

MINUTES OF THE PASTORAL COUNCIL MEETING

Held at St. Columba's on 4th May 2023 at 7.00pm

PRESENT: Fr. William, Fr Desmond, Deacon Lawrence, Ann McCarthy, Tim Moore, Matthew Petts, Amy O'Donnell, Sue McCarthy, Carol Galvin, Eileen Irwin, Lynsey Weightman, Sue Carr, Pauline Rourke, Anne Mosquera, Helen Connor and Nuala Keegan.

The meeting opened with a prayer led by Fr. William.

		Action
1.	<p>Apologies.</p> <p>There were no apologies.</p>	
2.	<p>To receive and approve the minutes of the meeting held on Thursday 2nd March 2023</p> <p>The minutes were amended to remove duplication of text under item 6 (v), page 7.</p> <p>As amended the minutes were proposed by Pauline, seconded by Tim and agreed by the meeting.</p>	
3.	<p>Matters arising from the minutes.</p> <p>(i) Minute 3 Sinfonia concert. Sue reported that she had written to the Sinfonia leader suggesting a possible date for a concert end June/early July. She is awaiting a reply.</p> <p>(ii) Minute 4(ii) Coronation event. Ann reported that a grant of £250 had been secured to cover the cost of food and that arrangements for the event were well in hand. 60+ people were expected to attend between 10.00am - 3.00pm.</p> <p>(iii) Minute 4(iii) Special Days of Prayer. Lawrence reported that working with Anne a template had been created for newsletter editors to use.</p> <p>(iv) Minute 4(v) Mass for the housebound. Sue reported that there had been no progress yet on arrangements for the mass for the housebound.</p> <p>(v) Minute 6(v) CAFOD "Live Simply" initiative. Ann reported that due to pressure of work this item is to be deferred until later in the year.</p> <p>(vi) Lawrence raised a question from a parishioner regarding publication of PC minutes on noticeboards. Nuala and Eileen confirmed that minutes were posted on noticeboards. It was confirmed that this was not done until the relevant minutes had been approved at the subsequent</p>	

	<p>(iii) Liturgy Group</p> <p>Lawrence commented that he strongly supported the establishment of a programme of regular meetings of the Liturgy Group. Although activities over Holy Week and Easter had gone well it was important to maintain momentum and ensure that all those involved were able to contribute to future planning of the liturgy. Regular meetings would also allow for a time for reflection.</p> <p>Sue referred back to earlier observations regarding greater involvement of the children in the liturgy.</p> <p>Fr William noted that a copy of the Ordo was available in the sacristy for people to refer to in respect of future liturgical celebrations.</p> <p>He observed that thanks were due to Zoe, Steve and Deacon Lawrence for all their work under the RCIA programme in preparing candidates for reception into the church. He also noted that following this Deacon Lawrence was involved in wedding preparation for one of the candidates and his fiancée, prior to their wedding in Romania.</p> <p>Fr William commented that he had been contacted by another person regarding reception into church and this person would commence the RCIA programme in September.</p> <p>Carol asked whether those newly received into the church could be invited to become Readers. Fr William agreed to approach them on this.</p> <p>(iv) Communications</p> <p>Matt reported that progress had been made and issues resolved regarding transferring content to the new website. The contact form was now fully operational and the subscribers list was fully up to date and newsletters were being received by those who added their names to the list. Clear guidance was available on how people could register as a subscriber.</p> <p>Matt has formed a subgroup with two helpers. At present his main focus is to improve and update content but he hoped that he would soon be able to draw on their skills in terms of design, layout and navigability.</p> <p>Discussion took place on the need for regular fresh content, including photographs. It was agreed that photos from the coronation event were required.</p>	<p>Fr William</p> <p>Social Committee</p>
--	--	---

<p>Each PC lead person was asked to ensure that they submitted items on their respective activities to Matt. For example the painting of peace pebbles and garden planting by the Youth Group.</p> <p>A calendar of forthcoming events and a “hot off the press” banner for the home page were being developed. Matt noted that the site needed to be more dynamic if it is to fulfil our objective in publicising activities led by the Pastoral Council in relation to the work of the Synod and our Pastoral Development Plan.</p> <p>The meeting commended Matt on the work to date.</p> <p>Anne noted that it was important to include information about all services, as well as general and social events.</p> <p style="padding-left: 40px;">(v) Outreach and SVP</p> <p>Sue McC reported that 40 Easter parcels and cards for housebound parishioners had been delivered. Recipients were very pleased with their parcels and, in particular, the personally signed cards from Fr William and Fr Desmond. Fr William noted that he had received several thank you phone calls from recipients.</p> <p>Sue confirmed that the SVP holiday home was operational and that two families from the parish were booked for holidays in the summer.</p> <p>Donations to the FoodBank continued at a good level with approximately 50kg of produce delivered each month. Sue noted that she had been made aware of two families who needed support and the SVP were now providing food on a regular basis.</p> <p>Care home visiting was continuing and this applied across all Chester parishes in the case of care home residents who moved.</p> <p style="padding-left: 40px;">(vi) Churches Together.</p> <p>Fr William had no report from Blacon but commented on the successful Fifth Sunday Service held recently at St Columba’s.</p> <p>Nuala noted that she was attending CTU meetings to represent St Columba’s and she thanked all those who had helped with arrangements for the Fifth Sunday Service. She noted that the attendance had been very good and a warm welcome had been extended to other faith communities in Upton. She hoped that more</p>	<p>PC leads</p>
--	-----------------

