



## Parish Council Meeting MEETING MINUTES

January 2014

### Meeting Details

Meeting Name:	St Joseph's Parish Council
Chairman:	John Bates
Date:	Tuesday, 21 January 2014
Time:	8:00pm
Location:	St Joseph's Priory

### Invitees/Attendees

Name	Role	Present
John Bates	Chairman Health & Safety and Safeguarding	Yes
Fr John McGowan	Parish Priest	Yes
Fr Bob Davies	Carmelite Community	Yes
John Forte	Finance Committee	Yes
Christine Cornwell	Evangelisation Activity Group	Yes
Ros Burton	Liturgy & Church Activity Group	Yes
Stephen Forster	Outreach Activity Group	Yes
Kasia Misiewicz	Pastoral Activity Group	Yes
Tony Hetherington	Social Activity Group	Yes
Paul Rayner	Youth Activity Group	Apologies
Mike Carney	Mass Representatives	Yes
Joan Barham	Secretary	Yes

## Agenda Items

Item	Subject	Presenter
1.	Opening Remarks	John Bates
2.	Matters Arising from Meeting Minutes of 26 <sup>th</sup> November 2013	John Bates
3.	2015 Centenary Update	Fr John McGowan
4.	Bishop Peter DVD for Pastoral Area	Fr John McGowan
5.	Carmelite Chapter	Fr John McGowan
6.	Review of Advent & Christmas 2013	All
7.	Planning for Lent & Easter	All
8.	Possible Twinning with Malawi	Stephen Forster
9.	Future of the Events Team	Tony Hetherington
10.	Matters Arising from Activity Group/Committee Reports	John Bates
11.	Review of Action Items	John Bates
12.	Review of Parish Council Operations	Stephen Forster
13.	Any Other Business	John Bates
14.	Closing Remarks	John Bates

## Meeting Notes

### 1. Opening Remarks - John Bates

- The meeting began with everyone present praying the Parish Prayer. Fr John then said an opening prayer.
- Apologies were received from Paul Rayner.
- Kasia Misiewicz was welcomed as the new Council Representative for Pastoral Activity Group.

### 4. Bishop Peter DVD for Pastoral Area - Fr John McGowan

- Everyone present then watched a preview of Bishop Peter's DVD. This is to be shown at all Masses in all four parishes of our pastoral area on the weekend of 25<sup>th</sup>/26<sup>th</sup> January.

### 2. Matters Arising from Meeting Minutes of 26<sup>th</sup> November - John Bates

- There were some matters arising from the Meeting Minutes of Tuesday, 26<sup>th</sup> November 2013. As a result the necessary corrections were made to the previous minutes, see "*Meeting\_Minutes\_(26Nov13) REVISED 21Jan14*" for revised document.
- It was stressed that any confidential discussions must be clearly identified.

### 3. 2015 Centenary Update - Fr John McGowan

- A "*Preparing for St Joseph's Parish Centenary 2015*" prayer card was distributed and everyone then recited this prayer. Please refer to Fr John's "*Centenary Update Jan14*" which was distributed ahead of the meeting.

- A Fundraising Committee has been established and it will be chaired by Dave Roberts, who has raised a significant sum for Dr Challoners School. A number of other parishioners have been recommended to Fr John for this committee. The initial meeting will discuss what our approach is going to be and we plan to meet with St James to learn about the process they used to raise the funds for their new centre and refurbished church.
- Met with the first of three architects, Nick Lee Evans, about our building project. It was an interesting session and he was very impressive, setting the bar high for the other two architects. The Church Group felt he was very much on our wavelength and would be a good person to work with. He believes in building community which is what we want to do. He is a committed Christian and his specialty is working with churches and church groups.
- Two people have been approached to take charge of co-ordinating/organising our centenary events but unfortunately both have turned it down. If you know or can recommend anyone for this important role then please let Fr John know.
- There was a discussion about the proposed pilgrimage destination. In the end it was agreed that Fr John and Christine would revisit the two options of the Holy Land and Avila.
- It was suggested that we have an extraordinary Parish Council meeting to discuss the centenary building project as soon as the relevant information/drawings are available. This was agreed. It was confirmed that no costs are involved in the current process of meeting and discussing the project with the three architects.

