

## Report for Parish Pastoral Council – 04/09/2017 (Ann Milner)

<b>Area of Activity</b> Liturgy	
<b>Activity since last PPC meeting</b>	
<p>The Liturgy committee has not met since the past PPC.</p> <p>1<sup>st</sup> September: World Day of prayer for vocation. Month of September to 4<sup>th</sup> October is Month of Prayer for Creation.</p> <p>8<sup>th</sup> September 20 min. Services of Prayer for Creation throughout the day: 07.00, Mass 10.00, 12.00, 14.45, 19.30.</p> <p>10<sup>th</sup> September Education Sunday, Our Lady School at 10.30 Mass.</p> <p>Masses in Care Homes continue once a month.</p> <p>Inviting Bishop to bless Christopher House in September.</p> <p>Next Liturgy Meeting 27<sup>th</sup> September 19.15</p>	
<b>Suggestions for change/improvement/issues to be addressed</b>	
<b>Objectives set</b>	<b>Who</b>

<b>Area of Activity</b> LiveSimply	
<b>Activity since last PPC meeting</b>	
<p>2 LS meetings have taken place since last PPC, one being a meeting followed by a social meal &amp; was very enjoyable.</p> <p>There are developments on the gardening front – proposals to plant more wild flowers especially to attract bees.</p> <p>The LS team has signed the Pax Christi non-violence commitment and also the Live Laudato Si pledge being promoted by the Global Catholic Climate Movement (GCCM)</p> <p>Use of Tea Urn in kitchen being monitored to ensure it is being turned off.</p> <p>Team also agreed that we need to raise our profile within the parish.</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</p> <p><b>Parish Community Garden:</b> Signage still required</p>	
<b>Objectives set</b>	<b>Who</b>
Keep monitoring the energy usage of the parish over the next year.	DME
25 <sup>th</sup> September: livesimply meeting No 25	LS Team
<b>4<sup>th</sup> November:</b> Renewable Energy & Divestment Information Day. The hall is booked for an information morning about renewable energy and divestment from fossil fuels. DME will contact some local groups to invite them to take part.	DME /LS Team

**Maintenance Report PPC - 4 Sept 2017 - JohnScott**  
**johnsletchworth@ntlworld.com**

<b>Area of Activity</b> Maintenance	
<b>Activity since last PPC meeting</b>	
<p><b>Summary</b></p> <p>Huge list of jobs - some more tiresome than others.</p> <p>Credit - as always - to all volunteers</p> <p>This report contains <b>two</b> sets of <b>John Chamberlain</b> fixes</p> <ul style="list-style-type: none"> <li>- one recent set</li> <li>- earlier set reported too late for previous PPC</li> </ul>	

## Activity since report of 3 July 2017

### Imminent/In-hand

- 0/ Plaster repair in parish house stairwell  
Mark Sawyer will do this on a commercial basis in August
- 0/ storage boxes for CribFigures ( JVC & JS )

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

### 2308\_1/ Extensive ChristopherHouse Fit-Out work for Fr.M and Fr.A ( JVC )

- Pictures hung,
- coat hooks up,
- notice board up in flat 1
- Toilet roll holder in flat 1 moved to a reachable location
- Towel rails in CH kitchens modified to be more effective  
(turned through 90 degs to allow towels to hang next to each other rather than on top of each other (Duh!))
- Flat 1 boiler repressurised and rads bled so that it now works
- Additional grab rail in flat 1 bathroom
- Stair oak handrail varnished and wall paint made good.
- Extra varnish on other handrail.
- touch up CH int'l paintwork-cover marks, gouges and scrapes.

