

SS BRENDAN, COLUMBA & JOHN PARISH FORUM MEETING No 5.

27 March 2014 held at St John's

PRESENT: - Please see attendance list at Appendix 'B'.
A number of apologies were received.

<u>No</u>	<u>Item</u>	<u>ACTION</u>
1.	<u>Introduction</u> FrMC opened the meeting with prayer and referred to Bishop Brain's Lenten Pastoral Letter which re-emphasised the need for us as a church community to be outward looking and listen actively to Christ's message so that we grow in faith and respond positively to his calling.	
2.	<u>Minutes of Meeting of 5 September 2013</u> The Minutes were approved and there were no specific matters arising. As agreed at the last meeting the main business of the Forum will be to review the Parish Action Plan which includes the majority of actions going forward. As such, from now Forum minutes will be briefer, with the necessary detail being shown in the Plan. The Plan is attached as Appendix 'A' to these minutes and is available on the parish website. The following key issues were discussed:-	
3.	<u>Pastoral and Liturgical Matters</u>	
(a)	<u>Reverence and Respect</u> Noise before and during Mass remained an issue of concern. No actions had yet been implemented. This was primarily because of worries that adoption of some measures might be misinterpreted. It was important that families with young children did not feel worried if their children made some noise. Equally, it was recognised that for many older parishioners, the socially supportive atmosphere of a welcoming word at church was important. FrMC thought it important that everyone felt welcomed but reverence and respect was paramount. Therefore a compromise was agreed whereby a ten minute period of quiet music with the opportunity for silence would be introduced before Sunday Masses with effect from Pentecost Sunday. James Proctor agreed to trial such, initially at St Brendan's, in co-operation with FrMC and James would produce suitable posters and music. It would be important for clergy to address the need for reverence and respect in homilies and to speak about the adoption of the new arrangements and the rationale underpinning same.	

(b) Sharing the Load

A range of opportunities exists for more parishioners to become actively involved in supporting the running of the parish. A number of Forum members expressed the view that there was not a wide appreciation of what tasks or roles needed to be addressed. It was agreed that a list and invitation to participate would be drawn up and communicated via the website and newsletter.

(c) Eucharistic Ministers

In the context of 'sharing the load', only a relatively small number of Eucharistic Ministers were involved in taking Communion to the sick & housebound and other Ministers were needed to support this important ministry. FrMC and FrJG will arrange a meeting with all Eucharistic Ministers to address this.

(d) Vision for Our Parish(es)

No Diocesan approval has yet been received to the proposal to merge our three parishes. Therefore, whilst being three separate parishes canonically, we will continue to operate within our vision and model of 'One Parish with Three Churches'.

(e) Year Of Faith

The Scriptural Study programme had been very successful and well supported, as well as the current course on *Evangelii Gaudium*. More work was needed to develop the possible parish mission / renewal initiative. FrMc had hoped that this could have coincided with the formal coming together of our three parishes as one. However, he will now re-consider the most appropriate way forward.

(f) Pattern Of Masses

FrMC had reviewed the pattern of Masses, average Mass attendance and the availability of priests and had concluded that arrangements were generally appropriate. However, should the number of priests change in the future, then the pattern of Masses may be subject to change. It was noted that, whilst there is no regular weekday Mass at SC, there are frequent school Masses there (either in church or school) which all are welcome to attend.

(g) Easter Triduum

The Triduum will be celebrated as last year. Maundy Thursday (SB); Good Friday (SC); Easter Vigil (SJ). James Proctor made the point that it would reduce pressure on the priests and be conducive to the celebration if readers and Eucharistic Ministers were nominated prior to the day.

(h) Adoration & Reconciliation

The current arrangement on the first Saturday of the month was well supported. A request to extend to other Saturdays was discussed, as well as including Benediction. There was also a request to consider rotating the venue with SB and SC. Following discussion, the consensus view was to continue with the existing arrangement and to note that there was Adoration & Reconciliation at Holy Infants every Saturday at 0945 to 1100.

