

Sacred Heart Parish
PSC Committee meeting 17th July 2018

MINUTES

Welcome and opening prayer

Fr Karol opened the meeting by welcoming everyone and praying for the guidance of the Holy Spirit on our deliberations.

Apologies Philip Spencer: Michael Lynch: Ann Pyne: Michal Wojick.

Present Fr Karol, Fiona Smith (chair), David Kerr (vice- chair) Elizabeth Barker (secretary), Arthur Ryans, James Howe, Richard Shilleto, Ian Wallace.

Minutes

The minutes of the last full meeting of the PSC on 5th April had been sent out to members from the Parish office in draft form. There was one amendment that the Open Meeting on November 18th will be at 3pm as it is no longer possible to hold the meeting at 9.30am due to the Polish Mass being celebrated at that time.

The minutes were agreed and passed.

Matters Arising

Review of Constitution

Michael Read had passed this on to David when he resigned and there are a few areas to consider: who should be members, periods of Office, etc David will have the amendments and additions ready in time for the Open Meeting on the 18th November.

Role of Mass representatives

Each Mass has different demands for the reps./welcomers. At the 5pm Mass there are 3 welcomers who take it in turn to distribute newsletters etc. Welcomers at 8am have increased to 3 with Claire Fox, Frances Hall joining Richard .At 11am Philip Spencer does it most Sundays but Patrick Landucci and a few other parishioners help when they can. Fr Karol said what is needed is a Sacristan before each weekend Mass though Arthur does the 5pm Mass most weeks and Pat at 11am most weeks. There is no one carrying out these duties at 8am Mass. A Master of Ceremonies is needed especially at Easter time.

Heritage Open Days.

There was confusion over the dates of this event as Ellen Kemp had stated that it was the 7th to 9th September in an email but in the parish diary that date was entered as well as the following weekend. However on the Registration Form the dates listed are from 14th to 16th September. Elizabeth to contact the organiser Peter Whatnell to confirm dates of the event and deadline for registration.

The History Booklet, Pugin's Little Gem, has been updated and copies will be available for members of the public to purchase at £2.

REPORTS

Council of Laity – Fiona gave an interesting report on the last meeting of the Council of Laity held at the Conference Centre on the 7th July. *Full report attached*

Proclaim – David updated the progress which will start with door to door evangelization in Knapwell by 3 teams of 2 on Saturday 21st July. It is necessary for this to be supported by praying in church during Exposition of the Blessed Sacrament. Ian and James volunteered to be in the “prayer support group”. *Full report attached.*

Finance and Building A meeting was held on 18th July but unfortunately Michael Lynch had to leave as he was unwell. Fr Karol reported that the en-suite in the 3rd bedroom was now complete, and new carpet had been laid as well as on the landing and staircase. When quotes have been approved by the F&B committee the redecoration of the downstairs in the presbytery will commence. There is sufficient funds for this as there is £25,000 in the parish bank account.

There is an issue with the trees between the church property and some neighbours which needs to be investigated.

No replacement car is envisaged for Fr Karol although it has 159,000 miles on the clock.

The secretary is now on a 20 hour a week position and should be undertaking more of the input into the spreadsheet of the day to day financial dealings. Paul Kent who resigned as treasurer is willing to take on the job again if this happens.

Br. Jarek’s contract will finish on 20th July and as he was doing the hall and presbytery cleaning someone will need to be employed to do that. A volunteer is doing it all at the moment.

Alive in Faith’s income has dropped from £215,000 to £170,000 due to deaths and cancellations of payments. It is time to encourage new participants to join in this scheme.

Holy Land Group. Two events are planned to raise money for the generator for Aboud. On 29th September “Play your cards right” and 24th November “Italian Evening” A cake sale after 11am Mass is also being arranged.

Music Group James asked if he should contact Bronwen, an organist who is not a parishioner to play during the summer holidays and on some Holy Days. Bronwen will need to be paid.

S.V.P Report attached.

5pm Mass Arthur said he had some complaints about the poor quality of the Sound System. Fr Karol has had recommendations from a sound engineer who works for the Diocese but has not returned to carry out an improved system.

8am Mass Richard said that there are no altar servers for the 8am Mass now. It was said that we need someone to train them properly and it would be helpful if they could be enrolled in the Guild of St Stephen giving them an incentive to serve regularly. Elizabeth will contact Fr James Fyfe to ask if his sacristan who is au fait with the Guild’s procedures could help us.

11am Mass Philip the rep for this Mass had sent in his report. *See attached.* It was said that there is too much chattering before and after Mass. A reminder to say “please respect the silence so other people may pray before Mass”. James suggested soft music before Mass may help to quieten things.

