



Sacred Heart Church

Parish of The Sacred Heart, Flitwick

Minutes of a Meeting of the Parish Pastoral Council
Thursday, 9 July 2015

Present

Tim Basterfield	Martin Brennan
Helen Burgess	Siobhan Campbell
Eamonn Diver	Maggie Dullaghan
John Flanagan	John Fletcher
Anne Gadsden (PAC)	Canon Bennie Noonan
Nicky Paterson	Diana Paige
Deacon Philip Pugh	Suzanne Yates

APOLOGIES

Paula Bates	
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Agenda Item	Discussion/Decision	Action
1.	Meeting opened with a prayer for Canon Denis who is very ill. DPP welcomed Canon Bennie SC thanked HB and her family for putting the prayer in the hymnals and doing the first draft of the FAQ's	
2.	Apologies – as above	
3.	Minutes were to be sent out as not all had received a copy	<ul style="list-style-type: none"> • SY to send out May minutes
4.	Matters Arising <ul style="list-style-type: none"> • None 	
5.	Feedback on Recent Announcements <ul style="list-style-type: none"> • There had been a positive reaction to the announcement about Fr. Denis's retirement and so far parishioners are letting the changes sink in • DPP discussed the questions raised and how they are being answered in the newsletter • JFle raised the question of the parishioners from Marston Moretaine as they are not able to get to another Mass. • Suggested we have a poster available as to where other 9.00 am Masses are • DPP has asked the collectors to do a monthly head count at all Masses • NP suggested that members of the PPC could go to 9.00 am Mass to answer any questions 	<ul style="list-style-type: none"> • SY to type up questions and answers for display • DPP to talk to Marston people

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	<ul style="list-style-type: none"> • SC suggested members of PPC be available for tea and coffees after Mass to answer questions • Suggested we have pictures of PPC members with their names in foyer 	<ul style="list-style-type: none"> • DPP to organise this
6.	<p>Formation - DP</p> <ul style="list-style-type: none"> • Proposed changes for catechists in the parish - The main change will be to move from 9.00 am Mass to the 6.00 pm Mass - The lessons will run from 4.45 pm and children will be expected to attend the 6.00 pm Mass - The offertory will be done by the children throughout the time of the sessions with the only breaks being Easter and Christmas - Lessons will run fortnightly reconciliation communion and post-communion will run in weeks 1 and 3 and confirmation will run in weeks 2 and 4 - Children's liturgy and pre-communion groups will run at both Masses - There will be more parental involvement with regular meetings to assist them - There is to be a final catechists meeting on 16 July when final decisions will be made - Need to start in October - Plans need to be circulated to parents as soon as possible - Confirmation will be on 14 July 2016, at 7:30 pm and we have 14 candidates registered to date 	
7.	<p>Community – AG</p> <ul style="list-style-type: none"> • Reflection on Marriage and the Family - Most parishes did this before Easter but as we had other plans we did it after - Number of groups looked at the questions, some looking at selected questions some doing them all - AG has collated these and some are very provocative - Very productive exercise - AG has highlighted some key points that we can feed back to the diocese and then to Bishop Peter who is going to Rome - Also how can we feed this back to the parish - CBN talked about the importance of this reflection and also about having discussions when it is on 	
8.	<p>Resources – DPP</p> <ul style="list-style-type: none"> • Fr. Denis's Retirement - With Fr. Denis now officially retired the house has become his private dwelling, ultimately all costs will revert to the diocese. The door between the 	

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	<p>office and house has been locked. As the house is now his personal space it must not be accessed, except in emergencies, without an invitation.</p> <ul style="list-style-type: none"> - It has been agreed that access to the office area will continue until the end of August, though this will be subject to completion of the office space in the kindergarten buildings. • Canon Bennie. - It is only fair that Shefford do not subsidise our parish so a discussion on us contributing to Canon Bennie's expenses related to Flitwick is to be held shortly between Hugh and Rose Boulton the finance person at Shefford. • Kindergarten - Wendy Harris has sold all of her fixtures and fittings in one lot, which will be collected sometime around 18 July. This means she has now said that we can have access from 1 August and an agreement has been signed to this effect. - Two parishioners, one a qualified electrician and the other a plumber, have agreed to give their time for free to do any work needed. - The plans shared with the PPC at the last meeting will be progressed. - The fund raising of the costs of refurbishment and renovation will begin immediately. The target remains £7000.00. This may be reduced if we have more voluntary work but is still a sensible target. - HB has been in contact with the Sisters of St Clare re developing a prayer space - JFle said that we have had an extra 17 standing orders since the last appeal so this has increased to £450.00 from £310.00 monthly • Communications - Work is going on currently to ensure that we have a new phone set up that allows us to access the current parish line. It is intended that DPP and SY will access messages twice daily. To facilitate the 24/7 contact for people in the parish we propose a 'parish mobile' – which DPP will keep. - The parish sign on the outside of the church will be removed and updated for the new Mass times, to be replaced by the beginning of September. - It is planned to review and revise the parish website. A poster offering Mass time information for both Flitwick and Shefford will be designed – to be placed in both Churches. • Seating capacity in the Church 	