### 2308\_2/ Non-Christopher House ( JVC ) :

- TV wall bracket fitted in EC mtg room and 32" TV  
(obtained free from a jvc friend) mounted  
(Drilling through the brick wall burnt out JVC mains hammer drill)
- Extra gardening tool hooks fitted in Hermitage shed-shed tidied and sorted out.
- Non reqd toilet pan from flat 1 removed from CH and put behind EC  
for collection by Kevin(?) once he's told about it.
- Post fitted to Fr A's driveway tree stump to indicate where stump is  
- temp measure before stump is removed  
Fr A had a slight collision with it one evening.
- Hole in CH slate roof tile fixed.

### 2308\_2/ sort out proper lo-power solution for spotlights in hall. ( JVC )

- 2308\_3/ co-ordinate phone and IT upgrades ( JVC )
- 0908\_1/ \_much\_ wardrobe build and mods for Fr.A ( JVC )
- 0808\_1/ TB request - notice board in bar-kitchen ( JS )
- 0808\_2/ house number for 16 Nightingale Road ( JS )
- 0708\_1/ towelrail/radiator cold in Fr E's bathroom ( JS )
- 0608\_1/ trace water supply pastoral ctr & taps ( Mike Eltringham )
- 3007\_1/ wheelbarrow and lawnmower store MagnumOpus ( JVC )
- 3007\_2/ something wrong with vestment cupboard door ( JS & JVC )
- 1807\_1/ fix not one but three flushers in hall toilets ( JS )
- 1807\_2/ dripping hot tap in hall kitchen ( JS )
- 1807\_3/ busted rotor in church-cleaning vacuum ( DavidWhittaker & JS )
- 1407\_1/ replace CO Monitor - ParishHouse understairs cupboard (JS)
- 1307\_1/ emergency call out to DropSafe muddle ( JVC & JS )
- 1007\_1/ check solar thermal pressure ( JS )
- 1007\_2/ Box in the exposed plastic duct outside Cheryl's office. ( JVC )
- 0907\_1/ repaint RESERVED on parking space 3 ( JS )
- 0707\_1/ key safes for new build ( JVC )

# ---

### Chamberlain Addendum - reported too late for previous PPC:

- Fit a big shelf in the toy cupboard.
- Replace a couple of Hall tubes and a spot.
- Clean EC and CH post builders ready for occupation.
- Finish the network and telephone cabling to CH and EC –



work with the telephone chap to sort out the system's telephone config.  
and setting up WIFI.  
Install WIFI in Church.  
Improve efficiency of Pastoral Team's laptops and PC (a good spring clean).  
Enable remote access of same.  
Starting fitting shelves into the EC (other than the freestanding shelves).  
Prepping Fr M's pictures for hanging and then hanging them.  
Sorting out his new Dab radio, phone, TV recorder and DVD  
player and making simple User Guides for their operation.  
Repositioning kitchen cupboard shelves.  
Providing hooks and stowage for Fr M's brooms and vacuum cleaner.  
Removing old, unused cables from the outside wall of CH.  
Much furniture shifting.  
Sorting out Fr. M's new email connection.  
Install wrought iron gate in garden.  
Install wall mounted key safes for EC and CH.



### 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 Sept 2017

#### Activity since last PPC meeting

##### Outreach

- Supported the St Pio Mass and supper at Mr Hill's.
- Sorted out lift rota for Sheila Richardson
- Set up column on parish database for pastoral visits to be recorded. Fr Michael undertaking a lot of visits, Fr Tom also. Fr Euloge making a start also. Trish visiting mainly short term need parishioners.
- Did funeral planning with parishioner who I am supporting regularly.
- Held meeting of CTH healing ministry representatives to see what each church is doing in this area. There may be opportunities for collaboration but no objectives set for future at this stage. John Richardson will report to CTH council.
- Met with Holy Saviour church council to present how we use Communication tools in our parish effectively.
- Attended North Herts Home meeting on isolation and loneliness. Part of a larger plan to look at all the agencies who are helping in this areas and how we can work together more effectively to reduce this problem locally.
- Met with manager of Regal court to discuss supporting them in the event of a need to evacuate residents. Niall Heffron checking on public liability issues. A logistics plan to be devised and a practice to be held to check effectiveness of plan.

