**Action Minutes-Parish Pastoral Council Meeting-15 December 2021**

**Present:**

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| Fr Francis Antwi-Darkwah | Christine Lambert, Chair | Martha Moroney-Lewis |
|  | Mark James | Eamon Rafferty |
|  | Maureen Kelly, Secretary | Emma Smith |
| Teresa Clarke | Elizabeth Lizzio, Vice-Chair |  |
| Peter Godwin | John Lambert |  |

Apologies

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| Deacon Justin Cross | Jackie Tominey | Emma Smith |
| Deacon Paul O Connor | Natalie Carolan |  |

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| 1  1.1  1.2  1.3 | **Actions from Minutes of 14 November 2021**  **Welcomers Rota**  Lizzie Lizzio confirmed that the rota up until March 2022 had been completed and issued. There were Welcomers who had additionally agreed to cover our masses on Christmas Eve (16.00) and Christmas Day (10.30).  At this time there were no volunteers to take on Welcoming for the Saturday 18:00 mass.  **Parish Thank for the Decade of Work Parish Admin (Michelle Fitzgerald)**  Fr. Francis confirmed that on Sunday 19 Dec at the 08:30 mass there would be a joint presentation for Michelle by Clergy and parish. The gifts would be John Lewis vouchers and a festive flowers’ display by Sinead and a card signed by our Clergy and the PPC Chair on behalf of the parish.  **Parish Survey**  Part 1 of the Survey had sought feedback of our parishioners on actions which would make a difference to them under our 5 priority areas and under in social activities. This feedback would be taken into account when our Parish Synodal Pathway report is compiled. Post that report, we will reflect what actions to be taken to incorporate the thinking in the survey returns.  Part 2 of the Survey had sought confirmation or new volunteering for active contribution in our liturgy and Parish activities. The details of any new volunteers have been shared with Group Leaders who have been requested to make contact soon. |
| 2 | Synodal Pathway proposed next steps  Teresa Clarke delivered an update with key points including:   1. Teresa spoke with 6 of our Parish groups : KSC; CWL; Newman Society; Book Club; Circle of Friend and SVP 2. 5 individual replies from Parishioners which will be included in full to the parish report as an appendix 3. Parishioners attending in person sessions in the hall after our Sunday masses were 22 after the 08:30 mass, and 16 after the 10.30 mass. 12 parishioners attended at the zoom session 4. Responses were received from 2 interfaith colleagues too 5. All together we have had input from 106 of our parishioners being about 1/3 of the Parish 6. The main issues raised were:   Role of Women  Mass and Sacraments  Community  Charity and Missionary work  Ecumenism  Youth  Priests-celibacy and marriage  St Barts Parish   1. Christine, Teresa , Paul will consider and compile final report in January 2022 and share with Fr Francis   Teresa said thank you to all the scribes at the meetings which made a big difference to capturing thoughts and helping collation of ideas.  The report will be filed with the diocese office in Mid January 2022  ***Action: Teresa, Deacon Paul and Christine will lead the Parish report compilation.*** |
| 3 | **PPC Calendar 2021 and 2022**  An updated, agreed 2021-2022 calendar had been shared prior to the meeting. Although we have some flexibility, it was is important that we keep to these agreed activities and do not overload the parish. The main focus will be on the Jubilee celebration in May 2021.  December events had included:  **Christingle**-This year we offered a pack after our Saturday 18:00 and Sunday 08:30 masses for our young people to take home and make up with their families. After the Sunday 10.30 mass an impressive number of our children and young people attended in the hall and a joyful Christingle Service (including the making of the Christingles) took place. There were only 4 of the 50 oranges remaining. Feedback was good and a number of families new to the Parish joined the occasion. One family said it made them want to come back to St Barts -it was such a really nice atmosphere.  **Cake Bake**-It was a great atmosphere reflecting the joy of Gaudete Sunday. Numbers attending on the day were impressive although we maintained social distance and responsible covid measures . £400 was raised for the local Youth Talk charity which will fund 8 counselling sessions for young people going through a difficult time. Next time we would welcome any of the PPC helping in a clear up shift from @ 12:15 if unable to help with the preparation or serving on the day.  **Immaculate Conception Service**  This was a beautiful, intimate and reflective service enhanced by a central display of the Blessed Virgin and Joseph surrounded by lilies and soft lights which linked to the light of the candles held by those attending. Over 20 parishioners attended. Our Spirituality group would look to repeat the concept to recognise other feast days.  ***Looking forward to 2022 Headlines:***  **Christian Unity Week 18-25 January 2022 (Ecumenism)**  On Sunday 23 January 2022 there will be an exchange of candles between the four South St Albans Churches. Parishioners invited to join, as a visitor, the main Sunday service at one of the other South St Albans Churches and will present a candle which will be retained for future ecumenical events in that Church. St Bart’s will visit St Stephen’sat 10.30 hrs and St Julian’s will visit St Barts at 10.30 hrs on Sunday 23 January 2021.  **Walsingham Pilgrimage**  St Alban and Stephen are organising a pilgrimage for Friday 25 March 22 and would welcome parishioners of St Barts joining their coach. There will also be the statue of St Bernadette there on tour from Lourdes.    **Peace Sunday 16th January 2022**  Recognition of Peace Sunday will include the special bidding prayer and a possible parish collection at all masses for Pax Christi. Fr Francis to decide.  Mark James is considering the material he has received and will update on how this will be used by St Barts.  Fr Frances stated that there is also a white flower collection in January 2022. It was agreed that we need to take care in the balance of our parish collections.  **Marian Procession**  Wehope to have a joint parish and St Adrian’s procession in May 2022. Further details will be decided in the New Year.  **Parish 60th Anniversary 29 May 2022**  This is a very special event and will be the focus for the PPC for the first half of the year. Our Chair suggested a working sub group to support a successful delivery  ***Action: To let the Chair know if you want to be involved with the working sub group by 08 January 2022.*** |
| 4 | **Maintenance Team update**  Update on Fire policy, Fire wardens and next steps  John Lambert delivered the updates which included-  The policy, approved by the Fire Authority is now in place. We are now at a stage to issue guidance to fire-wardens. A simple system of the wardens at each mass collecting their armband from the sacristy is proposed. Thank you to all organists (John F, Maureen and Peter) for agreeing to be fire warden to ensure clearance of the choir loft. The main role of the warden will be to inform the priest that the church is clear. Those leaving from the sacristy to go through the sacristy door into the garden and through the hall out into the back garden (an exit parishioners will not be familiar with). Toilets in the lobby area near the hall will need to be checked at times when there is public access to these. Fire wardens will be stationed in the choir loft/sacristy fire warden/main door at times of evacuation. It was agreed that wardens and evacuation action may not only apply to fire but also for other danger purposes eg: explosive device. If the risk was coming from the area of the church entry then the congregation would need to be directed to use the sacristy door exit route.  See attached fire exits’ schematic. |
| 5  5.1  5.2  5.3 | **Any Other business**  **PPC Meeting Frequency in 2022**  It was agreed that meetings should continue to be timetabled monthly but could be cancelled if not required in a particular month. It was agreed that they should not be held on Thursdays and no meeting in August 2022.  **Choir Loft**  With the growinginstances of COVID recent concern had been expressed as to covid management measures in the area of the choir loft.  It is important that St Bart’s gives a message of welcome to all who attend our masses. In these covid times we need to apply distancing, facemask and sanitising measures and are led by the directions of the Diocese and our safeguarding officer in this.  It was clarified that:   1. the main body of the church, including additional seats put into place at the entry to the Church, should be filled first and only then should people be directed up to the choir loft 2. At this time, all people attending to be encouraged to wear facemasks (unless exempt).   It was suggested that it could help for a sign to be displayed on the gate to the choir loft indicating when the maximum 16 persons had already been admitted.  It was agreed that our Welcomers are key to managing this issue and that guidance would be helpful to them.    ***Action:***  ***Justin and Chris Blandford to be asked to help produce guidance for our returning welcomers on the order as to which those attending are directed to parts of the church and managing of numbers admitted to the choir loft.***  **Criteria for Deciding which Charity will be Supported in Specific Events**  Maureen Kelly clarified that the Building Community and Youth groups had considered themes and the charities which best linked with these. It was considered important that our supported charities are local. The proposals are then put to the PPC for approval. Other parish and Diocesan initiatives give specific opportunities to support other charities eg Mary’s Meals, HCPT  In 2022 we are likely to need to raise part of the funding for the Prayer Garden if this is to be delivered.  It was agreed that the PPC who will give final approval for the proposed charity.  To close PPC in 2021 year, Christine recapped on the activities delivered by the PPC working collaboratively with the clergy, existing parish groups and volunteers. She stated that the feedback, including from new parishioners, suggests, that we are making a difference to the vibrancy of the Parish. |
| 6 | **2022 PPC Meeting Dates:**  **Mon 17/1, Tues 15/2, Weds 16/3, Monday 11/4, Tues 17/5 , Weds 15/6, Mon 18/7, Tues 13/9, Weds 12/10, Mon 14/11, Tues 13/12** |