



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group  
Thursday, 10<sup>th</sup> January 2013

Present

Bernadette Basterfield	Helen Burgess
John Flanagan	John Fletcher
Anne Gadsden	Ros Penn
Deacon Philip	Helen Wilson
Suzanne Yates	

Apologies

Canon Denis	Hugh Davies
Chris McMellon	Nicky Paterson
Stephen Russell	

Agenda Item	Discussion/Decision	Action
1.	Deacon Philip opened the meeting with a prayer.	
2.	Apologies – as above	
3.	Minutes were passed and agreed that they would be published on website.	
4.	<p><b>Matters Arising</b></p> <p>a) Signage done</p> <p>b) Key boxes have been put in</p> <p>c) Need to change church code</p> <p>d) Need to make a list of all code holders and have a procedure for giving code out – this should include email/phone number</p> <ul style="list-style-type: none"> <li>– All cleaners</li> <li>– Little 'Uns</li> <li>– Secretary</li> <li>– Sewing group leader</li> <li>– Prayer group leader</li> <li>– SVP, president, secretary and treasurer</li> <li>– Counter – Tony Davis</li> <li>– Organist – Peter Miller</li> <li>– Extraordinary Ministers of word and communion who take services</li> </ul> <p>e) Code to be changed each year</p> <p>f) Adverse weather – DPP has met with welcomers and the adverse weather procedures have been discussed</p>	<ul style="list-style-type: none"> <li>• <b>SY to have house code</b></li> <li>• <b>JFle to do this</b></li> </ul>

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	g) Flagstones in drive are to be done as soon as weather improves (this started 11 <sup>th</sup> January) h) Parish Plan – Social Media. <ul style="list-style-type: none"> <li>– We need to advertise for a group of people to check our site and field questions</li> <li>– AG has a person who will run a session on what this group should and should not do.</li> <li>– AG will act as a link with this person</li> <li>– Tony Davis has agreed to set up the site but we need the people to run it</li> </ul> i) Mass times – new Mass is working well with about 60 people attending last Saturday j) AG is going to be on Pastoral Area Council k) New chairs – the ones with flat backs not curved backs are the ones to ordered	<ul style="list-style-type: none"> <li>• <b>AG will put something in the newsletter at the beginning of February</b></li> </ul>
5.	<b>Standing Items</b> (i) <b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Lighting on Saturday evening was off when Mass ended</li> <li>• 6.00 pm Christmas Eve Mass               <ul style="list-style-type: none"> <li>– This was very overcrowded and the loud speakers in the hall were not working</li> <li>– Discussion on how this could be made safer</li> <li>– Have eight (8) stewards near windows in hall and the altar so they could be opened in an emergency; they should have a strong torch and a recognisable badge/armband</li> <li>– Repository, bookcase and votive candles to be removed</li> </ul> </li> </ul> (ii) <b>Safeguarding</b> <ul style="list-style-type: none"> <li>• There has been no further update since the November meeting, and there are still a number of issues going on</li> <li>• There is now a difference between the extraordinary Eucharistic ministers who work inside, and those outside the church. Now only those taking Holy Communion to the sick need to be CRB-checked. There are four people doing it now but we need to get at least another four checked in case of emergencies</li> <li>• JFla will delay doing any updates until all this has been sorted out</li> <li>• JFla needs to consider his position as Safeguarding Officer as the Maulden Post Office is closing and he needs to go there sometimes twice a week</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DPP will look into this – timer is small</b></li> <li>• <b>JFla to remind PMG in September to organise this</b></li> </ul>
Agenda	Discussion/Decision	Action

