



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of Meeting of Parish Management Group
Monday, 16th January 2012

Present

Canon Denis	Anne Gadsden (Chair)
Clare Bevan	Martin Brennan
Hugh Davies	Eamonn Diver
John Fletcher	John Flanagan
Margaret Gummery	Ros Penn
Deacon Philip	Helen Wilson
Suzanne Yates	

Apologies

Helen Burgess	Nicky Paterson
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Agenda Item	Discussion/Decision	Action
1.	The meeting opened with prayers led by Fr. Denis	
2.	See above	
3.	Minutes were passed and agreed that they would be published on website. It was agreed that there would be only six sets of minutes on the website at any one time.	<ul style="list-style-type: none"> • SY to send to Tony Davis and tell him about length of time to stay on site
4.	<p>Matters Arising</p> <p>a) Arrangements for the meeting on Saturday 4th February are in hand. AG has had some good feedback so far.</p> <p>b) Scoping meeting has been held</p> <p>c) Welcome Pack. DPP is looking at various ways of making this happen and is also getting more ideas on cost</p> <p>d) Second Collection dates for 2012 have been confirmed and gift aid envelopes will be used where possible</p>	<ul style="list-style-type: none"> • Please get thoughts to AG ASAP
5.	<p>Health and Safety – JF</p> <p>a) JF needed to know the legal capacity of the church. He was told that it was 175 for the church and 35 for the meeting room</p> <p>b) He also needed to know if any outside groups used the church and if they did, did they have public</p>	

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	liability insurance. The only group is the gold-work group and it is covered by the church's policy c) The garden shed needs to be sorted and cleared out	<ul style="list-style-type: none"> • JF to do this after the new roof is on
6.	<p>Resourcing (This is to include people, finance etc)</p> <p>a) <i>Finance Report</i> – copy was handed out and discussed.</p> <ul style="list-style-type: none"> ★ Heating costs – Discussion on how hot the church sometimes was. Suggested that the heater temperature to be set a bit lower and to come on a little earlier. Have weekday Mass in the meeting room ★ Try to decorate at least one room each year ★ Candles – decided that we try to have just one size (smaller ones) ★ Diocesan leaflet on bequests to be available in the church ★ Financial report passed to be included in Annual Report <p>b) TiF – surplus is given to us once we have reached the total amount that was requested by the diocese. Where parishes are in debt they will receive money on an annual basis but it is not sure when the other parishes will receive their money. We need to set up targets to spend our money on.</p> <ul style="list-style-type: none"> (i) New chairs - £15,000.00 (ii) New carpet - £7,000.00 (iii) Decoration - £2,500.00 (iv) Welcome Pack <p>There was some discussion on increasing the size of the church but as we have no way of increasing the car park there is no possibility of increasing the church size.</p> <p>c) Volunteering – DPP</p> <ul style="list-style-type: none"> ★ Diocese runs a summer school each year and last year it was related to volunteering and was run by Barbara Wallace ★ It was noted that if you ask people to volunteer, 80% say 'yes'. ★ You need to be clear about what you want people to do ★ You need to be clear about the time commitment involved, both in time needed to do, and length of time it will run ★ Need a clear description of the activity ★ We need also to ensure volunteers are trained 	<ul style="list-style-type: none"> • Fr. Denis to try this next week • This to be done when larger ones finished • DPP will help people who need volunteers

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	<p>and have the necessary resources.</p> <ul style="list-style-type: none"> ★ It was decided that one of our main areas where new volunteers were needed was in the <i>social group</i> ★ Altar servers and sacristan area need more volunteers ★ Link this area to next census. 	<ul style="list-style-type: none"> • DPP and MB will meet to look in to this • SY to remember this
7.	<p>Stations of the Cross for Lent</p> <p>John Flanagan has agreed to organise this along the same lines as 2011.</p> <p>There will again be Exposition of the Blessed Sacrament in Holy Week from 2.00 pm till 9.00 pm with Benediction at about 8.45 pm.</p> <p>PMG will be responsible for the Stations of the Cross on 22nd March at 7.30 pm</p>	<ul style="list-style-type: none"> • HD and JFla will get the Stations of the Cross up for Ash Wednesday • CB will organise
10.	<p>A.O.B.</p> <ul style="list-style-type: none"> a) Monsignor Kevin McGinnell will run a Eucharistic Ministers retreat on 30 and 31st March b) Christmas Masses in 2012 (SY) – there will probably be only one Mass on the day c) Easter will still have two Masses on Easter Sunday d) Pastoral Area Council (DPP) – met Tuesday 10th January. Pope Benedict's a <i>Year of Faith</i> starting in Autumn 2012 and Bishop Peter is having a meeting about this on 10th March. The idea is to encourage ways to bring people back to the church. All churches in the PAC are to do something on <i>Back to Church Sunday</i> on 30th September 2012. e) Little 'Un's (CB) – they have a problem with their quilts as the shed is damp. Is there somewhere to put them? f) Sewing Club (CB) – should we start this up again with the objective to produce items for the Christmas bazaar? g) Holy Week Posters (ED) – should we order some of these for Easter this year? They come from Knights of St Columba in Bedford. h) HD handed out the handout of the presentation of the carol service from December, to the people who were not in attendance. i) AG talked about meeting on 4th February – need to have flipcharts and stand j) Macmillan coffee morning 2012 – AG will organise this and MG and SY will assist. k) At the next ordinary meeting, the AGM will also be held. The idea is to go through our normal agenda 	<ul style="list-style-type: none"> • CB to put OASIS in shed and quilts in cupboard. • CB will get back about this when we know if there is to be a bazaar. • ED to order 100 after checking with HD • DPP and AG to organise

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	<p>as quickly as possible and then on to the AGM</p> <p>l) JFla suggested that members with AOB need to send it to the chair 24 hours prior to the meeting – this was agreed</p> <p>m) Bishop Peter will be here on 4th March to say 9.00 and 11.00 am Masses, and he will meet the PMG at 12.15 pm for about 30 minutes</p>	<ul style="list-style-type: none"> • All AOB to be sent to chair 24 hours before meeting • Any items for Bishop Peter to AG who will liaise with HD
11.	<p>Next meeting</p> <p>4th February 2012 at 10.00 am</p> <p>Thursday 8th March 2012 at 7.30 pm – AGM</p> <p>Thursday 10th May 2012 at 7.30 pm</p> <p>Thursday 19th July 2012 at 7.30 pm</p>	
12.	The meeting closed with prayers led by DPP	