- Met with Susanna to look at the Miracle Maker and plan the sessions for Our Lady's Pilgrims for the coming year.

### **Proclaim 15 projects**

- Had meeting with Fr Tom, Chris Laubin, Susanna and members of youth ministry team to look at a programme for outreach and support to families.
- Sent out letters of invitation to Comeback prayer group. Collating responses and have about 15 of the 31 we need so will make a start. Mike Edwards investigating picture frames for the Rublev icon to be provided to all participants and is also asking the Faith development team to supply prayers for a book to be provided also.
- Plan to send out newsletter to database non attenders to remind them about the Faith Development helpline, let them know about the return of Fr Andrew and also to publicise the Michaelmas Fair and ask for any donations they may have. We can arrange collection to give an opportunity for contact.

### **Other tasks**

### **Liturgy**

- Updated funeral planner to simplify for Fr Tom and Fr Michael. Can be adapted for Mass or service in church or crematorium.
- Met with Tim Mitchell and Fr Tom to discuss a new organ. Tim has done a lot of research for us. We have made an appointment to visit Viscount organs at Bicester on 22<sup>nd</sup> Sept. Hopefully at least three organists will be in attendance. Finance committee are fully informed. It will be necessary to put a costed case forward to the diocese for approval for finance. The money will come from two legacies.

### **Other support**

- Attended Catechist conference at Hammersmith with Susanna and Maeve. Some ideas generated but generally I felt we are ahead of the game. Also as it was 98% women in attendance it is clear that evangelisation in the church could not happen without women.
- Attended Michaelmas fair planning meeting.
- With the Chamberlains (many thanks to them) all excess furniture moved out of the scout hall and Christopher house in to church hall and publicised. All furniture went by the Monday.
- Took Fr Tom to Stansted airport.
- Welcomed Fr Andrew back to parish
- Trying to sort out volunteers or paid cook for the priests.
- Set up fire training with Precision for the deanery. Need to ensure we have good representation at this training at November 8<sup>th</sup> at 7.30pm.

### **Side Chapel project**

Adjustments have been made to drawings and they have been submitted for planning permission.

**Lourdes Pilgrimage**

All parishes in deanery have been invited to the pilgrimage. Will extend the invitation to Churches Together at the next council meeting.

**Suggestions for change/improvement/issues to be addressed**
**Objectives completed from last report**

Some progress on Proclaim 15 projects. More required as time allows.

Other parishes invited to Lourdes pilgrimage

**Who**

TB/ ME/ Chris Laubin/SH

TB/OM

**Objectives set**

Letter to non attenders to be sent in September

Secure costings for Christ figure for crucifix

Set up training for Altar serving

**Who**

TB

TB

TB/Ben Smith/Fr E

**Area of Activity**

Sacramental Preparation Report – Susanna Hawksley

**Activity since last PPC meeting**

**RCIA** has chugged along. I now have Trevor and Carl awaiting baptism and Niki being confirmed at the same Mass as her daughter is being baptised. There is a very healthy number of interested people joining the group.

**Baptism** The next course is on 3<sup>rd</sup> and 10<sup>th</sup> September. A good few have signed up for this.

**Marriage preparation** I have spent a lot of time reviewing this, over the summer. I have reached the conclusion that, in the light of Amoris Laetitia, we need to limit access to our marriage preparation course to our deanery, so that we can establish follow up links with couples, for ongoing support. Jonathan and Lucy Bonnett have offered to run a course this year but I am still working on a more permanent solution. I am afraid the course and resources the Diocese provides do not meet my standards.

