

Present:

Fr William Parish Priest                      Simon Knowles Chairman                      Frank Gilchrist Secretary  
Chris Clissitt, Communications              Phil Geeney, Church's Together              Charlotte Burrell, Youth

**1 WELCOME**

**2 OPENING PRAYER:** led by Fr William Parish Priest

**3 APOLOGIES:** Phil Bothamley, Fairtrade      Bob Archibald, Area Rep  
Jeff McGillan, Justice & Peace

**4 MINUTES OF PREVIOUS MEETING, PROGRESS & ACTION & ANY MATTERS ARISING**

Minutes of meeting of 19 July 2012 were approved

**5 MEMBERS REPORTS**

Parish Groups: Fairtrade; St. Mary's School; Family Life Ministry; Shrine Group; Youth;  
Justice & Peace; Churches Together; Area Representatives,  
Christian Aid, Pastoral Group

**FAIRTRADE** (Phil Bothamley)

Sales of Traidcraft –sourced chocolate, muesli, coffee and tea in the shop continue at a steady level. Traidcraft has produced a set of publicity materials for Churches. I am not sure if or how we can utilise them. Traidcraft PLC reported its first trading loss (year to 31 March 2012) for some time following 4 years of consecutive profits, attributed to the current economic conditions and stronger mainstream competition in fair trade. However, Traidcraft Exchange, the development charity, had a good year with net income almost doubling, enabling it to increase its expenditure on development projects by 12%. (To almost £3M).

**ACTION:** Notice for Bulletin is still to be done.

**ST. MARY'S CATHOLIC PRIMARY SCHOOL** No Report (too early in the first term)

**SHRINE GROUP (Our Lady of the Crag)** (Peter Thornes)

Mass at the Shrine Depending on Fr William's availability we may have a Mass for the Immaculate Conception on Saturday 8<sup>th</sup> December.

The chapel was opened for a gentleman from London who made a pilgrimage to the chapel on Friday 7<sup>th</sup> September for Our Lady's birthday as did a lady from Leeds. We believe that year 7 and 8 pupils from St. John Fisher's school may have used the chapel as part of their retreats in July and September, but as they did not follow the keyholder protocol we can not confirm this.

The group commented on the decline in donations, this was thought to be due to the recession and that there was also a lot less large group pilgrimages this year. It was agreed that a quiz night in respect of fundraising for the Mass congregation area would be held on Saturday 16<sup>th</sup> February 2013 if the Hall is available. Fr. William is to be approached in respect of Dr. Chris Maunder speaking to the Parish about the Shrine in February to try and encourage more support.

The group appreciate the offer of assistance on a Sunday afternoon during opening time and are actively looking at the logistics to enable this. If any PPC member wishes to visit the Shrine, they are welcome to contact us and we will arrange.

At the recent meeting our group discussed minutes of the last PPC meeting in respect of the Shrine. We welcome the activity of the PPC around concerns for the Shrine and agree with the comments made. It was noted that there was no action to include any of the group in discussions, although most of us have been actively involved in ensuring that pilgrims may visit when requested, raising funds, preserving the chapel and garden area for over 15 years. A number of the issues highlighted have been discussed over the years and further information on each of these is available if required.

Building conservation company, Skillingtons, carried out maintenance to the Chapel window and filled small cracks on the knight carving followed by shelter coats to both. We have been advised by Skillingtons that this type of work will be more regular than originally thought (probably every 1-2 years) due to the porosity of the sandstone. As this work cost £1400, it was formally agreed that we should try to keep £1000 a year available in the account to be used for remedial work to these areas in particular and any others that develop.

A risk manager for DE Ford, Ampleforth Abbey Trust's insurers, visited the site on Tuesday 10<sup>th</sup> April and was concerned about some aspects of public access in particular. However we are still waiting for his report. A recent e-mail from him informed us that he was still trying to speak to Julia Brooke.

Monies raised from donations have allowed the group to enlist the services of a dry stone waller. He will remove the wall on the landing pathway (which is in danger of imminent collapse) and rebuild in early 2013 in time for opening at Easter – his price is £840 which we need to retain in our building society account. He is charging much less than normal because of his love of the stone masonry in the chapel.

Two years ago Mrs de Williams (owner of the House in the Rock) marked the boundary between her land and the Shrine land. She had intended to erect a fence along the boundary and reinstate the original access, but so far has not done so. Following discussion at our last meeting our group has decided to plant rose trees along the marked boundary to make clear the division between properties.

We will be asking parishioners from St.Mary's, our neighbouring parishes and those that have a connection with the Shrine if they would like to make a money donation in respect of a rose tree perhaps in remembrance of someone, for which we will produce a book to be kept in the chapel. This will be part of the group's fundraising activity for 2013 in which we hope to begin the work on improving the Mass congregation area plus outside altar surround and pathway from gate to Shrine.