(i) Encouraging Attendance

Following discussion at the last Forum meeting, JH had done some work on a leaflet that could be used for reaching out to those who do not regularly come to church. It has an invitational style and some basic information about the parishes. It was thought that this initiative should initially be targeted at those who have had a child baptised or who have children in our schools but who do not attend Mass. JH was willing to pursue this but would also welcome help with it.

(j) Liturgical Music

The Bishops Conference had issued a statement mandating that from Pentecost Sunday parishes can no longer use musical Mass settings based on the 'old translation' of the Mass or paraphrases of the Liturgical texts. All musical settings must now be based on the 'new translation' of the Mass. This has been in place for some time at SB and similar arrangements would be needed now at SC and SJ. The necessary music will be purchased.

The Forum agreed that this could present opportunities to improve sung worship at all our churches, by introducing a degree of consistency; inviting younger musicians to become involved; ensuring music was pre-planned and was aligned to the theme of the Mass; and, at SC, afforded the opportunity to sing the Mass.

It was agreed that a meeting of the 'Musicians & Choirs' of the three parishes should take place with a view to establishing a 'Music Group' or possibly a 'Liturgy Group'.

(k) Books of Remembrance

A request was made that books of remembrance showing anniversaries of deaths on a day by day basis be prepared for each of our churches. A similar model is in use at Holy Infants.

(l) Notification of Deaths/Funerals

Mary Hayler had requested a review of the arrangements for notifying parishioners about funerals which were celebrated at short notice, falling between newsletter publication days. Whilst

recognising that all parishioners ideally would want to be aware of such, practicalities meant that this would not be possible on some occasions. Announcements are currently made at Weekday Masses and via the parish website. This will continue to be the case and in due course, when more people have signed up to the website, email broadcast would be possible.

4. Finance and Property Matters

(a) Financial Statement for 2013

FrMC circulated copies of a spreadsheet showing the annual financial statements for each of the parishes in 2013. This is attached as Appendix 'C' to these minutes. FrMC drew attention to the fact that each of the parishes had a deficit budget last year and noted that:

- SB only has a positive bank balance because a major item (drainage work) has not yet been paid and some aspects of the refurbishment of the presbytery were paid from the SJ account which will need to be reimbursed when funds allow
- The positive bank balance at SC is very low and so work that needs to be done there (cf. 4e below) will need to be phased over a period of time
- SJ has a very healthy balance for historic reasons (i.e. sale of St Aldhelm's Church & some legacies) but a significant part of that balance will be used to develop the Patmos Room

So, in all three cases, we need to consider ways of maintaining and increasing parish income in order to meet current needs and to provide some reserves for the future.

(b) Standing Orders and Gift Aid

Following from item 4a above, it was suggested that parishioners should be encouraged to review their current donations to church, to use Standing Orders if possible and to Gift Aid their donations if they are tax payers.

FrMC advised that, following the change of diocesan banking arrangements from RBS to Barclays, not all Standing Orders had transferred to the new accounts as expected. This situation will be monitored and parishioners advised accordingly.

(c) GASDS (including Mass Count)

The Forum was informed that the Government have introduced a new scheme (The Gift Aid Small Donations Scheme) to help charities benefit from collections that do not fall under the Gift Aid scheme. This will involve accounting for our "loose money" collection in a slightly different way and keeping a record of numbers attending each of our Masses. The scheme should benefit each of our parishes by about £1250 per year.

(d) Special Collections and Appeals

FrMC checked that the Forum were still happy with a decision taken some time ago to let him use his discretion about special collections and appeals. The Forum was happy with this. FrMC then added that the diocesan charity Caritas had asked this week for a collection this coming weekend which was too short notice; with the Forum's consent, this will be deferred to a later date.

(e) St Columba's Property Surveys

Surveys had been completed on the church and presbytery. The church required repairs which were not over extensive and would probably be affordable as a phased programme of works. The church roof had been repaired and the heating system controls upgraded.