**Confirmation** work on improving the course has been taking place and we will be starting the preparation course in January. It will be, in essence, the ALPHA Youth Course with one or two tweaks where necessary. I am grateful to those people who attended the meeting we had during the summer break to discuss the direction of the catechesis for this sacrament. In particular, Hannah (Helen Bailey's daughter) made a very courageous and valuable contribution. I'm quite excited about this new approach; it is going to be very different from previous years. Your prayers are requested for its success!

**Reconciliation and First Holy Communion** I have had an information evening with parents already and am now looking forward to starting the course. I have also spent some time with the new Y3 teacher from Our Lady School. Hilary Egan isn't Catholic but is eager to learn. She has expressed a desire to come to the sessions I am running so that she gets the 'feel' of things. *It is worth noting that the school may need to give her some extra support in this important year in faith formation for the children.*

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

Objectives set	Who

<b>Area of Activity</b> Safeguarding – Trish Bonnett September 2017	
<b>Activity since last PPC meeting</b>	
Nothing to report at present. No progress on objectives below.	
<b>Suggestions for change/improvement/issues to be addressed</b>	
Ensure the parish is much more aware of our commitment to Safeguarding	
<b>Objectives completed from last report</b>	<b>Who</b>
<b>Objectives set</b>	<b>Who</b>
Make time to complete the agreed plan.	TB

<b>Area of Activity</b> Website September 2017	
<b>Activity since last PPC meeting</b>	
Page set up with link to Rachel's vineyard - a post abortion support service.*	
Information updated to include Fr Andrew *	
*these activities will be done by time of meeting but not complete at time of writing.	

## Youth Report for Parish Pastoral Council – 4<sup>th</sup> of September 2017

**Teresa Pernak**

<b>Area of Activity</b> YOUTH
<b>Activity since last PPC meeting</b>
<p>There is nothing new to report on our parish Youth Ministry since the last PPC meeting in July 17'. This is due to a break for summer holidays.</p> <p>A brief reminder of upcoming <b>Youth events in our parish:</b></p> <ol style="list-style-type: none"> <li>22<sup>nd</sup> October – Funday Sunday Harvest</li> <li>29<sup>th</sup> Oct – Halloween Party – to follow the same format as last year with more games, donuts etc</li> <li>26<sup>th</sup> Nov – Youth Sunday / Children's mass – Christ the King</li> <li>10<sup>th</sup> December – Funday Sunday or Advent event in the afternoon – suggested that we have a craft afternoon so that children can make calendars, decorations, cards, presents etc.</li> </ol> <p>2. Children masses as set in the Parish diary</p> <p><b>Westminster Youth Ministry upcoming events:</b></p> <ol style="list-style-type: none"> <li>Mary's Meal Football Tournament – Saturday 23 September 17' – Fundraiser 12:00-18:00 at PlayFootball centre in Shepherd's Bush. Cost: £5 for players and £10 for non-players They are running a football tournament and BBQ social to raise funds for Mary's Meals, because feeding children who have no food is a good cause. Mary's Meals is fantastic charity that provides life-changing meals to some of the world's poorest children every school day. More</li> </ol>

information about Mary's Meals on their [website](#).

**2. ECHO** is a retreat for young adults aged 16-25 – 20 October -27 October 17' Has been already advertised in the parish newsletter.

It is an opportunity to explore the beauty and depth of what the Church teaches about what is to be human, and how we can be happy.

**3. Young Catholic Adult Weekend – 20 October – 22 October 17' - Retreat**

During the weekend of the 20-22 October 2017, Young Catholic Adults will be running a retreat at Douai Abbey, it will be led by Fr. Lawrence Lew O.P., and Canon Poucin ICKSP.

**4. The Summit – Friday 10 November 17' - 19:00-21:00 – category: Get-together**

A youth event aimed at those aged 14-18. The event will be a chance for young people in the diocese to socialise, share a meal together, learn more about their faith and be introduced to a deeper level of prayer and adoration.

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

The same as in the Youth report from July 17.

#### **Objectives set**

The same as in the Youth report from July 17.

#### **Who**