

Sacred Heart Church

Parish Steering Committee Meeting - 18th September 2017

MINUTES

1. Welcome and Opening prayers – Fr Karol

2. Attendance and Apologies for Absence,

Present: Fr Karol, Michael Read (Chairman), Elizabeth Barker, Carol Bewley, James Howe, Ellen Kemp, David Kerr, Magdalena Kania (Parish Secretary - minutes), Arthur Ryans, Ian Wallace, plus Michal Wojcik, who was co-opted as the representative of the Polish RC community in St Ives.

Apologies: Claire Downham, Tony Haddock, Philip Spencer, Fiona Smith

3. Welcome

The Charmain welcomed new members and refreshed the purpose of PSC, explaining that PSC is to advise Fr. Karol on parish matters, with very limited executive powers.

4. Minutes of Meeting held on 2nd May 2017

The previous meeting minutes were accepted as correct. David re-iterated that minutes remain draft until they are approved and this should be clear where they are quoted on the parish web site.

5. Matters Arising

5pm Mass Hymns: Patrick McNamara is to be responsible for selecting hymns at 5pm Mass. It was also discussed that hymn boards should be used for Hymn numbers (3 maximum).

Microphones Fr. Karol said that there is a problem with interference: he had been able to make some temporary improvements, but some professional support is required and, possibly, a replacement system in the longer term.

Northstowe Elizabeth reported that minutes are not yet available from the Inter-Church Group meeting in July. The plan had been to for the South Cambs based group to agree use of the primary school for ecumenical purposes, but discussion was disrupted by another Cambridge Church proposing to “do their own thing”. Ellen asked if our parish was responsible for the new development and Fr Karol responded that Bishop Alan is still working on that basis.

Thy Kingdom Come Elizabeth reported that the proposed CTSI event had been superseded by an All Saints event and that the Sacred Heard had not participated.

6. Reports:

Finance and Building Committee

Ellen presented the F&BC Report (copy attached to these minutes).

She added that the Diocese had accepted that the planning permission for the redundant Papworth church building should include Social Housing for two of the four flats on the site. The stage reached on sale of the site is not yet clear.

She referred to Arthur Ryans 5 pm Mass report on fire safety – see below.

Michael asked that future reports should include a brief summary of the state of the parish finances.

Proclaim!

David presented his Proclaim! Report (copy attached to these minutes). He confessed slow progress for various reasons and emphasised the need to recruit additional help, for example: in maintaining the parishioner database and extracting the reports required for it; with an additional representative at the CTSI meetings, who will report back to the PSC on relevant matters. James reminded him that he is already nominated as an IT adviser to the parish.

Other reports: written and/or oral reports were considered from other groups. The following points of wider interest were noted:

Religious Education: Elizabeth referred to a number of comments from people who liked to pray in silence before Mass and were disturbed by the Divine Mercy Devotions.

5 pm Mass: Arthur referred to results of a Fire Adviser visit, which has implications for all Masses and events. Particular reference was made to the need to keep access to extinguishers clear and not to obstruct them with, eg, wheel chair placement. A number of other items raised were being dealt with, including a recommendation to talk to the Fire Authority about evacuation training.

8 am Mass: Tony was not present, but it was noted that his replacement as Mass representative is now due and that more/another Welcomers should be recruited.

Heritage Open Days: Michael reported that the open days had been successful with all three sessions covered by volunteers and 32 visitors over the three days, who showed considerable interest in our church, making a number of positive comments (which he has a record of).

Holy Land Group: As Fiona was unable to attend this and a number of previous meetings, due to work commitments, it was agreed that a letter should be sent asking if there should be an alternative representative.

The reports of the Groups were accepted.

- 7 **Diocesan Council of Laity** report from meeting 1st July 2017 –Michael presented a brief report. The minutes will be distributed when received.

8 Any other business

Michael noted a number of potential weaknesses in the current constitution and suggested setting up a small group to review the Constitution of this Committee, which was agreed.