The presbytery however was in a poor state of repair with extensive rot problems. In the absence of any viable alternative use and given the likely cost of repairs, demolition of the presbytery was under consideration.

However, FrMC made it clear that there were no plans to close the church and once diocesan approval had been received, then it was hoped to commence a programme of remedial work on the church.

(f) Patmos Room Extension

FrMC updated the Forum that Keith Hamilton had been recommended to the diocese as project architect and had held a detailed meeting with Fr Bulfin. A small group had been established to work with Keith on the project and a further meeting of this group was planned in 2 weeks' time. Thereafter, a detailed scheme would be submitted to the Diocese for final approval prior to inviting tenders.

5. Parish Steering Group

FrMC advised the Forum he had now received nominations from each parish for the steering group and he would circulate proposed dates for the initial meeting.

6. Redevelopment of Parish Website

JTP updated those present on the development of the website since its 2011 inception. The website is being redeveloped over the next few months. JTP requested that parishioners provide as much content as possible before the transfer to a new website design and he would circulate a list of required content both on the website and newsletter.

No

Item

ACTION

7. DATE OF NEXT MEETING

The next meeting will be held on a Thursday in July 2014 and the time and venue will be confirmed in due course.

Appendices:-

'A' - SBCJ Action Plan March 2014

'B' – Attendance List

'C' – Annual Financial Statements

Appendix 'A' – SBCJ Action Plan March 2014

Vision for our Parish(es) <i>One Parish with Three Churches – Establishing a coherent, unified and sustainable parish structure ensuring proper pastoral care for all our parishioners</i>	
Agreed Action(s)	Person(s) Responsible
1. Continue working with this vision and take steps to establish the required consultation process and to obtain the necessary diocesan approvals.	Fr Cooke
Resources Required: Fr Cooke to manage process with Bishop, Diocesan Boundaries Board and others.	
Target Date:- December 2014	

Reverence & Respect <i>Making our churches sacred places where everyone feels welcomed and able to pray</i>	
Agreed Action(s)	Person(s) Responsible
1. Explore, through homilies, the theological significance of the celebration of the Eucharist, in turn promoting reverence and respect for the Blessed Sacrament and for the “sacred space” within each of our churches.	Clergy
2. A trial will be held at SB commencing Pentecost Sunday whereby appropriate notices will be produced and placed at the church entrances reminding worshippers of the need for silence and to switch off mobiles etc. Taize, Chant or other appropriate music will be played for ten minutes before Sunday Mass. It will be explicit that this time is for silent prayer.	Clergy to talk about trial to congregation. James Proctor
3. Review and improve as necessary facilities for parents and children so that they feel welcome & included and actions to enhance reverence and respect do not discourage anyone.	Parish Steering Group
Resources Required: Item 2 – iPod / MP3 /prepare music and posters – James Proctor.	
Target Date:- Pentecost Sunday 2014	

Sharing the Load <i>Parishioners playing their full part in our Church's mission and ministry</i>	
Agreed Action(s)	Person(s) Responsible
1. Unless adequate arrangements already exist, identify and document a list of all tasks that need to be done at each church to ensure that all required activities are addressed on a consistent and sustainable basis.	Parish Steering Group
2. Recruit and train Sacristan / Caretakers for each church and establish a rota so that all masses, services and use of church property are properly and sustainably supported. <i>This task has been completed at SB and a model Job Description has been shared with SC and SJ for adoption.</i>	Parish representatives SC and SJ
3. Identify the need for and establish if necessary any new parish groups.	Parish representatives
4. Eucharistic Ministers – To significantly increase the number of Ministers who take Communion to the Sick	Clergy & Parish representatives
Resources Required: Willing parishioners	
Target Date:- Pentecost Sunday 2014	