We will discuss this plan with Mrs. De Williams who may be willing to make a donation and to confirm what she uses and will use as her right of access in future years.

As concerns in respect of the sites safety have been raised, keyholders will now only be the group members, Mrs. De Williams and a lady who makes a regular pilgrimage to the chapel. (There have been no entries in the book to show that the other keys requested have been used)

There was a discussion about how the site could be made safe. Could this be done at modest cost. Should we seek bids, how should it be managed? Also, the need to clarify the role of the Parish and Ampleforth.

**ACTION:** Simon will meet the Economist Fr. Damian with a representative from the Finance Committee probably Chris Matthewman – chair to discuss these matters.

**YOUNG PEOPLE of the PARISH**

Charlotte Burrell

Children's Liturgy has started up again after the summer holidays. It seems very popular at the moment which is great. We are beginning to think about the Christmas Mass for the children. We usually have this on Christmas Eve before the Knaresborough Nativity play. It was a great success last year and a lot of people attended the mass. We need to find out the time of the Nativity play, I had a look on the internet but can't find it – will Churches Together know? Last year we had it around 4:00pm. Do we want a similar format this year? Do we think we need any changes? Is there anything we want adding? We will be having a Children's Liturgy meeting to discuss and begin organising at some point within the next few weeks so any feedback/ideas would be great.

On the 30<sup>th</sup> January there is some training in Knaresborough 'Treasuring the Little People in God's Story' which is for Children's Liturgy Leaders/youth leaders. This is organised by the Diocese and is being held in the Methodist Church and is only £7's per person so may be a good thing to go along to.

Viva La Fun Youth Club We have started up again this school year. Going well so far, good group of the new year 6's have come along. We plan to do pizza making in November and Fancy dress in December and then hope to go on a trip to the panto in January. We have a couple of new volunteers which is fantastic and would welcome any others!

General The Altar Servers have been on a trip to London to an event specifically for Alter Servers. Damien Tolan organised the trip down there and they had a brilliant time and learnt a lot. They have made a display and this is currently in the Atrium. Trying to encourage young people to access more of the activities organised by the Diocese – walks etc. Thinking about setting up a St Mary's Youth, Facebook page. This will be a good place to share photos, ideas and upcoming events.

Charlotte reported that quite a lot of young ones (up to 20) now attended Children's Liturgy. The opportunity for helpers to attend a training day was welcomed.

**ACTION:** It was agreed that the Parish fund the £7 fee.

Viva La Fun was well attended and two parents had volunteered as helpers. This youth group had been started many years ago and been led over the last decade by Simon Stockdale, Alison Jenkinson and now Charlotte Burrell.

It was confirmed that the You Cat books would be funded by the Parish.

World Youth Day would be in Rio. Sadly the cost meant that only seven from the diocese had volunteered to go and this was not a viable number. It was hoped that participation via giant screens might take place and that when World Youth Days were not too far away more would attend. The possible use of Facebook for young people was welcomed.

The 16:30 Mass on Christmas Eve had been very successful and would be repeated this year. Charlotte described the format, with youngsters doing some of the readings and a short play. Fr. William looked forward to being advised what he had to do when the arrangements had been made.

**JUSTICE & PEACE(Africa)**

Bob Archibald

No Report

**CHURCHES TOGETHER** in Knaresborough

Phil Geeney

Phil had attended a meeting on the previous evening. The group had some very keen members, including the current chairman. A draft mission statement had been produced and would be circulated when finalised. Many events were organised. Early in 2013 information would be circulated about prayer groups which would run in Lent.

Elizabeth Sewell, Minister of Trinity Church, is moving to take up a role as residential canon at Ripon. Phil delivered a card of welcome to Fr. William from Churches Together.

Frank recalled that the next joint service would be at 11:00 on Remembrance Sunday (this year on 11 November). Fr. George normally "ran" up to the market square after the 10:00 Mass. Fr. William asked Frank to find out more details and advise him soonest. **ACTION: Frank**

Phil is retiring from Churches Together (and the PPC). **ACTION: Replacement required**

## 6 PARISH INITIATIVES

**COMMUNICATIONS** - newsletter / parish guide / contact database/Atrium (Chris Clissitt)

Parish Newsletter. Issue 10 will feature the school and its place in a Catholic community – Phil Geeney working on the main article and providing information. Intended to distribute over the summer.

Contact database refresh continues - e-mail update requests now complete. Have decided to deliver paper requests for updates to home addresses rather than leave for collection after Mass – that way I can be sure everyone has been asked to review their details on the database.

Parish Council Minutes continue to appear on the parish website and Parish annual report was distributed to all on the e-mail list.

## **VOLUNTEER RECRUITMENT, PPC ELECTIONS & CONSTITUTION**

It was noted that a French lady parishioner would like to help (could also help translate letters to/from Burkino Faso).