He also questioned whether the local community was prepared to deal with a civil emergency like the Grenfell fire, and how churches could be involved. After some discussion, it was agreed that he should follow this up with a letter to the St Ives Town Council.

9 Date of next PSC and Open Meetings.

There was some discussion of when the next meeting should be and it was subsequently agreed that the Open Meeting will be between morning Masses on Sunday 26th November and the next PSC meeting on Monday 13th November.

KM/DK update on 6/11/17

Sacred Heart Church,

St Ives Parish

Report for the Parish Steering Committee on 18th September 2017

from the Finance & Buildings Committee held on 11th September 2017

Security of Offertory Collection: Following suspected theft of the Offertory Collection earlier in the year a new procedure was put in place to ensure the security of monies donated via loose change or Gift Aid envelopes. The procedure involves named individuals at each Sunday Mass being responsible for securing the collection in the Sacristy safe immediately after the collection has been blessed by the celebrant.

The safe key is then held by the person rostered and returned to the priest at the end of mass. This procedure has worked well at each mass and will continue.

Gift Aid: A refund of £7602.40 was received from HMRC in respect of a Gift Aid

claim for the previous tax year. The database has been updated and provision of Gift Aid envelopes is to be reviewed, as a number of boxes were not collected by donors this year.

The Gift Aid Coordinator (Steve Lancaster) is preparing an article for the November edition of 'The Grapevine' to encourage more parishioners to sign up for gift aid, and for existing donors to notify the parish office if they stop paying income tax or they're moving from the parish.

Funding for 'La Salette' Brother: It was agreed to remunerate Brother Jarek Stupkiewicz M.S. £250 per month for one year for his work in the parish. His duties are to be confirmed by Fr. Karol

Costs for Brother Jarek's English tuition will be met by the La Salette order.

Funding for Catechists: There was agreement in principle to fund 3 parishioners invited by Fr Karol to participate in the new Diocesan 'Foundations in the Faith for the New Evangelisation' programme due to start on 14th October at the East Anglia Centre, Newmarket. The costs are approximately £700 per person, and the confirmation letter will need to state the expected role the catechist will have in the parish on completion of the training. However, it is not yet known if any of the candidates have accepted Fr. Karol's invitation.

Courtyard Project: 'La Salette' Room: The new room was completed in July and officially opened and blessed by Bishop Alan on 30th August. Parishioners, contractors and local dignitaries attended the Mass and reception, an enjoyable time was had by all.

The room is now in use and finishing touches (fixtures and fittings) are being purchased as and when required. (A free-standing screen has been purchased for the confessional area.)

Papworth Church/Hospital: The redundant church property has been put up for sale by the diocese but the outcome is not yet known.

A Service Level Agreement (SLA) for provision of chaplaincy services to Papworth Hospital was due to finish next April, however, as the hospital will not be relocated to Cambridge until September 2018 the hospital has requested the SLA be extended.

2016 QQR: Remedial work specified for 2017 in last year's QQR has largely been completed. This included a review by a civil engineer to cracks in the presbytery walls outside the kitchen, and repair to 3 drains in the same area. This work was completed and an insurance claim submitted which has now been settled.

Fire Safety: Please see Arthur Ryans report (Fire Safety representative on F&BC.)

Gas/Electricity Contracts: The parish has moved its contracts for gas and electricity supply (2 x gas and 2 x electricity) from EON to Diocesan Inter-Fuel Management Ltd., (IFM) and the new service will commence on 1st November.

WYD 2019: Panama will host the next WYD event in January 2019 and it's suggested that the PSC and F&BC collaborate to ensure a successful recruitment campaign in the parish, proactive engagement with the Diocesan Youth Team and an effective fundraising programme.

Ellen Kemp

September 2017

PROCLAIM! - Progress Report to 18th September PSC Meeting

Firstly I must apologise for not being able to attend this meeting due to another pressing engagement. I must also apologise for the slow progress since my last report to PSC - I have had several extra pressures on my time and attention since then. More generally, please be aware that my thinking is influenced by an awareness of my age and the need to find replacements for my involvement over the next few years.

