

St Mary's Parish Pastoral Council

Minutes of meeting Thursday 3rd May 2018

Present:

- Fr William Wright (Chair)

Appointed

- Carmel Bridson
- Chris Clissitt
- Paul Jackson (School)
- Vince McGurk

Elected

- Teresa Britton (Liturgy).
- Charlotte Burrell (Formation)
- Julie Finn (Mission)
- Amanda Kelly (Support)
- Sheila Lund (Interaction)

- Chris Senior (Secretary)

Apologies: Simon Stockdale

1. **Opening Reading** was led by Fr. William

2. **Apologies**

As recorded above.

3. **Parish Priest introduction**

Fr William read, and expanded on the latest (2017) 'Report on St Mary's Parish' annual statement he recently submitted to the Ampleforth Chapter.

4. **The minutes of the PPC meeting on 22nd February 2018**

The Minutes of the last meeting were approved as an accurate record.

5. **Actions and matters arising from the PPC February 2018 meeting (not itemised in the Agenda)**

4) Matters Arising from PPC Oct 2017 meeting....

15) Website presentation

Fr William updated the PPC and suggested that the numbers of parishioners without ready access to the internet was quite low. Instead of providing an online demonstration of the Parish website he would now seek volunteers (a new ministry) to offer direct support to parishioners who required assistance or tuition in the web.

ACTION: Fr William to consult with Carmel Bridson and then circulate a call for website tutor volunteers in the Parish Bulletin and/or advertise the service.

5) Matters Arising from PPC May 2017 meeting....

9) Donations for sacramental preparation

A debate of PPC councillors explored how to best describe the intended 'recipient' of the voluntary donations in these retiring collections. The terms 'Ampleforth Community' and 'Building Fund' were eventually rejected in favour of the phrase 'St Mary's Parish Funds' which it was agreed would be more relevant to potential donors.

ACTION: Fr William noted there would be a special entry in the (appropriate edition of the) Parish Bulletin explaining the voluntary aspect of contributions to all Mass attendees for Confirmation and First Communion.

6) Missionary Outreach

A more detailed debate of this issue took place later as a distinct Agenda item (See Item 8), though other related issues discussed were:

- Paul Jackson noted the School was currently discussing its next charitable project and a school-to-school link (as with the Macheke, Zimbabwe cause) would be potentially of great interest and applicability to St Marys School.
- Fr William confirmed that any money paid to Zimbabwe would be made through the Ampleforth accounts and would be fully accountable i.e. parishioners could be confident that every penny was passed to the cause.
- It was strongly recommended that the Parish continue to invite speakers from good causes to direct address parishioners at each Mass to explain the situation and answer questions.
- It was agreed that the Parish Twitter account (and other social media and online fundraising tools e.g. 'My donate') should be better used to promote and support Missionary outreach causes adopted by the Parish

ACTION: Julie Finn to contact Simon Stockdale and investigate the use of Apps to support Missionary Outreach

All other outstanding Actions were completed, or otherwise raised as Agenda items.

6. Parish experience of the Liturgy

Fr William updated the PPC stating he had talked to the Parish about the liturgical experience in recent homilies e.g. this included an explanation of last Easter's temporary introduction of hand gestures.

Efforts had also been made to engage children and parents. Fr William noted he had been impressed by the natural engagement of children in the (twice per term) Mass he celebrates with the School and when year-groups come to Wednesday parish mass.

It was suggested by councillors that children attending normal Mass could be better engaged by encouraging wider use (under instruction of the parents) of the 'children's edition' of the Mass 'order of service' prompt cards. Parents should also be allowed to take the Mass cards home for further discussion and more leisured instruction with parents.

Fr William also noted that many in the parish now understand 'Liturgy' to refer not to what we do in church but to what the children go out to do in another room . PPC members suggested adopting the widely used term 'Little Church' (for Children's Liturgy), that Church (as community) is an easier concept for children than Liturgy and that Fr William be encouraged to recover the term Liturgy in its full and accurate sense and explain this to the Parish.

PPC members also encouraged Fr William to continue to share with all the Parish the reasons of the 'why' and 'what' of modern liturgical practice.

Fr William thanked the PPC for their useful suggestions.

7. **Solicitude for Newcomers**

As a brief follow up to discussions at the February meeting Fr William reiterated his aim to help the parish and all parishioners better engage with newcomers and also explained his use of the term 'solicitude'.

It was suggested by PPC members that an invitation could be made to any new parishioners offering a home visit by a parishioner.

It was also noted a similar direct first-contact support could be offered by the appointment of a 'Parish Buddy' to new attendees.

8. **Missionary Outreach**

[NB Items 8 and 9 were co-dependent and the discussion switched between both aspects.]

Julie Finn reported the J&P (old) account had closed with a balance of £2,320. These funds were to be transferred into the Parish accounts, and £1,160 to *Open Arms Malawi* (as previously recommended by PPC). Unfortunately the £1,160 tentatively agreed for Burkina Faso had not been paid due to the now insurmountable difficulties in establishing the accountable use of these funds.

