

Parish Council Meeting Minutes
Monday 13th March 2023

1. Present:	Catherine Wloch (Chair), Robert Nunn (CAFOD), Eileen Bonnar (Eucharistic Ministers and Readers), Richard Wloch (Folk Group), Ron Burchell (Parishioners Rep), Zoe Elliott (Altar Servers), Yvonne Hillier (Safeguarding) Jenny Mascarenhas (Mothers prayer group), Daniella Burke (Choir), Siobhan Denny (Youth), Colin Frost (Finance and SVP), Fr. Sean (Parish Priest) and Fr. Jose (Assistant PP).
2. Apologies received from:	Harriet Plumb (Jubilee trust), Noreen Flynn (Minutes)
3. Welcome and prayer. Fr. Sean opened the meeting with a prayer.	
<p>4. Matters and actions arising from previous meeting.</p> <p>Correction to previous minutes: Eucharistic Ministers and Readers. The minutes recorded that the meeting on 15th February was for Ministers and Readers whereas it was for Ministers only. The Readers will have their own meeting on March 22nd.</p> <p>Anne, Parish Administrator, has confirmed that the Outdoor lighting at the Scout Hut has been installed.</p> <p>The safeguarding email 'ruislipsg1' has been removed from the parish web site and newsletter, however, it still exists so Yvonne has asked the diocese IT department to set up an auto response stating that the email is no longer in use.</p>	
<p>5. Mass times and Easter</p> <p>No complaints have been received following the move of the 8pm evening Mass to 7:30 on Ash Wednesday so the evening Mass on Holy Days of obligation will now be held at 7:30.</p> <p>The new Sunday morning Mass times will be 8:30, 10:00 and 11:30. The times of the evening Masses on Saturday and Sunday will not change. Fr Sean will make the announcement on the weekend 22/ 23 April and the new Mass times will start with the first Sunday in May.</p> <p>Easter services will be as follows:</p> <p>Monday April 3rd – Penitential service at 7:30</p> <p>Maundy Thursday April 6th – Mass at 8pm</p> <p>Good Friday April 7th – Children’s stations of the cross at 9:30am under consideration by Fr Sean</p> <p>Good Friday April 7th – 3pm The Passion of the Lord</p> <p>Good Friday April 7th – Evening stations of the Cross under consideration by Fr Sean</p> <p>Saturday April 8th – Easter vigil Mass at 8:30pm</p> <p>Sunday April 9th – Masses at usual times</p> <p>The intention is to offer communion under both kinds on Maundy Thursday following approval by the bishops’ conference. Taking the Precious Blood will be optional. Intinction will not be offered.</p> <p>As there may not be an organist for the Easter services some changes to the sung responses will be required e.g. at the vigil Mass the Responsorial psalms need to be read. There will be four readings: 1,3,5 and 7. Daniella to share the service details so Readers and servers can prepare accordingly.</p>	

The names of the 12 volunteers for feet washing on Maundy Thursday to be sent to Siobhan who will the MC throughout Easter.

6. Updates from the Groups

Safeguarding

No issues to report. All submissions sent through the old system have now been cleared. The new system is in place for DBS Checking. A new person has joined the Diocese Safeguarding team and is very helpful.

The diocese have produced a report with the details of all parish DBS checks which will be very useful in organising renewals.

New training is being organised and Yvonne will send a link to all the parish organisation leaders.

A group of parents wanted to organise a film night for the youth and have school DBS checks but it was confirmed these would not be sufficient for organising such an event. In addition, the organisers would need to submit a risk assessment as well as appropriate Data protection documentation. Yvonne will seek clarification as to what is needed.

Siobhan has been asked for a DBS check when working in the cathedral with altar servers which seems unnecessary as Siobhan is an employee of the diocese and already has a valid DBS check. Yvonne to check.

Altar Servers

Twenty Altar servers have registered for Easter services which is very encouraging.

Readers are asked to come up from the pews and return there after reading to avoid congestion around the sacristy door. They will also be better able to hear the rest of the service as the speakers on the Sanctuary are not working - this is being investigated.

Dates for the first Holy communion and Confirmation sessions were requested so that a presentation on altar serving can be made to encourage the children to join the guild of St. Stephen.

Westminster diocese communications department were asked if the parish website could technically support the "portal" proposal produced by Zoe and Siobhan. Unfortunately, the response was that the current implementation could not as the parish site cannot be partitioned and so any "editing" access would provide access to the whole site. A different approach needs to be identified.

Finance committee

The Parish Finances remain in a Healthy State.

Budgets are to be set for next year; initially for capital projects such as: Solar panels, improved lighting in church, car park surface repairs and parking bay markings, Sound system update and repair, church display system and church redecoration.

Individual parish group budgets to follow.