Summary

My proposals for action on Proclaim!, which are set out in more detail below, are:

- Contact those in the parishioner database with IT skills for help in using it;
- Complete “weeding” of the database to eliminate those who are no longer parishioners;
- Follow up blue welcome forms with the further information promised;
- Re-check the “new” database for omissions and updates;
- Issue a first communication with everyone on the database by the year end;
- Start a detailed review of database entries and add village location codes;
- Seek new parish representative(s) on CTSI;

This is an ambitious programme which will depend on recruiting some extra help to fully achieve it this year.

Background to these proposals

The major elements in the Proclaim! Programme are as summarised by Fr Karol in Grapevine: Personal Growth in Faith; Parishioner Participation and Working with Other Christians.

Personal Growth in Faith: Is already well established and operating under Elizabeth’s guidance.

Parishioner Participation, which I renamed to reflect a wider brief than chasing “resting Catholics”, is less developed. There is a lot of ground work to do and I would like to start with some practical targets to achieve by the end of this year. What I have in mind is:

- Review all the “old registrations” in the database (ie those on the old parish register not updated in the new system census or since), in order to decide whether they are still parishioners;
- Follow-up the blue welcome forms that have had their basic contact details recorded on the database, but have not had any further information sent (as offered in the blue form) nor a full Census Form for their complete entry on the database;

- Re-check the “new” database (not so new, as we started input in 2014!) for missing parishioners and accuracy of those on it, eg by asking those attending Mass to tick off their names on a simple alphabetic list, or complete a new form if they are not there.
- Issue a first communication, by e-mail, phone, post or visit, to all on the database, eg Christmas message with an invitation to Christmas services by early December. This would combine starting our regular communications this year with checking all the recorded e-mail addresses.
- Start to review all entries in the database to record village groupings and to identify unusual entries, which may indicate wrongly recorded or transcribed personal information or personal circumstances which may need individual contact.

My investigations of using the database for these purposes suggest some weaknesses, either in the system itself or in my capacity to make full use of it. The above also suggests more work in this area than one person can undertake and more regular access to the system than is achievable on the office computer being used by the Parish Secretary. With Fr Karol’s approval, I have taken the first step of advertising for expert help in the newsletter over a number of weeks – with no response as yet. It was always my intention to follow that up with an e-mail to the (considerable number) of parishioners showing IT skills on their census forms, which I will follow up at the end of the holiday season. This will include asking for help across a range from high-level technical advice to data input and review level assistance; anyone recruited will need to sign a confidentiality agreement.

Working with Other Christians is already well established in the St Ives area through CTSI. I have joined our parish representatives as we did not have a representative who links back to our PSC and follows up actions in our own newsletters etc. I am starting to pick up that role, but it would be preferable to find at least one parishioner who would act as our long term link between CTSI and our parish, including involvement in PSC.

Other Matters

- The September issue of Catholic East Anglia includes a feature on New Evangelisation (page 4), which is worth a look.
- I am reminded that 17th September is Home Mission Sunday and will ask that it is featured in our newsletter and bidding prayers, perhaps including The Coming Home Prayer somewhere at Masses?
- I will pick up these themes and this report, including your comments, for a follow up article in the next Grapevine.
- I understand that Bishop Alan intends to revitalise new evangelisation in the Diocese by looking at a model from the Diocese of Plymouth New Evangelisation team, where they have created over 38 parish mission teams. I am assured (by our own Diocese Evangelisation Coordinator) that this will not cut across what we are doing in Proclaim! but may give us some new ideas for the longer term.

- There is a seminar on “Creating Missionary Parishes” at Newmarket on Saturday 13th January 2018 with speakers from Plymouth Diocese; I will be going and would welcome some company from anyone else interested – more details to follow.

David Kerr

30/8/17