9.30 am Mass Polish Mass

No report but Fr Karol said it has an attendance of 70 to 80 every week.

Churches Together in St Ives

The committee had entered a float in the St Ives Carnival which had a TV and Film theme. Our church was well represented with 5 of us being characters from the Sound of Music. The float won 2nd prize in the Community Category.

At the last meeting of CTSI the vice chair and the secretary resigned so the future of the Committee is not looking rosy. We need a 3rd representative from Sacred Heart but needs to

be someone with some knowledge of ecumenism and sympathetic to the ethos of the Committee.

GRAPEVINE_ The names of the editions have been changed to Summer and Winter as it is difficult always to meet deadlines when names of months are used. Copies of the summer edition have been distributed and there are only a few left.

GDPR

David's comprehensive report is attached but a few points were mentioned during the meeting. The Diocese has produced a Privacy Notice which is legally sound and each parish must comply with it. Individuals must "opt-in" and therefore parishioners will be asked to complete a form with their personal information during masses on 9th, 16th and 23rd September, hopefully this will cover the majority of parishioners.

Registers will be needed to report any breaches and be able to delete information if requested.

The computer password needs to be changed. Confidential information is left on the desk with the office open during weekend masses, needs to be secured.

Liturgy Concerns.

It was decided to have a collection of food and money for the St Ives Food Bank to mark World Day of the Poor on Sunday 18th November.

On Bible Sunday 6th December each family will be encouraged to buy a bible if they do not have one. The new Catholic Bible published by CTS will be available for purchase from the repository at £10 per copy.

ANY OTHER BUSINESS – Fiona asked about the procedure for hiring the hall. Hall bookings and payments are handled by the parish secretary.

DATE OF NEXT MEETING

Monday 5th November 2018 7.30pm in the presbytery. Next Open meeting Sunday 18th November at 3pm.

Fr Karol closed the meeting with prayer at 9.15pm

New Proclaim Group: Update

This update is extracted from notes of 3rd July Proclaim Group Meeting

Visiting Programme:

We reconsidered the date of the first visits, due to other events falling on 14th, with the 21st as an alternative. As it emerged that 6 people could do visits on the later date, **we settled on 21st for visits to the same place (Knapwell) at the same times as originally planned – 9.45 am to 11.45 am starting and finishing at the church.** There were however very few people who were available for **praying in support of the visitors and we need more volunteers** for that. We have split the prayer support into **two hour-long “shifts” starting at 9.45 and 10.45.** Please support this first visiting venture by coming to the church for an hour, or two, on Saturday morning - and **let me know if you are coming.** The prayer cards for the visits have been printed and were distributed at the meeting; more will be available on the visiting day and at future meetings. ... The supporting prayers in church will include exposition of the Blessed Sacrament; some prayer suggestions will be made available.

Next Meeting: We decided to meet as usual on the first Tuesday of the month in August, ie on Tuesday 7th August at the usual time (7 for 7.30 pm) and place (the Parish Hall). Fr Karol's will not be there but the supply priest for his holiday (Fr Stanislav, who is an eminent theologian from Krakov university) may well join us.

Scripture and Prayer Group:

Elizabeth described various *charisms that are received and exercised in prayer groups (Elizabeth's corrected version)* ranging from speaking in tongues to prophecy, including evangelisation. We were generally supportive of forming a group starting with Proclaim group members and, at least initially, including the prayer and scripture elements in our meetings. We will consider opening the group to other parishioners in future.

Elizabeth also referred to a national Catholic Charismatic group which she is a member of. They run an annual New Dawn Conference at Walsingham, which includes world renowned speakers and is highly recommended. The next conference runs for five days from 30th July, but can be booked for individual days. Please contact Elizabeth if you want to book a place. (Or see web site at <http://www.newdawn.org.uk/>)

Other Business:

David mentioned the continuing work on the parishioner database and the need for support in telephoning some old entries on it. There are still some parishioners from the first parish database who we have telephone numbers for but not e-mail addresses and we want to contact them by phone to confirm that they are still parishioners and update their information. Volunteers to make a few calls a week, using a yet-to-be-prepared script and recording form, are needed.

David is also planning to trial a proposal to have a village/town sector contact in each village. If this system develops, volunteers will be wanted to be the local contact in each of our parish villages or sectors of St Ives.

The reference to parish history at the last meeting is being followed up by Ellen and Jackie. The parish library suggestion is also being pursued through the Parish Steering Group (PSC).

David, Proclaim Coordinator

Religious education and liturgy report

All the RE classes are on holiday and there will not be Children's Liturgy during August.

Enrolment for First Communion will be on Sunday 23rd September at 10am in the hall.