The church porch doors need to be assessed from a safety perspective in terms of the type of glass used in their glazing as well their spring returns.

The details of the Christmas fair profits distribution have been received and are as follows:

£1,182 – SVP Ruislip

£1,182 – SVP St Gregory South Ruislip

£1,183 – Fr Duncan Remembrance fund

Anne has contacted Fr Duncan's brother to see if a Trust has been set up in his name and how to transfer the funds. If a trust has not been set up then the funds will be used to support parishioners on pilgrimage to Lourdes.

Jubilee Trust

A meeting is being held tonight to decide if the Ceilidh Night will go ahead as ticket sales have not been at the level expected.

CAFOD

CAFOD Family Fast Day Friday 3rd March – Lent Appeal. Robert spoke at the Sunday noon Mass and a total of £959.90 has been collected so far. The money will be sent to CAFOD towards the end of Lent. Many thanks to Fr Sean for his support.

Eucharistic Ministers and Readers

All Eucharistic Ministers attended a meeting on 15th February 2023 which went well. A meeting for all Readers is scheduled for March 22nd.

Ministers not able to fulfil their allocated duty will be asked to ensure they have personally agreed for a replacement to take their place.

Parishioners

There have been three enquiries regarding new Mass times. Good to know this has now been agreed.

SVP

The help in running the Food Bank run by St. Gregory's in South Ruislip continues but this week the number of premade packs from Hillingdon was cut back resulting in disappointment for those people seeking help. Sometimes it is possible to top up these packs with donations such as from our parish but even these were down by over a half this week.

Home visits continue and in one case a health and safety emergency was identified whereupon urgent action was arranged to make the property safe.

Choir

The children's choir continues to sing on the first Sunday of the month with Palm Sunday being the next Mass.

As there is no organist available over Easter the choir will sing a reduced repertoire *A Cappella*

Folk Group

Angela hopes to back in time for Easter.

Mothers Prayer Group and APF

The prayer group continues to meet regularly and pray for the First Communion and Confirmation Children.

The number of APF – red boxes, now known as Missio - collectors is dropping. Fr Sean will put an appeal in the newsletter.

Youth

The younger age group is working in small teams to support various self-selected charities. The older group is working with the Homeless charities including "The Passage" which they intend to visit.

The plan is to develop a focus on short term mission with a six-week timescale and also work with other parish groups. Two youth groups are going to lead the Stations of the Cross services on Friday 24th March and Thursday 30th March 7-7.30pm in the church. All parishioners are invited to join.

The Lourdes group is preparing for the next pilgrimage but travel costs have increased enormously so looking to see if travel by train is feasible.

Some of the young adults attended "FLAME " on 4 March where young people filled the OVO Arena Wembley, for an inspiring day of prayer, adoration, catechesis, reflection, celebration and praise.

Fr. Sean

It has been very busy recently especially with funerals.

The parish is supporting the diocese with the decarbonisation project which aims to have all parishes carbon neutral by 2030. It is good to note that both our gas and electricity are supplied from Green sources.

Health and safety checks are routinely carried out across all parishes in the diocese but regrettably not all the recommendation are carried out and therefore the diocese will take the inspections and any required remedy work in house and charge the parish accordingly.

The last parish financial audit took place in 2017 and so we are due one this year.

Fr. Sean is very grateful to the SVP and Eucharistic ministers who visit homebound parishioners as this is very important work.

The parish is fortunate to have very good facilities and parish groups are encouraged to use them including the garden attached to the presbytery.

7. Discussion on Parish Council – how different groups work together

Fr Sean identified that the parish has many groups including youth groups but how do they work together and integrate? There is a need for the teams to be proactive and encourage participation e.g. welcoming. The teas and coffee after the 10:30 mass are currently organised by the first Holy Communion parents but what happens after May?

The first holy communion masses will be at 2pm on both Saturday and Sunday on the weekends of 21st and 29th May. Daniella and Richard to see what music and singing can be arranged. The confirmation mass or masses will be held in July. Exact date to be advised.

The Finance and Parish Council should hold at least one meeting together and it was decided that it should take place in October to allow enough time to plan for the next year.

The point was made that as we have 5 weekend Masses we end up with 5 different communities and any parish wide event should be organised not to occur after one of the masses to ensure greater inclusivity.

8. AOB

As mentioned last month the Parish Website needs to be updated and now with the response from the diocese that a Portal cannot be support the way forward has to be agreed. Fr Sean proposed a separate meeting to discuss.

Richard asked that our response to the Synodal Pathway be added to the agenda as there is a serious risk that the very fear expressed by several parishioners – what is the point in participating as nothing ever happens – will come to pass.

9. The next meeting will be on 17th April 2023 7:30pm in the Coffee Lounge.

10. The meeting closed with a prayer.