Faith & Worship <i>Providing opportunities for pastoral, theological, spiritual and liturgical development</i>	
Agreed Action(s)	Person(s) Responsible
1. Ongoing programme of short study courses	Clergy/James Proctor/Others
2. Possible Parish Mission / Ideas for Parish Renewal	Clergy/Ann Cunliffe /James P
3. Encouraging Church Attendance – Reaching out to infrequent attenders	Janet Hill/Clergy/Parishioners
4. Introduce new Mass settings and develop approach to church music (with potential to evolve into a Liturgy Group)	Clergy/Musicians/Interested Parishioners

Resources Required: To be determined
Target Date:- Various/Ongoing

Finance & Property Management <i>Maintaining and improving parish assets for current and future needs</i>	
Agreed Action(s)	Person(s) Responsible
1. Establish a Parish Finance Committee as required by Canon Law. <i>[This is a still to be completed agreed action from an earlier Action Plan].</i>	Fr Cooke
2. Promote a review of donations to the parish(es), encouraging the use of Standing Orders and Gift Aid	Fr Cooke/Finance Committee/ Gift Aid Organisers
3. Adapt accounting schemes to facilitate the new Gift Aid Small Donations Scheme	Fr Cooke/Money Counting Teams/Accountant
4. Develop plans and obtain necessary approvals for the extension of the Patmos Room at SJ, working with the diocesan appointed architect.	Fr Cooke / Danny Ramsden / Arthur Rawlinson/John Burton
5. Determine required actions with Diocese following building surveys at SC to determine the nature and costs of remedial works for the church and future plans for the presbytery.	Fr Cooke
Resources Required: To be determined	
Target Date:- June 2014	

Appendix 'B' – Attendance List

Catherine Bridge [CB]
Catherine Grundy [CG]
Danny Ramsden [DR]
David Day [DD]
Father Frank Parkinson [FrFP]
Father Joseph Gee [FrJG]
Father Michael Cooke (Chair) [FrMC]
Frank Evans [FE]
James Proctor [JTP]
Jan Thomason [JT]
Janet Hill [JH]
John Burton [JB]
Josephine Axford [JA]
Julie McLoughin [JM]
Marie Boardman [MB]
Margaret O'Brien [MO'B]
Margaret Russell [MR]
Marie Kwiatkowski [MK]
Marie Meagher [MM]
Michael Latham [MiL]
Maureen Iddon [MI]
Peter Carolan [PC]
Sue White [SW]
Teresa Taylor [TT]
Tony Proctor (Secretary) [TP]

Appendix 'C' – Annual Financial Statements

Parish Financial Statement 2013	St Brendan	St Columba	St John
Opening Balance	47213.46	20090.19	491288.13
<i>Income</i>			
Gift Aidable Income	14174.95	0.00	30043.56
Tax Refund	3474.20	0.00	6866.24
Non Gift Aidable Income	14876.84	23372.49	15726.91
Church Boxes/Piety	2304.68	437.89	1174.47
Ministry Income	2912.00	2352.00	3050.80
Fundraising/Social Income	75.00	1055.22	2615.00
Reclaims	7957.28	200.85	0.00
Other	350.04	557.71	7948.81
Restricted Income	1765.39	1103.50	19498.72
<i>Total Income</i>	<i>47890.38</i>	<i>29079.66</i>	<i>86924.51</i>
<i>Expenditure</i>			
Church	13799.07	21107.84	16470.46
Presbytery	58194.23	7356.00	29894.35
Parish Centre/Hall	0.00	0.00	0.00
Clergy	2623.50	624.80	12164.18
Parish Vehicle	0.00	0.00	0.00
Fundraising/Social Payments	0.00	54.00	0.00
Wages	4242.70	0.00	12706.38
Diocesan Levy	6672.00	4932.00	9992.00
Capital Expenditure	0.00	0.00	0.00
Restricted Expenditure	1974.76	1738.00	19838.37
<i>Total Expenditure</i>	<i>87506.26</i>	<i>35812.64</i>	<i>101065.74</i>
Balance of Income/Expenditure	-39615.88	-6732.98	-14141.23
Closing Balance	7597.58	13357.21	477146.90