**St Hugh of Lincoln, Letchworth Garden City**

**Meeting of the Fundraising Committee**

**Held 4 March 2015, 8pm at 100 Broadway**

**Present:** Ursula White, Ann-Marie Palmer, Peter Spreckley, Angela Spreckley, Hedy Fletcher, Julie Cranston

**Guest:** Brice Sokolowski, Campaign Director, Diocese of Westminster

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| The meeting opened with the Sign of the Cross.**Introduction by Brice Sokolowski**Peter had kindly arranged for Brice to join us from the Diocese. Ursula welcomed him to the meeting and handed over for him to explain his role and the support he could offer us at St Hugh’s with our fundraising efforts.* Brice advised that he had been involved with Growing in Faith in his own Parish and has since become a full time employee of the Diocese (having previously worked for PwC). He advised that he previously had no fundraising experience but that it was a very important role within the parish. *To pray, fast, give alms* is very much a part of Catholic life.
* His role is to give guidance and act as an advisor and recommend when things might need to be done.
* Every Parish is responsible for itself under Canon Law but sometimes the Diocese has to intervene if Parishes are not doing enough.
* He would recommend a Planned Giving Drive every 3 years and would encourage other types of fundraising as well.
* Many Parish Priest’s these days benefit from the help of a paid Administrator or Catechist to help with the running of the parish. In the past there may have been 2 or 3 priests in a parish but the model has changed. We need to make sure the parish is financially stable.
* In summary Brice is Diocesan support we can call on for help, eg mail shots etc.

Growing in Faith:Brice took the opportunity to run through our Parish Dashboard.* As a parish we have raised £57,443 to date with £11,489 currently available to the parish with regard to our chosen GIF project. Brice advised that he would be the contact when we wish to draw down on these funds. £23,000 of the monies we have raised is available to Sick and Retired Priests. Brice advised that these figures should be shared with the whole parish. He stressed the importance of saying ‘thank you’ and showing where the money is going.
* 163 pledges, £315,000 raised, £148,000 towards our parish project.

**Action:**  Discuss with Fr Jimmy how best to take this forward and update the parish.Brice to provide a simplified version of our Parish Dashboard. Fundraising:Brice left with us a document which lays out all you can do as a parish for fundraising.200 club / raffles / Christmas Fayre all bring to life the Parish Community.The Planned Giving Scheme is very much a building block and you can’t do one without the other. Planned Giving helps to ‘keep the lights on’ and provide funds for the Diocesan Assessment (a sum which every parish has to pay to the Diocese).Planned Giving done well and to be repeated every 2/3 years. | **ACTION*****Ann-Marie******Brice*** |

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| *Fundraising (....cont)*Peter explained that St Hugh’s is a generous Parish which supports many other charities and that we do not wish to compete with other fundraising.We need to draw to everyone’s attention that we need support. Enough people to make it work is the Strategy of any fundraising campaign.Some things to think about …..How do we get priests?How do we keep things running?You get out what you put in.The church is rich / the parish is fine is a common mind-setFundraising is NOT JUST ABOUT THE MONEY!Very important to say ‘thank you’ and give an example of where the money is going.* We stressed as a committee that we are very conscious to work with other fundraisers in the parish who raise money for other good causes and that they were included to take part in the Parish Christmas Fayre and with an emphasis on working together.
* Peter asked for Brice to take back to the Diocese that we are a vibrant parish with a very sociable environment. We have focussed Fundraising and Finance Committees and a good Planned Giving Team.
* Peter thanked Brice for coming out to Letchworth to join our meeting and for giving us a good introduction to the support available to us.

Contact details for information: Brice Sokolowski Campaign Director Diocese of Westminster Vaughan House 46 Francis Street, London, SW1P 1QN  020 7798 9353 bricesokolowski@rcdow.org.uk | **ACTION** |
| **Approve Minutes of the meeting held 21 January**The minutes of the meeting were approved with the following updates:* Ursula to check the date of the Christmas Fayre with STM.
* Mile of coins – good to have something ongoing in the background. How many pennies make a mile? Piles of coins in the Baptistery with perhaps a Thermometer to show progress.

**Action:** Ursula to try and get something off the ground and will draft something with Fr Jimmy’s agreement.* Cookery book still thought to be a good idea and could be sold in the Repository.

**Action –** Angela to put a note in the newsletter.Peter gave a brief update on the plan for the forthcoming weekend’s Planned Giving Campaign. | ***Ursula******Ursula******Angela*** |

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| **Spring Concert*** The meeting ran through the potential list of artists and agreed follow up with individuals.
* Date for the concert set for Friday 15 May at 7.30pm in Church
 | **ACTION** |
| **Any Other Business*** The meeting discussed the idea of a Summer Garden Party. Detail to be discussed but suggested a ‘bring and share’ party. Would need to break even and suggested a raffle / face painting etc. Date agreed Sunday 5th July.
* Next meeting agreed for Wednesday 15 April, 8pm at 100 Broadway.
* The meeting closed with the Sign of the Cross.
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Certified a true record by the Chair Date