 26/11/17 – Children's mass 10:30 - Launch of Son Seeker brand and logo</p> <p>2. Son Seeker Sunday 'John the Baptist' 10/12/17 - 2nd Sunday Advent</p> <p>3. Son Seeker Sunday Epiphany Party 7/1/18</p>	
<b>Suggestions for change/improvement/issues to be addressed</b>	
<b>Objectives set</b>	<b>Who</b>
	TP