



Sacred Heart Church
 Parish of The Sacred Heart, Flitwick
 Minutes of a Meeting of the Parish Pastoral Council
 Tuesday, 24 November 2015

Present

Martin Brennan	Siobhan Campbell
Hugh Davies	John Flanagan
Maggie Dullaghan	John Fletcher
Peter Leatherland (PAC)	Canon Bennie Noonan
Diana Paige	Nicky Paterson
Deacon Philip Pugh	Suzanne Yates

APOLOGIES

Paula Bates	Helen Burgess
Eamonn Diver	

Agenda Item	Discussion/Decision	Action
1.	SC opened the meeting with a prayer	
2.	Apologies – as above	
3.	Minutes were passed and agreed that they would be published on website.	<ul style="list-style-type: none"> • SY to add note to newsletter that minutes are available on website
4.	Matters Arising <ul style="list-style-type: none"> • None not on agenda 	
5.	Focus Areas <ul style="list-style-type: none"> ❖ Community <ul style="list-style-type: none"> • Parish Care Plan <ul style="list-style-type: none"> - This was accepted at the last meeting. Although DPP and JFla have started the plan it is up to us all to be involved • Parish Care Initiatives <ul style="list-style-type: none"> - We need to look at welcoming. There is none at 11.00 am Mass and we do not have a process for this. We need to develop a process for this so welcomers can recognise if people are missing or we have new people attending Mass. If we notice people are missing we can ask if they would like Communion delivered. Need a clear view of the role. - SVP will need a new president as Pat Rees is 	<ul style="list-style-type: none"> • DPP to develop a process • SY to add to the newsletter if you need a visit contact DPP

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	<p>standing down</p> <ul style="list-style-type: none"> - Course running over Advent for four weeks based around care and mercy and the gospel. • Census <ul style="list-style-type: none"> - This to be done over the last two weekend in January - New information will be kept under data protection act - This data will help to run small functions in villages as has been done in Maulden 	<ul style="list-style-type: none"> • SY to finalise census and have ready for two last weekend in January
6.	<p>Standing Items</p> <p>(i) Health and Safety – JFle</p> <ul style="list-style-type: none"> • <i>First Aid</i> Three new First Aid boxes have been procured: One to replace the limited contents box previously stored in the labelled cupboard in the kitchen and one each for the St Francis Suite buildings. Suitable arrangements for accident/incident reporting are being reviewed. • <i>St Francis Suite Access</i> The standard of lighting on the access path to the St Francis Suite is far from satisfactory and arrangements have been made to assess how best to improve this issue. • Minor issues identified from recent Safety Inspections <ul style="list-style-type: none"> - The lighting level in the Narthex is particularly poor due in the main to three defective light fittings which need to be replaced. - Two light fittings in the kitchen are defective and need replacing although the overall lighting level is not significantly diminished. - At the time of inspection the light switch in the altar server’s sacristy was obstructed by material being temporarily stored. <p>Generally the inspections revealed a good level of tidiness and compliance with very few issues observed.</p> • Discussion on need for key box for St Francis Suite this lead to discussion on keys and access code and how it is given out <p>(ii) Safeguarding – PB</p> <ul style="list-style-type: none"> • Since the last meeting I have completed the Diocese Safeguarding and DBS training. • The Diocese have launched an on-line training programme (e-learning) which covers children 	<ul style="list-style-type: none"> • If First Aid box used note to added to first aid book • Need book in St Francis suite • JFle suggested that an alternative type of fitting could significantly improve the lighting level in this important area. • SY and DPP to look into this

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	<p>and vulnerable people. They are VERY keen that everyone who holds a DBS does this training. They said they would question why anybody involved in children and/or vulnerable adults would not want to do the training.</p> <ul style="list-style-type: none"> • We have over 70 people with a current DBS and approximately a third are over three years old and require the renewal process completed. • PB intends to write to everyone with a DBS and provide them with the e-learning link and if applicable start the renewal process of their DBS. PB will also request their email address and an update if they are no longer involved in Parish activities. • However at the time of writing PB still has not completed the e-learning. PB has just received her code and as soon as completing the e-learning she will contact all other people with DBSs • <i>Children's Liturgy</i> <ul style="list-style-type: none"> - We are successfully able to provide children lit at both masses. Most of those attending 9.00 am have moved to Saturday 6.00 pm. - We need more people in the team. Between us we are just able to cover the services. But if one person is sick (or their child) we have nobody to cover their session but apart from one week in the October half term when don't usually have children lit we only have around 6 children per mass. - The room in the Kindergarten suite is working well. I have bought a baby monitor so we can hear the progress of the service which was used for the first time on Sunday. <p>(iii) Pastoral Area Council – PL <i>Area Activity Day</i> This event was held at Sacred Heart on 17 October and was very well attended.</p> <ul style="list-style-type: none"> - The theme of the day was how we prepare ourselves to take full advantage of the Year of Mercy and to continue in our collective mission to reach out to others. There were three speakers who talked on the subjects of <i>Being and celebrating Church, Ministry and ministering to others, Reaching out to other to 'evangelise'</i> - Each was well received and was followed by a time for group conversations and sharing experiences. The feedback after the group sessions was wide ranging and at times strong 	

