**St Mary Magdalen RC Church**

**Parish Council Minutes**

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| **Meeting Date** | 21 April 2016 |
| **Present** | Fr Kevin JordanCorina Goetz (safeguarding representative)Denise Pambakian (safeguarding representative)Dennis WeirGemma Moroney (nominated by Parish Priest)John-Paul BonjourJoseph EbuJustin Osuji (nominated by Parish Priest)Melissa KaneRose Flannery-HallTom Territt |
| **Apologies** | Deacon Michael JarmulowiczConnor Ferguson (nominated by Parish Priest)Kathy Macken |
| **Next Meeting Date** | 11 July 2016, 8pm(Annexe or Presbytery if Prayer Group using Annexe) |

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| **Item/ action** | **Deadline** | **Responsibility** |
| ***The meeting opened with a prayer*** |  |  |
| **Establishing Pastoral Parish Council/ Parish Council Role** |  |  |
| Fr Kevin distributed the Pastoral Parish Guidelines. Council members to read them and raise any feedback at the next meeting. | 11 July 2016 | All |
| Fr Kevin suggested removing the line re drawing lots for terms of 3 or 4 years – all agreed. All terms to be 3 years. Guidelines to be updated accordingly.  | 11 July 2016 | GM |
| Fr Kevin notes there is one vacancy for an elected representative  | - | - |
| Fr Kevin outlined role of Pastoral Parish Council (PPC) as detailed in the Guidelines. The PPC is not there to duplicate any of the existing committees or groups within the Parish. Primarily, Fr Kevin hopes the PPC will help progress other items and ideas. For example: Parish Pilgrimage Programme, Lenten lunches and other items that would bring the Parish together. | - | - |

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| It was suggested that the PPC create a newsletter including the names & pictures of the PPC, with a brief bit of information on each member including any languages spoken if relevant. All to provide a suitable image and sentence or two. A reminder to be put into this newsletter as to the role of the PPC and the fact Parishioners can submit items to PPC Members, for discussion at meetings. | 29 April 2016 | All |
| Newsletter as above to be produced and then put up on noticeboard in Porch | 15 May 2016 | GM |
| It was agreed that when new ideas are progressed/ implemented, they should be reviewed and either: repeated, revamped or not continued based on their success. | - | - |
| **Pastoral Parish Council Chair/ Vice Chair** |  |  |
| Fr Kevin proposed GM as Chair, which was agreed by all | - | - |
| GM proposed RFH as vice Chair, which was agreed by all | - | - |
| GM has responsibility for writing and circulating PPC minutes/actions as per Guidelines | Within 3 weeks of each meeting | GM |
| **Initial Agenda Items** |  |  |
| There were no agenda items received by Parishioners, therefore PPC discussed items raised by Fr Kevin: workers’ party and pilgrimages | - | - |
| **Workers’ party** |  |  |
| Fr Kevin asked the PPC to progress a party/ BBQ to thank the 80 – 100 people who carry out work for the Parish (eg: cleaners, money collectors, money counters, flower arrangers), the cost of which will be a Parish expense | Event to be in September | All |
| All agreed this would be an event specifically for these workers only because it is a thank you event for them | - | - |
| PPC discussed two possible dates: 17th September 2016 or 24th September 2016 (both in the evening) | - | - |
| Fr Kevin to speak to Miss Nowicka to book St Mary Magdalen School Hall | Before next PPC meeting | Fr K |
| Fr Kevin to get list of workers’ names | Before next PPC meeting | Fr K |

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| Once hall date confirmed, GM to produce‘ save the date’ invitations for the workers to receive | Before next PPC meeting | GM |
| All agreed that the event should be as much as possible manned by people who do not normally do work for the Parish (in this respect, Fr Kevin to speak to the social committee, as the party is to thank them amongst others and it would therefore feel unfair to ask them to organise their own party!)All agreed that we should ask for volunteer helpers from the wider Parish (eg helpers to organise, put out chairs, bake cakes etc) – to go into newsletter at appropriate point | Agree at next PPC meeting when to ask for volunteers | All |
| Members volunteered for tasks – to be further discussed at next meeting:* JE said he would be happy to help organise drinks order
* MK, JO said they would be happy to help organise food.
* RFH suggested that food could be organised nearer the time with an advance order at Sainsburys and Fr Kevin confirmed Dennis (O’Farrell’s) will be happy to supply the meat.
* RFH suggested Marco, Mossy and Steph might help man the BBQ and Martina Keleghan may help out with her famous chips!
* JO said he would be happy to organise the music. TT advised the school has a sound system
 | Next PPC meeting | All |
| RFH suggested a carnival theme – to be progressed at next PPC meeting | Next PPC meeting | All |
| All agreed further logistics/actions for party to be agreed at next meeting on 11 July | Next PPC meeting | All |
| **Pilgrimages** |  |  |
| Fr Kevin raised that he would like to investigate running more parish pilgrimages to supplement the Diocesan pilgrimages which are advertised in the Newsletter (eg to the Holy Land) | - | - |

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| All discussed some of the barriers to people taking these up:* Duration
* Cost/ having to pay upfront
* Uncertainty about whether the group/trip/location would be for them

It was suggested that giving people the option to pay in instalments would be helpful, although also that a small initial deposit helps people to commit | - | - |
| All agreed MK (due to her travel expertise) would draw up a questionnaire on:* Would you be interested in going on a Parish Pilgrimage?
* What duration of trip would work for you?
* Which pilgrimages sites are you interested in? (Fr K said he could help with a list of possible sites if required)
* What budget level would suit you?
* Would you like to be able to pay in instalments?
* Would you like pilgrimages that were themed – eg more geared to younger adults or a ‘Mother & kids’ or families pilgrimage?

With a view to getting this into Church on 15 May (Pentecost) for peoples’ responses. All agreed it would also be helpful for this to happen as a Facebook poll/Survey Monkey so people have the option of completing online MK also said she would research some options for more cost effective trips in the meantime. | In time for 15 MayNOTE – Fr Kevin has said that this can be pushed back if it is too difficult to get this ready for Pentecost – MK to advise preferred date | MK |
| Other items discussed:That we could partner with another Parish (as per Rome pilgrimage, with the Transfiguration)That there are interesting sites in the UK (Walsingham, Rochester etc) | - | - |
| All agreed PPC’s ambition would be to organise a UK pilgrimage trip as the first Parish pilgrimage (depending on the questionnaire responses). TT advised he can organise a trip to Stonor <http://www.stonor.com/plan-your-day/find-us-2/> although this would require a coach and all agreed this sounded like a great option, to be discussed once questionnaires received back | 11 July 2016 | All |
| **AOB** |  |  |
| *None* |  |  |
| ***The meeting closed with a prayer*** |  |  |