## **5. Carmelite Provincial Chapter - Fr John McGowan**

- The Carmelite Provincial Chapter will take place from 5<sup>th</sup> to 17<sup>th</sup> May 2014 in Derry. One of the biggest issues facing the Carmelites when they meet for the Chapter is house closure. There is a possibility that both Fr John and Fr Bob may be attending. In any case, cover for Sunday Masses will be organised and it is possible that alternative arrangements may need to be made for weekday Masses.

## **6. Review of Advent and Christmas - All**

- Overall our Christmas celebrations were good this year.
- There were some reservations about the Children's Vigil Mass on Christmas Eve. Firstly in terms of numbers, as the church was full to capacity by the time the Mass started at 5pm which meant that some people were turned away. Secondly in terms of the Liturgy itself, where the main focus should be on the Eucharistic celebration rather than on a nativity which can be a bit of a diversion for the congregation.
- The Denham Vigil was very well attended and the church was full. The Christmas morning Masses at Denham and Chalfont St Giles had reasonable numbers.
- It was agreed that we need to prepare early for all aspects of each Christmas service, ensuring that we have adequate welcomers, musicians, singers, readers, collectors, Eucharistic ministers, etc in place.
- The Children's Vigil Mass highlighted the difficulty in getting large numbers of people in and out of the Choir Loft. This issue is being followed up from a health and safety perspective.

## **7. Planning for Lent & Easter - All**

- The following liturgies and events are currently in the planning stage:
  - Fairtrade Fortnight – Mon, 24 February to Sun, 9 March
  - Ash Wednesday – Wed, 5 March
  - Women's Word Day of Prayer – Fri, 7 March
  - Cafod Family Fast Day – Fri, 14 March
  - St Joseph's Feast Day – Wed, 19 March
  - Taize Evening – Thu, 20 March

- RISE Theatre "Soldier to Saint" – Fri, 11 April
  - Service of Healing – TBA
  - Service of Reconciliation – TBA (in agreement with other parishes in Pastoral Area)
  - Stations of the Cross on Wednesday mornings after 9am Mass – TBA
  - Stations of the Cross on Friday evenings after Rosary – TBA
  - Palm Sunday – Sun, 13 April
  - Maundy Thursday – Thu, 17 April
  - Good Friday – Fri, 18 April
  - Holy Saturday – Sat, 19 April
  - Easter Sunday – Sun, 20 April
- There is a suggestion from the Evangelisation Activity Group that we have some talks on Evangelii Gaudium (The Joy of the Gospel) by Pope Francis.
  - The St Vincent de Paul need advance notice of Healing Service so that they can manage transport for their attendees.

## **8. Possible Twinning with Malawi - Stephen Forster**

- Visited Beaconsfield as suggested last meeting. They are not in a twinning arrangement and didn't have any information to share with us. The Justice & Peace Group meet next week and this project will be on the agenda – Fr John to talk to the group about how we progress this initiative.
- There was some concern expressed about the parish's ability to support two projects in Africa, i.e. Malawi and Cameroon.

## **9. Future of the Events Team - Tony Hetherington**

- The Events Team is currently best summed up by this line from the parish prayer "*...renew what is weary and worn...*". Tony Hetherington, Mary Forsyth and Karen Glover are standing down after five years on the team. The "Well Oiled" band booked for 1<sup>st</sup> February will be their last event.
- Despite raising the need for new people at the last meeting, attempts to encourage parishioners to join the Events Team have been unsuccessful. The most pressing event to be impacted by this situation is Parish Day and the Annual Spring Raffle which is drawn on Parish Day. We need someone to organise both of these and help make them happen. Somebody needs to be identified as soon as possible, but by the end of February at the very latest – otherwise our ability to run Parish Day will be jeopardised.
- The Parish Council thanked the team for all their efforts over the past five years. They have done an absolutely tremendous job. Fr John paid tribute to them, highlighting the amount of planning and hard work that went into every event and commending their huge commitment of time and energy. John Bates echoed the council's thanks and reiterated what a sterling job they had done.