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	<p>individual views were expressed. It was also an opportunity to meet with parishioners of the other parishes.</p> <ul style="list-style-type: none"> - It was also an opportunity to see the new Canon Denis Room being used by a large number of people and it helped to create a very relaxed welcoming atmosphere. • <i>What next?</i> During the day the question was posed 'what happens next?' Some thoughts were offered for further reflection:- <ul style="list-style-type: none"> - Let us all go back to our parishes and talk about our experience - Wherever we can honour our people and their ministries, no matter what it is - Be welcoming in everything and in every time and place - Deepen our personal prayer life and search for faith - Engage with the Proclaim '15 materials in our parishes and small communities - Find out more about the Pastoral Area Plan, especially:- <ul style="list-style-type: none"> - Youth <ul style="list-style-type: none"> ○ Evangelisation ○ Community ○ The care of migrants - Consider attending the SION programme for becoming a parish evangelisation team leader • <i>PAC Meeting 10 November</i> <ul style="list-style-type: none"> - All agreed that the Area Day had been a success and provided a platform for the forthcoming Year of Mercy. - We received an update on the Refugee situation and agreed we would keep a watching brief pending further information from the Diocese. - Fr. Tony Brennan and Mgr Sean Healy are coordinating refugees in our diocese through local authorities. PAC has contacted Central Beds - Also PAC trying to find ways to keep youth involved (iv) Finance - HD <ul style="list-style-type: none"> • In January we will publish profit and loss statement which will be distributed at PPC AGM - We try to keep a contingency fund in the diocesan account. All parishes are encouraged to keep current accounts low and the rest in the 	

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	<p>contingency fund as a safety measure</p> <ul style="list-style-type: none"> - Capital works ate taken from TiF money. This is ring fenced for specific items. We have received 80% of our money - Money in through the collections and standing orders should keep the church running. Twelve months ago Fr. Denis gave a talk on need to assist the church and this helped at the time - Second collections – the diocese has ten mandatory second collections and we had two of our own - We should be able to work out our costs under this new arrangement in the next month or so - Brin Dunsire is coming to talk on ways of increasing offertory collection ad gift aid - CBN noted how HD had helped when Shefford went through their major works - Fundraising for St Francis Suite has reached about £1000 and donation have plateaued at the moment - PL discussed the 100 club and should be able to be launched in January and start in February <p>(v) Social Activities - MB</p> <ul style="list-style-type: none"> • Dinner went well and we have a few things for 2016. A St Patrick evening and Flitwick Singers on 7 April. Need to get a social team together involving Kate Mansford <p>(vi) Social Media - MD Report on Social Media</p> <ul style="list-style-type: none"> • MD has included the stats from the report that she receives weekly from Facebook, to show the activity during the past four weeks within our Facebook page. The report format receive from Facebook has changed, there are missing from 2-4 November. • People are using the Message function within Facebook, to send us enquiries. We have had enquiries come through which have included a query regarding hiring the back of the Church and a query regarding Holy Communion. • Over October / November the highest totals are recorded <table data-bbox="411 1872 807 2007" style="margin-left: 20px;"> <tr> <td>Page Visits</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Weekly Total Reach</td> <td style="text-align: right;">277</td> </tr> <tr> <td>People Engaged</td> <td style="text-align: right;">36</td> </tr> <tr> <td>Total Page Likes</td> <td style="text-align: right;">111</td> </tr> </table> 	Page Visits	12	Weekly Total Reach	277	People Engaged	36	Total Page Likes	111	<ul style="list-style-type: none"> • DPP to talk to Kate Mansford <p>Let MD know if you want anything on Facebook</p>
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7.	Meetings For 2016 <ul style="list-style-type: none"> • 19 January • 8 March – includes AGM • 10 May • 12 July • 13 September • 8 November 	<ul style="list-style-type: none"> • SY to add candles at Easter to January agenda
8.	AOB <ul style="list-style-type: none"> - None 	
9.	CBN closed meeting with a prayer	