

06.09.23 Action Minutes PPC Meeting

Present:

Fr Francis Antwi-Darkwah	Mark James	Martha Moroney-Lewis
	Maureen Kelly, Secretary	Eamon Rafferty, Finance
Teresa Clarke	Christine Lambert, Chair	Jackie Tominey
Nick Dodd (Communication's Officer)	John Lambert, Maintenance	

Apologies:

Emma Ahern	Peter Godwin	Elizabeth Lizzio, Vice-Chair

1.	Matters Arising
1.1	Update On additional Eucharistic Ministers- Fr Francis confirmed that additional eucharistic ministers have come forward and been accepted-1 for the Saturday 18:00 mass, 2 for the Sunday 08.30 mass and 2 for the Sunday 10.30 mass. It was agreed that encouragement should continue for additional eucharistic ministers. Action: <i>Martha Moroney will run an introductory session for the new ministers on a Saturday from @ 11.00am. Martha will make contact and take forward.</i>
1.2	Update on Confirmation Programme- After discussion of Fr. Francis with the catechist programme lead, the September Confirmation Youth Retreat proposed in September 2023 will not take place mainly due to the cost. Bishop Paul will lead our Saturday 18:00 mass on 23/09 when the Sacrament of Confirmation will be received by 2023 Confirmation candidates. It was reported that for St Alban and Stephen Parish there is to be focus upon their 'Youth Group' activities to engage young parishioners. Their approach to Confirmation Group will be for young parishioners, participating with Youth group activities, will be invited to join the Confirmation Programme upon attaining the relevant age. The change is based on the belief that those participating in activities and who are invited are more likely to continue to attend Mass. The PPC agreed this that this was not the approach for St Barts. Action: <i>Martha Moroney will speak with the St Alban and Stephen's Youth Ministry Co-Ordinator for further information on their current approach to Youth engagement and see if there are some aspects in which it may be appropriate for St Bart's youth to participate</i>
1.3	Church Porch and Pantry The Chair confirmed that since our July meeting, further considerations had been given to a relocation of the Food Pantry (Nick, Jackie and Sinead) and a potential inclusion of a small repository (Fr Francis), all involving Sinead re the design. Fr Francis is no longer considering a repository. These considerations included the food pantry moving to the left of the porch with some fitted cupboard or shelving; ; leaflets and hymnbooks moving over to the right side of the porch. Quotes were awaited from Sinead.

	<p>Post the PPC meeting we have received the quote, and regrettably, we believe we do not have the money for this at the moment and will instead, look at making better use of existing arrangements/space in the porch</p> <p>Action: Diagrams to be shared at meeting for information only. No action needed at this point. Jackie and Nick to review the space</p>
2	<p>PPC 2023/2024 and beyond</p> <p>According to the Constitution of the PPC, the first term of office for the PPC roles of Chair (Christine Lambert), Vice Chair (Lizzie Lizzio) and Secretary (Maureen Kelly) will end on 30 September '23.</p> <p>Approval was given, following indication by the Chair and Vice Chair of their preferences, that Christine will continue as Chair for a further 12 months only and Lizzie for a further 3 years from October 2023.</p> <p>Maureen is standing down as secretary but continuing as member of PPC and lead for the Building Community Sub-Group. Sincere thanks and a gift were given to Maureen for her support over years' as PPC Secretary. Teresa Clarke has volunteered to take over as Secretary from October '23.</p> <p>Peter Godwin will lead the Ecumenism Priority Group from October '23. He will also be the representative for Churches Together in St Albans. Teresa remains a member of Ecumenical Group. Jackie Tominey will take over the lead of Spirituality Priority Group from October '23. Peter remains a member of Spirituality.</p> <p>To support continuity and ensure sufficient range of Parish representation and fresh inputs, prepare for transition in October 2024 and to provide a larger group to support activities, it was agreed that the PPC would look to engage at least two additional members making a membership of 12 parishioners + Parish Priest.</p>
3	<p>Update on Heating Project</p> <p>Technical & Finance-</p> <p>Eamon Rafferty delivered an update which included the below key points-</p> <ol style="list-style-type: none"> 1. The heating is now fully operational. The installation took 10 working days because of additional work arising during the installation. The electrical team gave a lot of their time over and above what was expected whilst cost remained as given in the quote. The extra efforts by the electrical installation team were much appreciated. 2. On testing the new halogen system sends out an impressive level of heating 3. The remote control for the heating will allow management of how many heaters are on and for what length of time for efficiency in running costs whilst ensuring the church is well heated at times of masses and other services in the colder parts of the year. A small key group of parishioners have been trained on use of the controls to support effective running of the system. These are Fr Francis, Eamon, John Lambert, Anne McCarthy, Christine Lambert, Chris Blandford, Bill Mackey. 4. Final Costs: Halogen system installation: c£28,000 Insulation work: c £7500 Other work needed brought total spend to circa £40,000 from Parish reserve. Parishioners are looked to, to reimburse £15,000 towards this spend over the next 3 years. 5. It has been identified that all the electric circuit boards housed in the garage will need to be replaced. These have given 60 years use. The estimated cost of replacement is £8600.00. No date is yet set for this work.