## **10. Matters Arising from Activity Group Reports - John Bates/All**

- Refer to the following reports received for information about each Activity Group:
  - "Evangelisation Report Jan14"
  - "Outreach Report Jan14"
  - "Liturgy & Church Report Jan14"
  - "Youth Report Jan14"
  - "Finance Update Jan14"
- There were no matters arising from the reports submitted.

## 11. Review of Action Items - John Bates

- **Action Items** – Reviewed and updated action list – see Parish Council Action Items (as at 21Jan14).
- **A10 re: Catechesis** – Details of two forthcoming events for catechists have been sent out to relevant groups/individuals.
- **A89 re: Road Markings and Parking for Priory Road** – Decided to defer this action until a decision is made about the centenary building project.
- **A128 re: Legacy Chalfont Fair Equipment** – There has been an initial conversation with Ed Poole. This action cannot be progressed until new leadership for the Events Team is identified.
- **A137 re: New Collection Bags** – Development of a prototype bag is in progress. Looking to source 20 bags in two colours (10 of each) so as to distinguish between first and second collections. Final version and related information to be provided to Fr John, Fr Bob and John Bates.
- **A142 re: Council Representative for Pastoral Activity Group** – Kasia Misiewicz was elected to the Council on behalf of the Pastoral Activity Group.
- **A143 re: Council Representative for Evangelisation Activity Group** – Christine Cornwell was elected to the Council on behalf of the Evangelisation Activity Group.
- **A145 re: Larger Format Weekly Newsletter** – December, January and February newsletters have already been delivered so we cannot change anything before March. Received samples and costs for a larger, A3 sized newsletter, but still need to assess the additional production time. It is not a problem to create a new layout, including all the necessary information, in a larger, easy to read font size.
- **A148 re: Meeting with Chair of Governors at St Michael's Secondary School** – Fr John called but is still waiting for the Chair to respond.
- **A149 re: Parish Health & Safety Policy** – A draft policy was distributed at the meeting. This is based on Diocesan policy with relevant adjustments for our parish. The draft presented, including proposed changes, was agreed.
- **A151 re: New Vice-Chair of Parish Council.** John Forte was proposed by Stephen Forster and seconded by John Bates. The council voted unanimously to appoint John as Vice-Chair.

## 12. Review of Parish Council Operations - Stephen Forster

- Please refer to "*Transparency Report Jan14*" which was distributed ahead of the meeting. Due to the lateness of the hour, there was only a short discussion on this agenda item.
- The appointment of the Pastoral Advisory Group prompted this as there is no documented terms of reference for this new committee. Fr John confirmed that this group was chosen by him as a "sounding board" to help him with those aspects of the parish that are purely liturgical and pastoral.
- Everyone was in general agreement with the suggestions put forward and felt we should do as much as we can to communicate what is going on in the parish more widely. Fr John to consider the specific recommendations and advise accordingly.

## 13. Any Other Business - John Bates

- **Kasia** – The Prime Minister, David Cameron, has recognised the work of the St Vincent de Paul with a Big Society award. This should be communicated – Kasia to work with Joan on this.
- **Joan** – Currently planning some updates and changes to the website for Fr John. It has been two years since the A to Z section was properly reviewed. Will be emailing all groups asking them to check through their content and provide updates, corrections and/or additions.

#### **14. Closing Remarks - John Bates**

- The meeting was closed with prayer from Fr Bob.
- Next meetings are Tuesday, 11<sup>th</sup> March 2014 and Tuesday, 20<sup>th</sup> May 2014.