Item		
6.	<p><b>Review of Mass times</b></p> <ul style="list-style-type: none"> <li>Numbers at Saturday evening Mass are on the increase</li> <li>It was decided that welcomers should do a count at all Masses on 9<sup>th</sup> and 10<sup>th</sup> February, and again on 8<sup>th</sup> and 9<sup>th</sup> June</li> <li>The change so far has been working</li> <li>The welcome tea and coffee worked well after the first Saturday evening Mass, but it was not felt that it should become a regular thing, perhaps have an occasional social event</li> </ul>	<ul style="list-style-type: none"> <li><b>JFle to let Don Perrett and Roger Elderman know about this</b></li> </ul>
7.	<p><b>Social/Fundraising event</b></p> <ul style="list-style-type: none"> <li>BB met with MB and DPP in November to get an idea of what social events the parish is involved in</li> <li>Perhaps it is now time for an innovative event for a charity fundraiser</li> <li>BB suggested a talent show</li> <li>This would be held in September and perhaps in a bigger venue</li> <li>Also suggested having a sports team (netball/football). It was decided that a family fun-day would be a way to see if this would be a goer</li> <li>BB would like to advertise in the newsletters for helpers</li> </ul>	<ul style="list-style-type: none"> <li><b>BB to have a formal proposition for the talent show for the meeting on 14<sup>th</sup> March</b></li> <li><b>Decision to be made on the date</b></li> <li><b>Ad for helpers to be ready for then</b></li> </ul>
8.	<p><b>Children's Liturgy and Youth Update</b></p> <p><i>Children's Liturgy</i></p> <ul style="list-style-type: none"> <li>This is starting at the 11.00 am Mass on 13<sup>th</sup> January</li> <li>Paula Bates was given a huge vote of thanks for the amount of work she has done to make this happen</li> </ul> <p><i>Youth</i></p> <ul style="list-style-type: none"> <li>Siobhan Campbell is working towards taking on the Youth Leadership role</li> <li>This will develop from the other sacramental programmes and lead up to confirmation</li> <li>DPP thanked HB for the work she has done to get the structure of the children's sacramental groups worked out and working</li> <li>HB said she was interested in working with Siobhan, when she can get the other roles sorted out</li> </ul>	
9.	<p><b>Social Media update</b></p> <ul style="list-style-type: none"> <li>AG will initiate finding the team to run this but will clear what she is doing with CM</li> </ul>	
10.	<p><b>Next meeting</b></p> <p>Thursday 14<sup>th</sup> March – AGM at 7.30 pm followed by ordinary meeting</p>	
<b>Agenda</b>	<b>Discussion/Decision</b>	<b>Action</b>

Item		
11.	<b>Confirm dates for first half 2013</b> 9 <sup>th</sup> May 7.30 pm 11 <sup>th</sup> July 7.30 pm	
12.	<b>AOB</b> <ul style="list-style-type: none"> <li>• <b>JFla – SVP</b> <ul style="list-style-type: none"> <li>– JFla has stood down as president of SVP but will continue in the group</li> <li>– Patricia Rees is the new president</li> </ul> </li> <li>• <b>DPP – Presbytery Kitchen</b> <ul style="list-style-type: none"> <li>– DPP raised this again as it is very outdated</li> <li>– Needs to go to finance committee</li> </ul> </li> <li>• <b>HB – Second Collections 9.00 am Mass</b> <ul style="list-style-type: none"> <li>– People miss donating as there are so many things happening after this Mass – suggested that second collectors go into the hall where tea and coffee, etc. is going on</li> </ul> </li> <li>• <b>HB – Resting Catholics and Christmas Masses</b> <ul style="list-style-type: none"> <li>– Looking for a way to talk to resting Catholics who attend Christmas Mass – it was decided that this was a bit difficult because of the numbers</li> <li>– Parishioners have said that they would like the liturgy at the midnight Mass (9.00 pm) to be more meaningful</li> <li>– Recommend singing practice for Christmas and Easter be resumed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>AG to pass this on to CM</b></li> </ul>
13.	<p>AG explained that she and RP would be stepping down at the AGM and she thanked RP for all the assistance she had given her</p> <p>The PMG members formally thanked AG for her leadership over the last three years, and thanked RP for her support for the group and for AG</p>	
14.	<p>The meeting closed at 9.15 pm</p> <p>DPP led us in prayer</p>	