	<p>Heating Fund Raising Group – A summary of the first meeting of the Fundraising Group held on 30/08 has been shared by the Chair. The PPC welcomed the range of fund-raising activities proposed. Monthly events are being planned over the next six months and these, plus a barometer showing the funds being raised, will be incorporated into the weekly parish newsletter. Nick Dodd shared this insert with the PPC who found this very clear and effective.</p>
4	<p>Priority Groups Reports and Upcoming events Building Community -See prior shared report. Post Meeting: There was further consideration of the Family Mass and Cakebake Event being held in November at the 4 Liturgy Group meeting. For a number of factors it was decided that this Mass and Event should be held early 2024. The date will be Sunday 28 January.</p> <p>Ecumenism - See prior shared report (with a revised report to include recently confirmed information to be shared post meeting). Further addition was given at the meeting of: Friday 13 October is the 40th anniversary of the Ecumenical Chaplaincy at the Cathedral. St. Barts clergy and Parishioners have had long support for the Friday 12 noon masses there. It would be good to encourage a strong attendance on the 13 October. On Sun 15th October the evensong in the Cathedral will reach out for all ecumenical partners to be present, Action: <i>A separate list of all upcoming ecumenical activities will be provided by Teresa</i></p> <p>Social Justice – Mark James gave a short update at the meeting which included:</p> <ol style="list-style-type: none"> 1. The Fair-Trade lunch will take place after the Sunday 10.30 Mass on the 10th September. Thanks to a number of the PPC who were now supporting the delivery on the day or provisions for the savoury and dessert parts of the meal. 2. It was agreed that after discussion with relevant colleagues, Mark to apply for appropriate Warm hub grants for the coming Winter 3. Asylum Seekers-our Parish work supporting Asylum Seekers who were being housed within our local area would specifically come under the work of the Social Justice Group. <p>See Teresa Clarke's prior shared update. It was agreed, as a link to the Diocesan Cathedral Mass for Migrants and Refugees, on the weekend 23/24 Sept, that additional effort was made to invite all of our area asylum seekers to join at one of the masses and it was hoped, Fernando would read special bidding prayers at all Masses.</p> <p>Spirituality- Jackie Tominey gave a short update at the meeting which included:</p> <ol style="list-style-type: none"> 1. Feedback indicated that the August St Bartholomew Novena had been well received 2. The Group is looking to arrange a Candlemas Service 3. Retreat Day led by Fr Peter Dwyer is planned for the 02/12 4. Candlelit Service for Bereaved parishioners is being planned for the 14/11 5. On Saturday 10 or Monday 12 Feb 24 Our Lady of Lourdes Service for Sick of the Parish (a healing Mass) is being planned 6. Consideration is being given for opportunity for Catholic practice and formation. <p>Youth- See prior shared report. Ben Lizzio has come forward and been approved by Fr Francis as one of the lead team for our Sunday Children's Liturgy whilst Ruth Mansell takes a 6 months' break. Joining with Sinead Hughes and Maureen Kelly.</p>

	<p>Communications Officer-Nick Dodd updated on his work since the last meeting in addition to being a member of the Heating Fund Raising Group and supporting considerations on revised layout for church porch which included:</p> <ol style="list-style-type: none"> 1. Food Pantry revamp 2. Working with Dawn Pace to balance Newsletter events succinctly but effectively 3. Managing the Parish Facebook page <p>Following Fr Francis' lead, the group reflected on how effective the work of the PPC is being to deliver our main aim of Evangelisation in both spiritual and practical ways</p>
5	<p>Maintenance</p> <p>John Lambert delivered an update which included the below points:</p> <ol style="list-style-type: none"> 1. Adjustments had been made to the microphone system following the August tests and analysis 2. The suggestion that there was a Parish consultation on whether to replace the existing Stations of the Cross with original tapestry Stations of the Cross was agreed with the history of the tapestries to be included in the consultation document. Eamon confirmed that he had checked and there would be no fire risk from the halogen heaters.
6	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. Due to the current level of communications and focus on heating fund raising it was agreed that now was not the time for the next edition of a St Barts Together booklet. To reconsider for Spring 2024. 2. The Chair had spoken with our SVP lead on whether our local SVP Conference work could include bereavement visiting. With the provision of training for SVP members(perhaps online training) this could be incorporated if need arose. Action: <i>Chair to speak with SVP lead and other parties involved and if agreed, including the most appropriate approach to training needed, an entry inviting those wishing to volunteer as bereavement visitors and outlining this service, would be added to the front of the Parish newsletter.</i> 3. The current approach of holding PPC meetings every 2 months with a mix of being face to face and Zoom was agreed The proviso that an additional meeting would be held if needed was retained eg. awayday for PPC. The 2024 meeting dates were agreed as shown at the end of these minutes.
7	<p>Date of Next Meeting Monday 6 November (Zoom) 7.30 pm</p>

2023 PPC Meeting Dates: 7.30; Monday 6 November (Zoom)
2024 dates: Tues 8 January 2024 (Zoom) 7.30 pm: Weds 4 March 2024 (F2F 8pm) : Monday 6 May 2024 (Zoom 7.30: Tues 2 July 2024 (Zoom 7.30):
Weds 10 Sept 2024 (F2F 8pm Elections); Monday 4 November 2024 (Zoom) 7.30 pm