



Sacred Heart Church
Parish of The Sacred Heart, Flitwick
Minutes of a Meeting of the Parish Pastoral Council
Thursday, 12 September 2019

PRESENT

Paula Bates	Helen Burgess
Fr. John Danford	Maggie Dullaghan
John Fletcher	Deacon Philip Pugh
Roger Wilshaw	Suzanne Yates
Peter Leatherland – PAC	

APOLOGIES

Eamonn Diver	Diana Page
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Agenda Item	Discussion/Decision	Action
1	Opening prayer said by Fr. John	
2	Apologies – as above	
3	Correction on date in minutes – put on website	<ul style="list-style-type: none"> • SY to add to website
4	Matters Arising All on agenda	
5	Focus Areas ❖ Community <ul style="list-style-type: none"> – Pray and Play – Intend to go ahead for the four-month trial period no matter how many attend. (Had ten children at the first session with seven adults excluding helpers) – SY seen Leemoll publishing and Mick Hart has given a quote of £105 to set it up and £70 for 2000 and £90 for 3000. Looking to have distribution in November. Need volunteers to drop off flyers 	<ul style="list-style-type: none"> • RW to organise meeting with JFle, DPP, SY
6	Standing Items (i) Health and Safety – JFle We still need to put up a disclaimer about allergies etc. Evacuation Procedures – these need to be brought to the attention of the parishioners twice a year in April and October. As well as being in the newsletter they need to be advertised in the notices after Mass	<ul style="list-style-type: none"> • SY to discuss with FR. J and DPP re boards and disclaimer. • SY to make sure in newsletter and notices.

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	<p>(ii) Safeguarding – PB There are two outstanding applications and only a few renewals to deal with shortly.</p> <p>This is opportune time as PB has to contact everyone who holds a DBS. The current Safeguarding process did not provide information on what a person should do if an allegation and/or disclosure is made and what support is available for that person following the disclosure should they find the details upsetting. In addition a written description of the role and the expectations on both sides. Each form needs two signatures. The DBS holder and rota/organiser or person in charge of that group. PB had, over the summer, intended to draft a letter for DPP and John Flanagan (he is the coordinator for Eucharistic Minister's) but the Diocese is having a training/catch up session on the 20th September. PB will submit the draft to them. In addition PB is awaiting a job role from them. PB will then need to work out the logistics of getting the forms sent and returned. The rota organiser/group leaders are all well versed in Safeguarding so we will not have an issue there. Initially it looks as if the volunteers are being treated as paid employees. However a disclosure or allegation can be made to a volunteer or a paid person so it is only fit and proper that the Safeguarding process includes these forms.</p> <p>(iii) Children Liturgy Report – PB Only Paula and Carmel are available to do the sessions. We keep in weekly contact and will make sure we announce ourselves before Mass.</p> <p>Attendance is low. On many occasions only one child. Children's Mass sheet to have information re liturgy on it.</p> <p>(iv) Catechist Report – DP Information going out for programme to start in the autumn. Reconciliation to start after half term and First Holy Communion to start later. We need a new lead catechist as DP has been doing it a long time. Jay Caracciolo is the new Co-ordinator for Youth Ministry at NYMO. Two children went to camp and</p>	<ul style="list-style-type: none"> • SY to add catechesis to next agenda

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	<p>there is a LUX weekend in February</p> <p>(v) Finance No report</p> <p>(vi) Calendar of Events and Social Activities – SY Circulated</p> <p>(vii) Social Media – MD Some had trouble downloading attachment.</p> <p>(viii) CTA&F – HB Nothing to report as no meeting since last PPC meeting. HB looking to organising an ecumenical pilgrimage.</p> <p>(ix) PAC – PL Nothing to report as no meeting till October</p>	
7	<p>Next Meeting 14 November at 7.30. We will meet on second Thursday and every two months starting in January</p>	<ul style="list-style-type: none"> • SY to send out dates for 2020
8	<p>AOB</p> <ul style="list-style-type: none"> • 2020 is Year of the Word and 50th anniversary of Dei Verbum and DPP and others are running a ten week course starting in January based on <i>The Big Picture</i>. • HB suggested we could contact Gideon Bibles about donating some for presentation • Bishop Peter had added a message to <i>Ad Clerum</i> about living simply. We do not have a strong <i>Justice and Peace</i> group here (or at all). We are supposed to have fair trade goods at the church but this does not always happen. DPP has asked Jim Aylward to look at fair trade and see what we could do along those lines. Hope this to be ready for Ash Wednesday 26 February 2020. With our <i>Global Healing</i> and <i>Living Simply</i> we need to look where we go next. Need to invite Jim Aylward to next meeting in November • Focus area for the next meetings to be Formation and Community. • Put a notice into newsletter to let parishioners know it is on and if they want anything added to contact the secretary of PPC (SY) 	<ul style="list-style-type: none"> • SY to invite Jim Aylward • SY to add to newsletter
9	<p>Meeting closed at 8.42 with a prayer led by DPP</p>	

