



Sacred Heart Church  
Parish of The Sacred Heart, Flitwick  
Minutes of a Meeting of the Parish Pastoral Council  
Thursday, 14 November 2019

**PRESENT**

Helen Burgess	Fr. John Danford
Maggie Dullaghan	John Fletcher
Deacon Philip Pugh	Diana Page
Suzanne Yates	

**APOLOGIES**

Paula Bates	Eamonn Diver
Peter Leatherland – PAC	Roger Wilshaw

Agenda Item	Discussion/Decision	Action
1	Opening prayer said by Fr. John	
2	Apologies – as above	
3	Minutes for website	<ul style="list-style-type: none"> <li>• <b>SY to add to website</b></li> </ul>
4	<b>Matters Arising</b> All on agenda	

5	<p><b>Focus Areas</b></p> <p>❖ <b>Community</b></p> <ul style="list-style-type: none"> <li>– Pray and Play – there were ten children at both the first and second session. Different families attended each session. DPP said that at the latest Ampthill and Flitwick ministers' meeting all of them are doing something to try and get families involved. Thank you to HB and SC for organising these.</li> <li>– Church flyer is ready to go out and volunteers will pick up flyers at the weekend. Thank you to RW and SY for seeing this through.</li> </ul> <p>❖ <b>Formation</b></p> <ul style="list-style-type: none"> <li>– <i>The God who Speaks</i> is the focus for 2020. DPP discussed Advent conversation and what will be happening for ten weeks starting in January and going through to Easter. The Lent conversation will be using the book <i>The Big Picture</i>. The money from letting the council use the church for the election will help to make the books a little cheaper.</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Children's formation – we are changing and doing Reconciliation and First Holy Communion in the same school year. This is for children in Year 3. Reconciliation is in November and December and First Holy Communion will begin in March. Confirmation classes starts in February. There will be three sessions for post-communion children starting in February.</li> <li>- Uptake was disappointing as three for reconciliation, five for First Holy Communion and seven for Confirmation (we need ten for the bishop to come)</li> <li>- Reconciliation and First Holy Communion ready to start.</li> <li>- Hoping to get all the confirmation candidates to attend Blaze in May 2020.</li> <li>- All classes will run for one hour in term time after Mass.</li> </ul>	
6	<p><b>Standing Items</b></p> <p>(i) <b>PAC – PL</b>  At our PAC meeting in October, our guests were Bishop Peter and Avril Baigent. We had a lively discussion on the main topic of Lay Ecclesiastical Ministry, something we are struggling with at the moment. However, the discussions began to bring about more clarity of what is required and so a follow up meeting with a Lay representative from each Parish has been arranged for 21 November to bring together the points we raised earlier. Catherine Davies has agreed to facilitate this meeting and a report on this will be provided in due course.</p> <p>(ii) <b>Health and Safety – JFle</b>  JFle did the October review of risk assessment, there were some issues. With both maintenance and health and safety. Need gas safety certificate. Main concern was who is supposed to do what in regards to maintenance and health and safety. Where does the presbytery stand? How do we resolve it? We need a person to be the maintenance contact. JFle to do a job specification for both maintenance and health and safety. Also need meeting with Fr. John, DPP, JFle and Hugh Davies  Part of the risk assessment is looking at what we need for winter, such as snow shovel and grit etc. JFle to write out what we need and meet with DPP, this to be completed by end of November. Need to brief welcomers about what to do when snow around and where things are kept.  Issues in the kitchen, allergies notice and chopping</p>	<ul style="list-style-type: none"> <li>• <b>SY to discuss with FR. J and DPP re boards and disclaimer.</b></li> <li>• <b>SY to make sure in newsletter and notices.</b></li> <li>• <b>JFle to write job specifications and organise meeting date when these are ready</b></li> <li>• <b>JFle to write out what we need and speak to DPP</b></li> <li>• <b>JFle to brief welcomers</b></li> <li>• <b>JFle and DPP to</b></li> </ul>

	boards need to be organised	<b>do</b>
(iii)	<p><b>Safeguarding – PB</b> PB has only have one application outstanding. Various admin is required and PB is awaiting ‘master’ letters from the Safeguarding officer.</p>	
(iv)	<p><b>Children Liturgy Report – PB</b> PB and Carmel continue to run the sessions between us. Few regular children are attending so we have moved back into the Sacristy to save heating the port-a-cabin.</p>	
(v)	<p><b>Catechist Report – DP</b> See Formation section in minutes</p>	
(vi)	<p><b>Finance</b> There is discussion on developing the St Francis Suite. There has been a new roof on the Canon Frank room and it will be made into a prayer space. The Canon Denis room will have a new kitchen. Our income due to standing orders is still in surplus despite the Sunday collection going down. Discussion on Mass count, has gone down from 270 to 180. We are getting on a Sunday about what we got at the main Mass when we had the three.</p>	
(vii)	<p><b>Calendar of Events and Social Activities – SY</b> Circulated</p>	
(viii)	<p><b>Social Media – MD</b> Report presented by MD.</p>	
(ix)	<p><b>CTA&amp;F – HB</b> <b>Lights switch on at Ampthill – 17 November</b> The previous year there had been unhappiness about the event as only teams from Ampthill Baptist had been willing to distribute at the event. The placement of one team also had not been the best. Discussion followed and it was felt worth doing again. Debbie and David B volunteered to be part of a team as did Debbie L and Helen. Tracts, with the information of the services, could also be put on the St Andrew’s Church table. <b>Lights switch on at Flitwick – 24 November</b> Lucy and Philip usually organise this. <b>Advent Sheep Trail in Ampthill:</b> It was thought worthwhile doing this again. New shops need to be found to have the sheep however, as some had closed since last year. <b>Lenten and Easter Activities 2020 1, 8, 15, 22,</b></p>	

	<p><b>29, March and 4 April.</b> Following on from the success of last year's services the committee would like for this to happen again in 2020.</p> <p><b>Pentecost 2020 in Flitwick – 31 May– Sacred Heart lead (NB end of half term)</b> This will be at Flitwick. Helen and Debbie, John, Marie and Philip to form the planning group. The first meeting usually takes place in January but Marie will need to know if she should book Flitwick Village Hall asap.</p> <p>Ecumenical discussion group will be held at Sacred Heart on 21 November – hopefully the first of many.</p> <p>Planning an ecumenical retreat at Turvey Abbey on 28 February - £10 per person.</p> <p>Lenten services will continue in 2020 and it will be held at Sacred Heart on 22 March at 6.30 pm on the <i>Persecuted Church</i>.</p>	
7	<p><b>Next Meeting</b> 9 January at 7.30 pm We will meet on second Thursday and every two months starting in January.</p>	<ul style="list-style-type: none"> <li>• <b>SY to send out dates for 2020</b></li> </ul>
8	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>RCIA</b> – we have one person to be received into the church at Easter, please pray for her.</li> <li>• Discussion on opening the church once the church door is lockable. This will be done prior to the church being a polling both on 12 December</li> <li>• Discussion on Living Simply as discussed at September meeting.</li> <li>• YouCat faith group. HB has five young people involved over the next two weeks at the cathedral.</li> </ul>	
9	<p><b>Meeting closed with a prayer led by Fr. John</b></p>	