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|  | **ST BONIFACE, SOUTHAMPTON**  **MINUTES OF PARISH PASTORAL COUNCIL**  **MEETING**  **Friday 26 November 2021**  **At 19:00** | | | |
| **Name** | **Role** | **Attending** | **Apologies** | **Absent** |
| Diana Agacy(DA) |  |  | **✓** |  |
| Fatima Amedu(FA) | Secretary | **✓** |  |  |
| Helen Bignell(HB) |  | **✓** |  |  |
| Angela Braga(AB) | Chair | **✓** |  |  |
| Emma D’Arcy (ED) |  | **✓** |  |  |
| Fr Emmanuel Emalume( EE) | Asst. Priest |  |  | **Abroad** |
| Fr John Idio (JI) | Asst. Priest | **✓** |  |  |
| Michael Keogh (MK) |  | **✓** |  |  |
| Fr Tom Kleinschmidt (TK) | Parish Priest | **✓** |  |  |
| Miriam Ludgate (ML) |  | **✓** |  |  |
| Neri May (NM) |  | **✓** |  |  |
| Joanna Rzepecka (JR) |  | **✓** |  |  |
| Irena Sachrajda (IS) |  | **✓** |  |  |
| Merly Scariya (MS) |  |  | **✓** |  |
| Barry Udall (BU) |  | **✓** |  |  |
| Angela Wood (AW) |  | **✓** |  |  |
| Anton Wood (ANW) |  | **✓** |  |  |
| Hannah Wood (HW) |  |  | **✓** |  |
| Mike Wood (MW) |  | **✓** |  |  |

1. **Apologies for absence**

MS, DA,HW

1. **Minutes of last meeting (29 Oct 2021)**

These were acknowledged as having been received.

Later in the meeting, AW requested that in future the minutes should be formally agreed to be an accurate record , and signed off by the Chair. A shortened version should then appear on the parish website.

**ACTION: With effect from our next meeting on 14 Jan 2022, the minutes will be formally agreed and signed off. (AB)**

**ACTION: a shortened version of the minutes, once agreed, will be put on the website (ML and AB )**

1. **Matters arising, not on the agenda**

* Sunday obligation. Bishops have advised that the faithful should now aim to attend Sunday Mass where possible but that the sick, elderly or vulnerable are excused, as is always the case.

There will no longer be stewards at weekday Masses. Hence no collection. HB suggested that a collection basket could be placed on the altar steps and the congregation invited to place any donations there at the offertory.

**ACTION: The three priests to discuss this idea and implement it asap . Explanatory announcements will have to be made to the congregation (TK, JI, EE)**

* Children’s liturgy . Has not started yet as no clear space in the Hall

TK thanked JR for agreeing to be Team Leader for Children’s Liturgy.

* Hall toilets. A copy of the key has now been made and is in the key cupboard
* Lay announcers for notices at Mass. It was agreed not to pursue this. ANW commented that when a priest announces events they carry more weight .
* Cake sale 21 Nov. This had been a great financial and social success, involving many contributors and helpers.

TK thanked NM for planning and running this highly enjoyable event.

* Bring and Share Lunch, 2 Jan . JI has produced a very attractive poster to promote this event. We need to start publicising it vía all our media asap . AB, IS, HB and FA have formed a working group to plan it but will need lots of help .

**ACTION: JI to ask Margaretta to print some posters for display in porch.**

**ML to put it on website and attach to enewsletter . AB to give TK a short item for paper newsletter.**

* Porch progress. Need to relocate the repository and bookshelf. TK suggested new parish office would be suitable.

What if parishioners need access outside office hours? Could be open at coffee after 11 am Mass? Mass cards only could be on a rack in church? Other ideas were suggested.

**ACTION: IS and AB to meet on 1 Dec to take these ideas further and liaise with TK over any agreed moves.**

1. **Teams and Team Leaders**.

Meeting of Team Leaders is scheduled for 1 Dec at 7.30 pm. TK sees this structure as being key to the future culture of the parish .

ML would like Leaders to have editing rights on the new parish calendar, subject to the approval of TK

**ACTION: CLT to take this discussion further at their next meeting on 30 Nov.**

1. **St Vincent de Paul Society**. An information evening has been held on 10 Nov.with a view to starting an SVP group in the parish. 14 people attended, all expressed their willingness to be involved. TK has had a response from the Diocesan SVP coordinator, saying that a ‘ membership support officer’ should be in post by next Easter. It was felt that we could make a start, in a small way, in advance of this date.

**ACTION: TK to give contact details of the 14 attendees to DA and AB as Safeguarding Officers, so they can begin the DBS forms**

1. **Outreach Event, 17 Dec.** In the absence of HW, this discussion was postponed to CLT meeting on 30 Nov.
2. **Finance update.** MK reported that the parish is running at a deficit, though not as great as last year’s. Peter Kollig (Chair of Finance Committee) has prepared an explanation for parishioners about the best way of giving money to the parish, and the question of Giftaid. Will go out second week of Advent.

General discussion followed about how to improve clarity and to maximise income.

TK said people think Diocese supports the parishes with money, whereas it is the other way round .

MW said some people feel they want to support the parish but not the Diocesan levy

Some felt a card reader would raise more money, though there is a cost involved.

Encouraging wills and legacies is something we don’t currently do.

. Details of how to do this could be added to the website.

**ACTION: ML to look at possible wording for this rather sensitive topic.**

8. **Communications Team report**  ML explained that her team has set up two calendars : an internal one for teams to book their dates, and a website one listing main parish events.

Newsletter format. ML circulated two possible new models: a 2-page one ,and a 4-page one which would appear fortnightly.. TK prefers the 4-page.

We discussed how to make better use if the blank obverse of the Mass Readings sheet. ANW suggested that Mass times and intentions for the week could go on it, plus any urgent item of news . And/ or some notes on the readings?

**ACTION: these changes to the newsletters and the Readings sheets will be implemented as soon as is practical by TK , ML and the Communications team.**

Parish WhatsApp Group. Was set up during lockdown. Still has a useful role? But needs to be opened up to all parishioners to join. And should have a Moderator

**ACTION: ANW agreed to take on the role of group moderator. Newsletters will be used to inform parishioners of the WhatsApp group’s existence and how to join if they wish.**

**9. A O B**.

* JI suggested sending a Christmas card to the housebound, as in 2020.

**ACTION: calling ministry ( IS and AW) will organize this**

* Should there be a toilet/ rest room in the Sacristy area?(JI)

Agreed that this would be an aim for the future.

* AW pointed out that the relics of St Bernadette are coming to England. We need to think about pilgrimages
* MK : the Christmas banners will go onto the front of the church rather than across the car park entrance

Date of next meeting: **Friday 14 January 2022 at 7 pm in the Hall**