Simon believed that we should try to have "formal" elections to the PPC, with forms going to parishioners during Masses in November, with elections before Christmas. Others thought that we should also approach individuals directly as general request tended to be unsuccessful. Perhaps we should revive the Family Life Ministry. The need for a better gender balance on the PPC was agreed. Fr. William suggested that it may be better to look to recruiting a representative of existing Parish groups – e.g. cleaners, gardeners, Catechists.

**ACTION: Progress elections to PPC**

The Constitution was very old and felt to be in need of significant change. Was it a good idea to have the Finance Group a separate entity to the PPC. Should one be a sub-committee of the other?

**ACTION: All to consider and report back to next meeting**

**7 PARISH / ABBEY FINANCE UPDATE**

Simon reported that the Parish was making good progress in repaying our loan to Ampleforth. He noted that the financial position at Ampleforth is challenged due to demographics and an increasingly ageing community population some of whom are monks who have served as Priests at St. Mary's. The Abbey is working hard at establishing a number of profitable and sustainable income streams and is urging all Parishes who support the Abbey to do all they can to ensure a steady income stream and careful management of expenses.

**8 DATES of FUTURE MEETINGS** 7:30 pm Thursday 17 January 2013 & 18 April 2013

**9 AOB**

**Fr Stephen Collection** Angela is organising a collection at the coming Weekend Masses. It was agreed that Fr. Stephen be invited to a Sunday Mass, before Christmas, and for there to be a presentation after Mass in the Hall.  
**ACTION:** Invite Fr. Stephen

**SHOP**

The shop is a well-established part of parish life, and provides a valuable service to parishioners. Currently there are 12 volunteers opening the shop on a rota-basis after each of the Sunday masses. There is a lot of work involved in managing the shop such as ordering and collecting stock (mostly from Ampleforth on sale or return), planning around liturgical seasons and parish events (first holy communion, confirmation etc.), arranging the displays and so on. We think a small group working together could best achieve this. The workload could then be shared, and the existing volunteers could be asked if they can help with individual tasks, which can possibly be done whilst they are on duty in the shop. This group would initially consist of Julie Burrell, Phil Bothamley and one other. The group plans to meet in the next week or so to plan for Advent/Christmas and calendarise an overall plan for the year.

**CHARITY APPEALS** – for discussion Philip Bothamley

The Parish receives appeals for financial assistance from various Catholic charitable organisations, ranging from the large (eg ACN) to the more localized (eg Little Sisters of the Poor, at Headingly). The question which has arisen is how does the Parish decide which to support and which not, and how is the money actually raised. We discussed a couple of options at the last meeting, the obvious and established way being via a second collection. Maybe we could have one or two second collections in the year which could be for appeals chosen from those received by a small committee of Father William and PPC reps.

The breakdown of Diocesan (Second) Collections for 2012/13 is as follows:

December	1	January	1
February	1	March	2 + Cafod Fast day
April	1	May	1
June	2	July	2
August	0	September	1 (OPTIONAL)
October	1 + Cafod fast day	November	1

At the risk of making additional financial demands on Parishioners, I suggest we add a second collection for one selected appeal in (say) February 2013 (this may change each year due to the timing of Lent), and that the Optional second collection in September be similarly used (This is Racial Justice Sunday, which could of course be the chosen appeal). We may need to find out if there are strong feelings in the Parish about supporting Racial Justice Sunday with a second collection.

Wherever possible we should get a speaker to represent the chosen appeal.

I also suggest that we find a way for optional small donations to be collected (the poor box), but publicised in a different way. St Aelred's had (has?) the 'Hunger Box'. Security issues would need to be resolved. This money could be used for 'smaller' appeals.

There is also the option of an emergency /spontaneous second collection for a specific urgent need, such as the one Fr George held for the Haiti Earthquake.

I think it would be good for the Parish to know how much money it raises each year for charitable causes. Could be reported in the Annual Parish Report?

The Report was welcomed and the recommendation, limiting the number of second collections, was agreed. It was suggested that progress be reported at the end of 2013.

### St. Mary's Singers

Frank is a member of this group, which has some 16+ members – about 4 basses, tenors, altos, sopranos. The group performs about once a year. Different formats – e.g. the recent Wine, women and song. We occasionally sing during Mass – e.g. African Sanctus. Only a few of these sit together at Mass as the "choir". Frank mentioned a meeting w/e 3 or 4<sup>th</sup> November. We will let Fr. William know the arrangements when decided.

**ACTION:** Details to Fr. William

**10. CLOSING PRAYER** Fr. William then thanked everyone for coming and closed with a prayer at 21:20

### FUTURE MEETINGS & EVENTS 2012 - 2013

Monday	24 December	Children's Christmas Mass at 4:30 p.m.
Tuesday	25 December	Christmas Masses at midnight, 08:00, 10:00
Thursday	17 January	Parish Council quarterly meeting
Sunday	31 March	Easter Sunday