

**STM PARISH PASTORAL COUNCIL MEETING**  
**Minutes 30<sup>th</sup> September 2009**

**Meeting opened:** 19:00

**Attendees**

**PPC Members:** Father Shaun, Kevin Burnham, Neil Dawson (Chair), Kevin Fournier, Mark Hawkins, Joan Kendall, Sue Lester, David Sales, Anne Van-Buiten

**Finance Group** Steve Ferris

**Secretary:** Sue Morris

1. **Opening prayer:** Father Shaun

2. **Apologies for absence**  
Julia Marsh, Louise Metcalfe.

3. **Agreement of minutes of previous meetings (01.07.09 and 04.08.09)**  
These were previously agreed by e-mail.

4. **Matters arising**

**Poor box**

**Ongoing Action: Kevin Burnham** to compose an item for the newsletter asking for suggestions for the next cause that could be supported with funds from the poor box.

**Music group**

**Ongoing Action: Kevin Burnham** to speak to Paul Tabor about the options of asking for a co-ordinator for a music group.

**Road parking** Father Shaun has put a note in the newsletter asking Parishioners to be more considerate and to consider parking more safely further away from the church. However, this has not had the desired effect.

**Action: Neil Dawson** to design a poster to be displayed at the church entrance posing the questions "Have you parked safely and considerately?".

**Fence between the house and hall drive ways** Father Shaun put a note in the newsletter asking for a volunteer to advise on and/or build a new fence. There was no response but this could have been because it was put in when many parishioners were on holiday. Kevin Burnham reported that he has spoken to the people who are running the nursery and there is the possibility that a grant may be available.

**Action: Kevin Burnham** to advise the people who are running the nursery that the matter was discussed at this PPC meeting and that the PPC will await their reply.

**Fees for hiring the hall** Sue Lester has phoned around and found out that the rate STM charge for hire of the hall is comparable with that charged for other parish halls.

**Cleaning of church hall** The post of hall cleaner has been advertised and filled. The contract will be with the diocese who will also pay the employee directly. Thanks were extended to Joan Kendal and the other volunteers who have cleaned the hall until now. A hall committee has now been formed. A member of this committee will take the responsibility of line managing the hall cleaner. It was pointed out that health and safety legislation requires that there is separate cleaning equipment for the kitchen, toilets and hall. This is in place for users of the hall.

5. **Parish**

**Update on financial picture in the parish** Steve Ferris reported that the end of year accounts will not be ready for another month. The case flow figures so far indicate that income will be greater than expenditure.

**Update on Quinquennial report and estimate for work to be done** There were further leaks in the presbytery roof while Father Shaun was on holiday. The diocese has received all the reports and copies of the correspondence and aware of the situation and that the parish bank account may be overdrawn

because of the necessary repairs. There has been no formal request for a loan yet.

**Update on electrical work on the church sanctuary** Works are due to be completed this week.

**Update on Diocesan project "Living our Faith"** Notes from Father Shaun on this topic were circulated before the meeting. The diocese has employed professional fund raisers to spearhead the "Living our Faith" initiative. This initiative is running from February 2009 until May 2010 in the diocese and over a 12 to 16 week period in each parish. The purpose is fourfold:-

**1. To raise funds for supporting our clergy and promoting vocations**

- Funding of on-going training of individual priests
- Resources for clergy retreats
- Access to spiritual advisors and mentors
- Promoting vocations

**2. Investing in the on-going formation of the laity**

- Assisting lay formation at the local pastoral area
- Funding gap year experiences for youth and young adults seeking to give a "Year out for God"
- Encouraging volunteers and evangelisation in the community
- Establishing a diocesan wide skills and talents register

**3. Renewing facilities and encouraging growth**

The physical upkeep of churches and modernisation, restoration and renovation require funds that many parishes cannot afford. The success of "Living our Faith" coupled with the sale of surplus properties will enable the diocese to create a central fund to provide loans for this and to make grants for innovative strategies for fostering parish growth.

**4. Strengthening the parishes and pastoral areas**

There will be help in funding capital projects and ministries identified individually at each parish/pastoral area.

Two representatives from the company that have been employed by the diocese joined the PPC meeting for this item. Their company has been in business for over 60 years and has successfully raised funds in the UK, Ireland and the US. They have already spoken to all the clergy and some of the laity in each parish. They outlined the purpose of the initiative and answered questions from the PPC. After they left the PPC discussed the issue at length.

Each parish has been given a target for the fund raising. Parishes will receive 25% of all funds collected up to the target. If the target is surpassed the parish will receive 80% of the additional funds. However, if the funds raised go over double the target then the parish will keep all the additional funds raised above this. There is no obligation on the Parish to participate.

If it is agreed that the Parish will participate it is envisaged that there will be a team of 4-6 people (including Father Shaun) who will take the initiative forward. There will be three phases. Initially 30-40% of the parish families will be visited. In the second phase an additional 20-30% will be visited. The third phase will be a report to the Parish on the success so far and a request that everyone consider helping in some way.

Before the first phase the initiative will be announced to the parishioners and a list drawn up of families to be visited. A letter will be sent to the families inviting them to participate and urging them to make an appointment for a visit when they receive the follow-up telephone call from one of the team. During the visit the initiative will be discussed as will the methods of making a contribution. The families will not be asked to make a commitment during the meeting but will be left with the paperwork to enable them to do so later if they feel able to help. Families will be asked to pledge monthly, quarterly, semi-annually, annually or to make one-off donations.

The PPC agreed to read the literature provided and meet again 07.10.09 to decide whether or not the Parish will participate in "Living our Faith".

**6. Diocesan**

This item was held over until the next meeting.

**7. Pastoral area**

This item was held over until the next meeting.

**8. Correspondence**

This item was held over until the next meeting.

**9. Appointment of Chair for next meeting**

Neil Dawson has agreed to chair the next meeting.

**10. Agreement of date of next meeting and tea preparations**

The next meeting will be held on Wednesday 25<sup>th</sup> November 2009 at 19:00.  
Mark Hawkins will provide refreshments.

**11. AOB**

**Offertory counters** Father Shaun reported that there are only 2 sets of counters. More are required.

**Closure of Meeting:** 21:54