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	<ul style="list-style-type: none"> - Concern has been expressed as to 'how we will accommodate everyone for Mass?' Given that at Christmas and Easter we have very large congregations we have learned some lessons but need to look at how the seating could be managed better. We have some ideas. - The official seating capacity in the Church is 170. We intend to move the chairs by the organ/piano to extend the rows on one side of the church, so making access easier. This space can then have additional chairs for musicians, servers and overspill. - New seating will be bought for the parish room, this will be suitable folding chairs – as used at the cathedral. 50 to 60 extra places can then be provided in this area. - This makes a total of 220-230 places. As our regular Mass count is an average of 275, and we have two Masses this would seem a suitable solution at present. During the time of the FHC programmes the head count reaches an average of around 300, still manageable within reason. - The current furniture in the Parish Room will be moved to the Kindergarten – leaving the folding tables to compliment the folding chairs. 	
9.	<p>Standing Items</p> <p>(i) Health and Safety – JFle</p> <ul style="list-style-type: none"> • JFle said there is nothing to report at this time but he will need more time at next meeting when we have the kindergarten buildings <p>(ii) Safeguarding – JFla</p> <ul style="list-style-type: none"> • Paula Bates (PB) has taken on this role from JFla. SC thank JFla for all the work that he has done in this area. Safeguarding leaflets were distributed to relevant PPC members. <p>(iii) Pastoral Area Council – AG</p> <ul style="list-style-type: none"> • The next meeting is on 14 July and the main discussion will be on the situation in Flitwick and Shefford. DPP has asked AG to lead on this at the meeting. It is important that other parishes know what is happening as it will eventually impact on them all. Bishop Peter's grand plan has now been put into operation here • We now have a second rep on the PAC – Peter Leatherland <p>(iv) Finance</p>	<ul style="list-style-type: none"> • AG will put an article in the newsletter re PAC

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	<ul style="list-style-type: none"> • TB will lead a group to get the funds to renovate the kindergarten • We will try to raise small amounts and hopefully raise the total of £7000.00 that is needed • There will be a BBQ in September and something at Christmas and Easter • Perhaps a car wash which could involve the young people • BBQ is weekend before Big Morning Tea so may mean we do not get as much for Macmillian this year <p>(v) Social Activities</p> <ul style="list-style-type: none"> • The Easter pilgrimage went well with a lot involved • Men's Breakfasts are increasing in number • 20 September BBQ • Kate Mansford is looking for more helpers to work at social events • Save the Date note to go in the newsletter for the BBQ <p>(vi) Social Media</p> <ul style="list-style-type: none"> • There has been a lot of interest recently with Fr. Denis's anniversary – 538, his retirement – 387 and 455 for the announcement of his illness • The total reach was 458n for the week of 29 June to 5 July and we had 86v likes and 73 were engaged. <p>Next meeting</p> <p>Dates 2015 – All at 7.30pm unless otherwise indicated Thursday 10 September</p> <p>The meeting on Thursday 12 November will need to be changed as it is in the week of guided prayer</p>	<ul style="list-style-type: none"> • If anyone has any ideas for fund raising please contact TB • AG to look into this • MB will send SY a note re this for this newsletter • MB to give SY save the date notice • SY to put on next agenda
10.	<p>AOB</p> <ul style="list-style-type: none"> • A Caring Parish - JFla <ul style="list-style-type: none"> - JFla presented a paper that he and DPP had put together - Need to come up with ideas on how to implement this and support the people who are doing the helping - Suggested to have tea and coffee after 6.00 pm Mass • Parking Protocol – MB <ul style="list-style-type: none"> - This was circulated and it was thought to be very good 	<ul style="list-style-type: none"> • SY to put this in newsletter monthly starting in

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	<ul style="list-style-type: none"> - Hedge needs to be kept trimmed to make those spaces viable - Suggested we have a parking person • Frequently asked Questions – SC <ul style="list-style-type: none"> - We are looking for positive questions - These will be put up on the website and around the foyer if possible • Assisted Dying Bill - DPP <ul style="list-style-type: none"> - There is material from Bishop Peter and it needs to be looked at decided how to do something about it • Justice and Peace – DPP <ul style="list-style-type: none"> - We need someone to take on this role and to coordinate CAFOD. There is an outline written. Need someone who has a specific interest in this • Where are we now? - DPP <ul style="list-style-type: none"> - DPP will be the pastoral administrator and he discussed his role and what will be involved and how this will go ahead • Involving young people in our church <ul style="list-style-type: none"> - Deferred until September meeting 	<p>September</p> <ul style="list-style-type: none"> • SY to send questions to Tony Davis • SC will look into this • If and one on PPC knows of anyone who would like to do it please let DPP know • SY to add to next agenda
11.	SC closed the meeting with a <i>Call to Care</i> Meeting ended at 9.55 pm	