JF also noted it was now over 2 years since the original suspension of the envelope scheme, and although Standing Order details had been gathered for future donations these were still inactive and it was now timely that a final decision be made re. charitable causes adopted by the Parish and to relaunch fundraising efforts.

A lengthy discussion ensued over the merits and concerns of adopting a cause from: *Open Arms Malawi*, Macheke, Zimbabwe (school fees for poor students), Mary's Meals and CAFOD.

Major issues raised by councillors included; preference to minimise or eliminate funds paid to charitable administration rather than the cause itself, the advantages of an institutional (not personal or individual) link to a cause to ensure sustainability and longevity, and easing the communications and administration burden (as well as eliminating confusion) to the Parish by adopting a single cause.

It was also noted that previous contributors (and those parishioners who had provided Standing Order details) would be informed regarding the potential change of donations. This will be performed after each mass on a forthcoming when Fr William returns from his holidays.

9. International Outreach Fund: Options for Governance

The draft *International Outreach Fund Governance Guidelines* were debated with various suggestions and questions raised. Most suggestions were informed by the principle of simplifying the procedure as much as possible.

Key outcomes were:

- Recommendation to drop the proposal of a special mechanism to allow a grant to be made to any appeal as designated by the UK's *Disaster Emergency Committee* (DEC). All DEC appeals would be supported, as in the past by an emergency second collection called at the discretion of the Parish Priest.
- Recommended (as the J&P had now dissolved) that two representatives were needed to administer the Fund. One would be a PPC member and could be the parish elected councillor Mission, the other should be directly appointed by the Parish Priest.
- Recommended that the expression that the fund would only support non UK causes would be omitted to allow greatest flexibility.
- Agreed no special grant payment routine was required as the existing routines for authorising fund payments (as for any payment made from Parish Funds) would be sufficient to satisfy due diligence and accountability.
- It was not known why grants could only be made for a minimum of £400.
ACTION: Fr William to query suggested minimum payment limit from the fund.

ACTION: The Guidelines to be redrafted to the above effect by Fr William

It was recommended that the redrafted guidelines be returned in 12 months as a possible governance structure and that in the meantime a simple mechanism for operating International Outreach be adopted following the former Africa Envelopes mechanism.

It was also recommended by the PPC that an immediate decision at the current meeting should be made to adopt a Parish cause and thereby support an immediate relaunch of the scheme and initiate fundraising.

It was also recommended that concentrating on a single Parish sponsored cause (for a minimum of a 1 year when the situation would be reviewed) would help avoid confusion and achieve focus.

The *Macheke, Zimbabwe* [School fees] cause was unanimously recommended for Parish support via the 'International Outreach Fund' by PPC councillors for next twelve months followed by review.

It was also confirmed by unanimous recommendation that the 'International Outreach Fund' would be managed by Julie Finn (IF was absent from the room for consultation) in her capacity as the parish elected councillor for Mission.

ACTION: Fr William would consider the appointment of a second fund administrator in line with the earlier debate.

10. Proposed Replacement of Blinds in Church

Fr William sought PPC feedback re. the desirability of remounting the blinds on windows that had been (temporarily) removed for the refurbishment and decoration works in the Church.

It was suggested that the much improved provision of natural light (and external views) had to balance with providing shade for certain areas of the church seating affected by direct sunlight.

ACTION: Fr William (and all) to track the incidence of direct sunlight over the next 12 months and if necessary adopt a partial replacement of selective blinds.

11. AGM Proposed Reschedule

After a brief debate it was agreed to run the Parish 2018 AGM directly after the 6pm Mass on Saturday 12th May.

As a result of the above the 2019 AGM would be held after the 5pm Mass to complete the cycle of adopting all 3 Masses for hosting AGMs over 3 successive years.

ACTION: PPC members encouraged to attend the 2018 AGM if this was convenient.

12. Finance Report

Report had been previously circulated. No comments raised.

13. School Report

Report had been previously circulated. Peter Jackson added the recruitment expectation for Y1 at St Mary's in 2018-19 was to match, required targets. This was in part due to an improved advertising campaign by the School, though the shortage of primary school places across Knaresborough would also have had an impact.

PJ also noted that the unsuccessful bid for expanded nursery provision by the School would be revised and resubmitted in the following school year.

14. Future Meetings

	19.00	AGM, Saturday 12 th May 2018 (after 6:00pm Mass)
	19:00 – 20:30	Thursday 19 th July 2018
	19:00 – 20:30	Thursday 18 th October 2018
	19:00 – 20:30	Thursday 28 th February 2019
NEW	19:00 – 20:30	Thursday 2 nd May 2019
NEW	18.00	AGM, Sunday 5 th May 2019 (after 5:00pm Mass)

15. Final Prayer

The meeting closed with a prayer.