	<p>parishioners could be encouraged to attend events held at other churches.</p> <p>She flagged two forthcoming events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Coronation Flower Festival at Holy Ascension Church over the Coronation weekend <input type="checkbox"/> The Fellowship Lunch on 17 May being held at Holy Ascension Church in support of Christian Aid. 	Nuala
5.	<p>Update from Fr William</p> <p>Other than his earlier comments Fr William had nothing further to report.</p>	
6.	<p>Volunteer recruitment</p> <p>Ann reported that she had been meeting with Pauline and Nuala to outline a way forward.</p> <p>Pauline commented that this work was one of two critical tasks for the PC and the parish this year. Financial resources and human resources would dictate the future sustainability of the parish. She invited Nuala to present a paper based on discussions so far.</p> <p>Nuala tabled a document which is to be an internal working document for the Pastoral Council. It sought to identify volunteer roles, the tasks involved, time commitment and the lead person responsible for coordination in each case. She observed that the document was, and would remain, a 'work in progress' as needs and capacity would change over time.</p> <p>She noted that there were a number of gaps in the data and it was hoped that these could be completed by PC members and lead coordinators in time for a revised paper to be brought to the next PC meeting.</p> <p>PC members were given a short time to read the document. The following observations were made by PC members:</p> <ul style="list-style-type: none"> <input type="checkbox"/> include safeguarding (Lawrence) <input type="checkbox"/> include filling holy water stoups, putting out newsletters and tidy hymnbooks after mass as tasks for welcomers (Sue McC.) <input type="checkbox"/> include building maintenance and PA support in the hall (Sue C.) <input type="checkbox"/> include manage Facebook as task under Communications (Anne) <input type="checkbox"/> include live streaming of mass as task under Communications (Anne) 	

	<ul style="list-style-type: none"> <input type="checkbox"/> include RCIA programme (Fr William) <input type="checkbox"/> include Baptismal preparation team (Lawrence). It was noted that Fr William preferred to undertake this personally although it was agreed to revisit this for a discussion in the future <p>Eileen observed that if no one was currently required for a particular role perhaps that could be removed. She noted that certain roles did not require volunteers at St Theresa's.</p> <p>Pauline stated that she considered that this was a programme for the present and also about succession planning. Although no one was currently required our policy should be to identify those who might assist in the future. Also that a single person operating in a role did not allow for cover for illness/absence etc.</p> <p>Matt asked whether we should concentrate on priority areas. Pauline advised that the broadest range of opportunities should be offered to people to ensure that we secured the greatest number of volunteers and that skills and preferences were taken into account. She noted that it was always possible to redirect people should the need arise. The meeting agreed to adopt this approach.</p> <p>A brief discussion took place on the possibility of a campaign slogan. PC members were encouraged to give this some further thought.</p> <p>It was agreed that members would submit further information to Nuala. She would communicate with the lead person in each case for further information and to confirm content. It was hoped to bring an update document to the next Pastoral Council meeting.</p> <p>The following next steps were agreed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> completed version to next PC meeting <input type="checkbox"/> next meeting to plan strategy for recruitment to include <ul style="list-style-type: none"> i. Informing all parishioners at Mass – encouraging as many as possible to make some contribution to support of parish ii. At same Mass have version of recruitment document available in Newsletter iii. Follow up by 'Careers Convention' in halls after Sunday Mass where leaders 	<p>PC members</p> <p>PC members</p> <p>Nuala</p>
--	---	--

	<p>could be available to give further information/sign people up</p> <ul style="list-style-type: none"> iv. Need another form of follow up for those who don't go to hall. v. Make personal approaches as well. vi. Perhaps have a slogan – to raise interest and be shorthand for what we are doing! <p>Consideration was given to timing as follows:</p> <ul style="list-style-type: none"> □ To implement development of parish which came from our Synod responses, need more resources – financial and human. □ Finance Committee planning to inform parishioners of financial situation in early September – hoping to increase contributions = increase financial resources □ Mid/late October – recruitment drive for volunteers = increase human resources. 	
7.	<p>Presentation of written reports</p> <p>Pauline commented that it would be helpful if members would agree to prepare written reports on their respective responsibilities in advance of future meetings.</p> <p>This would ensure that the meeting was able to fully discuss issues, rather than simply receive verbal updates. Also that it would reduce the burden of minute taking. She proposed that report authors should send in their reports to Nuala a week in advance of the meeting. Nuala would then attach these to the agenda and circulate. Pauline noted that if members were not able to send their reports a week in advance they could send them out directly to other PC members themselves.</p> <p>The meeting approved this change in arrangements for conducting PC business.</p>	PC members /Nuala
6.	<p>Any Other Business</p> <ul style="list-style-type: none"> (i) Synod item in newsletter <p>Lawrence commented that it had been agreed that a Synod item and the Synod Prayer would be included in the</p>	Lawrence/Anne

	<p>newsletter each month. In recent months this had not been included. There was a brief discussion about the lack of space on some occasions.</p> <p>The meeting agreed that this would be reinstated, including the Synod prayer, every 3rd Sunday on the month as it was important to keep the Synod in parishioners minds.</p> <p>(ii) Appeal from the Poor Clare's</p> <p>Fr William read a short letter which he had received from the Poor Clare's Order in Ellesmere, requesting financial support. It was noted that the last appeal from the order had been 8/10 years ago. It was agreed that a date be identified for a second collection.</p>	Fr William
7.	<p>Date of the next meeting.</p> <p>The dates for the next two meetings were agreed as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thursday 22 June at 7.00pm in the Newman Room at St Columba's <p>and</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monday 11 September at 7.00pm in St. Theresa's Social Centre. 	All

The meeting concluded a prayer led by Deacon Lawrence and a final blessing by Fr Desmond.