A very productive meeting was held for the leaders and helpers of the Children's Liturgy on 10th July. Of the 8 parishioners only 2 who volunteered to lead/help came to the meeting but fortunately 7 of the regular volunteers were there and many new suggestions were decided upon. I will therefore not be able to draw up the rotas until I have contacted them.

Dates for Confirmation classes and RCIA will be decided when we know how many will attend the sessions.

At the Liturgy meeting on the 9th July the following events have been decided.

August 15th Feast of the Assumption. Holyday of Obligation. Masses at 10am and 8pm.

There is **no** organist available. There will not be Exposition of the Blessed Sacrament after 10am Mass as is usual for Wednesdays.

September 7th to 9th Adoremus National Eucharistic Conference in Liverpool. Fr Karol hopes to attend on some days.

September 11th to 19th Novena of Our Lady of La Salette – after Mass Each day.

September 16th Parish Celebration for the Feast of Our Lady of La Salette.

September 19th Mass of Our Lady of La Salette, Feast Day. No organist available

September 23rd Sacred Heart Parish's turn to host Cycle of Prayer, 40 hours Adoration, for vocations to the priesthood and religious life. In order to achieve a smooth programme for the Adoration. The rota is Wednesday 19th – 11am to 10pm (11 hours): Thursday 20th- 11am to 10pm (11 hours):

Friday 21st – 11am – 10pm (11 hours) Saturday 9am to 4pm (7 hours).

September 23rd 10am Enrolment for First Communion Class.

September 24th Feast of Our Lady of Walsingham

September 27th Feast of St Vincent de Paul

September 29th Feast of Archangels, Michael, Gabriel and Raphael. Although it is a Saturday there will be Mass at 10am.

September 30th Sunday 11am Mass will be SVP Mass for healing and administration of the Sacrament of the Sick.

October. Mass Count will take place at each weekend Mass during October as two weekends are half term and many people are away.

October 1st/2nd Fr Richard Conrad O.P will be making a missionary appeal at all Masses for the Dominican missions.

Elizabeth Barker

GDPR Update

Further to my briefing at the 5th April Meeting, we are now a lot further forward in that we now have a Diocese Privacy Notice, which states that our parish personal data is a Diocese responsibility and sets out the terms applying to what we hold in considerable detail. That still leaves us with some work to do in telling parishioners about the Diocese policy and getting their consent to using it to communicate with them.

Fr Karol and I have agreed that we should now inform parishioners about the Diocese policy and ask for their “opt-in” to communications in a notice to be distributed at all Masses with a pro forma giving their consent to be returned at the end of Mass. For your advance information the draft content of the notice is shown below. (The pro forma for their response, which is on the reverse of the notice, is not included here.)

-oOo-

Dear Parishioner

You will have heard a lot about General Data Protection Regulations (GDPR) changes lately. It is now in force and applies to information that the parish holds about you, for example: on our parishioner database; on standing orders for collections and Gift Aid; on safeguarding and DBS.

Our Diocese is responsible for all personal data, including that held in parishes, and has recently set out its policies to ensure that we hold your data legally, securely and confidentially. The policy and your rights are set out in the Diocese Privacy Notice, which is available at www.rcdea.org.uk/privacy-statement. If you have problems accessing that, the Parish Office can provide a copy.

Under GDPR we require your consent to using your information to contact you about some matters, for example e-mailing you parish newsletters, which we hope to do more in future. So today we want to check that everyone at Mass is on our parishioner database and get your consent to us using it to contact you. Please help us by filling in the reverse of this notice for your household before leaving Mass today and handing it in as you leave – it should only take a few minutes.

If you need a copy of this notice, please take another. If you are a visitor, please ignore this notice.

Thank you for your cooperation.

Fr Karol

Parish Priest

From: David Kerr

Social committee report

At the last social committee meeting on the 30th April 8 people attended. There are now 12 members.

The last event was the Barbecue of the Sacred Heart on the 3rd of June 2018. This was well attended and the weather kept fine.

The next event will be Our Lady of La Salette barbecue on the 16th of September after 11 am Mass on Sunday.

The event will be on Saturday 17th of November after 5 pm Mass. It could possibly be an Italian evening.

Report from the 11.00am Mass

The summer months so far have been quieter this year, the mass attendance of regular parishioners seemed to be noticeably down. Either holidays have started earlier or parishioners are migrating to other masses. If the latter is the case it would be interesting to know reasons why.

The First Holy Communion masses went extremely well and were very well attended, with the BBQ having good weather. Let's hope they all continuing coming to church in the years to come.

It has been mentioned on many occasions how noisy church is before and after mass. It may be worthwhile mentioning at the end of mass with the notices, a period of quiet time, before and after mass for those wishing to pray.

Philip Spencer