



Minutes of St. Mary's Parish Council Meeting

Wednesday 20th March 2013

PRESENT:	Fr. Paul Fox, Fr. Daniel Kelly, Fr. James Mackay, Cheryl Williams (Chair), Eddie Allen, Maureen Boorman, Eaver McMahon, Kathy O'Dea, Jane Tatam, Brian Rodgers (Secretary).	
APOLOGIES:	Andrea Elliker, Theresa Hayes, Jean Horan, Dee Horsman, Julia McAusland, Susan Squire, Claire Trew.	
The meeting, in the Parish Meeting Room, commenced at 20:08hrs with prayers.		
MINUTES		ACTIONS
The minutes of the meeting of 16 th Jan 2013 were approved and signed by the Chair.		
MATTERS ARISING		
1.1	Effectiveness of Gift Aid Talks; Fr. Paul said the audit had not been done yet.	Fr. Paul
1.2	Donations to Nigeria: Fr. Paul said he had written again to the Mother Superior in Nigeria explaining the circumstances but again his letter was not received. Sister Cordis has said not to send letters to Nigeria as they don't get there. The matter is the subject of ongoing discussions.	Fr. Paul
2.	Gift Aid envelopes: Eddie said 38 out of 45 who signed up at the last session are active. Kelly will do an audit on last year and attend a PC meeting – Eddie to remind her. A number of boxes are being taken but not used, which is costing money.	Eddie
3.	Finance: Fr. Paul is still trying to get a finance team together. Cheryl to chase this after Easter.	Fr. Paul/ Cheryl Eddie/Brian
3.1	Eddie to contact Marion about having a drop-box on web-site with limited access for central files, otherwise he will organise it. Brian to send everyone's e-mail addresses to Eddie.	
4.	Passover Meal: Brian to remind council at September meeting.	Brian
6.	Summer Fayre/Christmas Bazaars: School have decided to operate the events themselves and then donate something to parish funds.	
7.	Parish Group Representation: Cheryl and Eddie went through the list of parish groups and identified which groups need to be represented. Not writing to anyone yet but highlighted gaps in the list. Will invite everyone to a forum to discuss how we can work together more effectively.	Eddie/ Cheryl
7.1	Fr. Paul suggested we ask a few at a time and keep track of who has come. Eddie wanted to get them together for a special meeting to discuss the parish vision and look for the way forward.	
7.2	Fr. James suggested a more general assembly, with parishioners invited. Present a spiel on what the parish is about and then look for volunteers to take part. Then need to manage it so people are assisted and guided so they don't drop away. Eddie suggested picking a date in the diary, maybe late April, and then inviting everyone. Fr. James felt we should send a peremptory invitation, phrased such that if they don't respond, it will be taken they no longer wish to fulfil that role. Eddie felt the invitation should come jointly from Fr. Paul and Andrea. Jane commented that this would affirm that school and parish are tied tightly together.	
7.3	Fr. Paul to see Andrea, set a date and time and put together a mission statement. Cheryl agreed this would produce a unified approach.	
8.	Skills register: Cheryl reported that three names have come forward. We need more. Could be included in special announcements (see Item 10)	Cheryl



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<p>9. 6.30pm Mass: Need to organise someone to count attendance and put the figure on the list. Suggestion made that the priest could do a rough count whilst the young people take the collection?</p>	<p>?????</p>
<p>10. Communication: on the suggestion that readers go early and make announcements, Brian felt this should be done only for special circumstances otherwise the impact will wear off. One thought was that the announcement should be before Mass, to catch those who leave after Communion. Brian pointed out that more arrive late than leave early, so it was better to make the announcement at the end of Mass. It might be better for Parish Councillors to speak, knowing their subject, rather than Readers simply reading a prepared script.</p> <p>10.1 There are a number of points that need broadcasting:-</p> <p>(a) The Skills Register/Maintenance Group</p> <p>(b) being involved in the parish – the assembly to get groups working together</p> <p>(c) Eucharistic Ministers to take to communion to the sick.</p> <p>Jane said she will add (a), and maybe (b) as well, to her Baptism Course spiel – being involved with the parish.</p> <p>Eddie will write the script for the announcements. We need someone for 6.30pm, Brian will do 8am, Jane 9.30am and Eddie 11.30am.</p> <p>10.2 Sound system: Eaver said he can hear sounds from the pulpit but can understand only 10-20% of them and thought the PA system poor. He queried the speakers facing each other rather than pointing downwards. Brian pointed out we had a competent firm redo the system when we refurbished the church. Fr. Paul commented that he had had an estimate of about £2000 for adding a couple of extra speakers in each side aisle.</p> <p>Fr. James commented that the diocese is trying to centralise services so that one firm will handle, for example, checking all parishes for health and safety.</p> <p>Brian will attempt to sort out the floppy ambo microphone that week.</p>	<p>Eddie</p>
<p>11. Kitchen refurbishment: Catechists have given up and brought their own crockery. Jane mentioned the Lenten Lunches, which have been a great success.</p>	
<p>12. Youth Club: Father Paul reported that the two people sharing the leadership role are doing very well.</p>	
<p>13. Eucharistic Ministers: Father Paul is gradually assembling a list of Lay Ministers to visit the sick.</p> <p>13.1 Training and Commissioning: The training in recent years has been sketchy and there is no formal, certified record of those who have been commissioned. Cheryl suggested a letter to each Lay Minister, to be placed at the back of the church, with an announcement made for them to collect them. Then we can get a new baseline to work from.</p>	<p>Fr. Paul</p> <p>Fr. Paul/ Brian</p>
<p>14. Chelmsford Prison: Father Paul is waiting for forms to be signed before he can begin assisting the chaplain.</p>	
<p>15. Pilgrimage to Holy Land 2014: Father Paul said the trip will now commence on 30th June and will cost about £1600.</p>	
<p>17. Sr. Teresa: Fr. Paul announced she would be coming out of hospital the following day but would be going straight to a care home that her order has in Liverpool. The sisters are having a farewell Mass in May but she may not be well enough to attend. Eddie suggested we video personalised messages to her; Fr. Paul suggested an album of photos; Fr. James suggested a</p>	



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<p>Mass, with some sort of collection for a gift or gifts. Eddie commented that we could collect people's cards and tokens of appreciation, bundle them all up together and send them to her, together with the video. A further suggestion was made to link the church to Sr. Teresa's abode using Skype, so she could join in the Mass.</p> <p>Cheryl suggested setting a Mass date and then inviting people to send their photos etc. to Eileen in the office. Maureen will ask Evelyn Ward if she will then organise the book of photos and memorabilia.</p> <p><i>[Note – just after the meeting, Evelyn was approached and agreed to help with the album]</i></p>		<p>Fr. Paul</p> <p>Maureen</p>
<p>18. Churches Together in Hornchurch: Fr. Paul will be giving the final prayer and blessing at the Good Friday Walk of Witness, and will be running it next year.</p>		
<p>DATE OF NEXT COUNCIL MEETING</p>		
<p>Wednesday 15th May 2013, 8:00pm Parish Meeting Room</p>		
<p>FORTHCOMING MEETINGS (SUBJECT TO CONFIRMATION)</p>		
<p>AGM 19th June 2013, 17th July 2013, 18th Sept 2013, 20th Nov 2013, 15th Jan 2014,</p>		
<p>The meeting closed with prayers</p>		
<p>Brian J. Rodgers Secretary</p>	<p>Signed: Eddie Allen (p.p. Cheryl Williams) Chairperson</p>	
<p>1st Apr 2013</p>	<p>Date 15th May 2013</p>	