

St Teresa's Parish Pastoral Council

Minutes of Meeting held on Thursday 5th March 2015

Present: Paul Carter(Chair); Fr John Mulligan; Margaret O'Donovan; Brendan Gilbert; Denis Yorke; Con Diver; Theresa Goldband; Mary Cadd; Mary Lee; Rob Mobile; Jean Dolan (Minutes)

Apologies: Fred Mendonca; Margaret Malone; Mary Mandryk; Liz Coutino; Justin Dachtler; Bernadette Mulhern; Alex Chan has stepped down from the PPC.

Opening:		
Introduction	Paul Carter welcomed everyone to the PPC Meeting.	
Opening Prayer	Paul opened the meeting with a prayer	
Minutes of previous meeting:	<p>Amendments: as requested by John Gillespie under the item SOCIAL/CHEC</p> <p>The Business plan will be completed by the end of the month and the CHEC focus has started to target key areas to ensure funding is in place for building to commence in 2017. Areas of funding besides organised events will be the exploration of grants via government, local authority and private business with a focus also on raising revenue to fund potential projects to three areas:</p> <p>a) Children, Young People and Families b) Older People c) Community Outreach</p> <p>as requested by Paul Carter to add his name to list of apologies</p>	Action: Theresa Goldband
Matters Arising	<p>First Holy Communion A signer (Roma) and a replacement (Christian signer and Anglican priest) have been organised for the First Communion Saturday mornings sessions. A Catholic signer will be required for the First Communion Mass in May 2015. Paul Carter has suggested Iona may be able to assist.</p> <p>Prayer sponsor cards for First Communion children will be available for 21st March 2015 for each child to write their own prayer.</p> <p>Personal welcoming letters will be sent out to new families and parishioners on completion of their census forms</p> <p>Safeguarding Fire drills should be organised regularly in the church. The best practice folder will be completed in April.</p> <p>A safety report will be made and then the fire system will be tested twice a year. Access points and alarms to be in place in the Church and Parish Hall. 27th and 28th June – proposed dates for fire drills to take place at Masses. Possibly have a separate fire drill for the children's liturgy group (with parents notified) A fire inspection to be organised. Fire safety is a large issue and a meeting outside of PPC will be arranged with the safeguarding team.</p> <p>Community Masses</p>	<p>Paul Carter</p> <p>Margaret Malone</p> <p>Margaret O'Donovan/ Fr John</p> <p>Con Diver</p>

	<p>Next date end of May 2015. A notice will be placed in the newsletter to invite one of the Communities to lead the Mass.</p> <p>Children's Liturgy Volunteers are still required. 1,000 flyers have been published explaining what children's liturgy is and requesting feedback and volunteers.</p> <p>CHEC A parish BBQ will be held on 30/05/2015 from 7pm – 10pm after the 6.30pm Mass. This is as a thank you to the parishioners who have made donations and continue to support the project.</p> <p>PA System An estimate of costs for the church PA system has been received and will be itemised before a decision can be considered.</p>	<p>Margaret O'Donovan/ Fr John</p> <p>Fr John</p>
1.Evangelisation: Justin; Fred; Con; Charles; Marion		
Evangelisation Group	Next meeting is on 11 th March 2015 in the parish hall looking at Marriage and Family Life (for Synod in Rome in October)	Justin Dachtler
School	Justin Dachtler not present. Deferred to next PPC meeting. The session dates and Masses are fixed. The programme has begun.	
First Holy Communion	12 catechists are delivering the programme including Michele Thomas from St Teresa's School. Working better with the parents on site.	
Confirmation	Flame 2 – Catholic Youth Ministry Federation took place on Saturday 7 th March 2015 from 12 – 5.30pm at Wembley Arena. It was advertised through the schools and churches. 8,000 youths attended. 140 young people went from the deanery by coach. Faith inspirational speakers, music and drama concluding with Adoration led by Cardinal Vincent Nichols. The programme runs from October – June. There are 40 young people on the confirmation programme. There is a good team in place providing a wider life experience, speakers and involvement of parents. If St Peter and St Paul church take on Year 9 more Deanery events could be organised. It has been beneficial to have an older age group.	
RCIA	The Rite of Election took place on 21 st February 2015 at St George's Cathedral. 440 people from Southwark diocese celebrated the Rite of Election at the Cathedral and are due to be received into the Church at Easter. 10 RCIA candidates/catechumans attended from St Teresa's. It was a very enjoyable day.	
Formation and Stewardship	There is meeting at Amigo Hall, St George's Cathedral on 24/04/2015 from 10am- 2pm. David Wells from Plymouth Diocese is the speaker.	
Hospital	St Helier Hospital – notice in newsletter regarding informing Fr John or Margaret O'Donovan if someone is admitted and require communion. Sister Shelia Mulvey is at St Helier's hospital but she has no access to the names of Catholic patients.	

Welcoming	School involvement in welcoming ministry. Deferred to next PPC meeting. Bernadette has said that there has been positive feedback. Perhaps Year 6 students could be involved after Easter. Also welcoming at the 9am Sunday Mass.	Bernadette Mulhern and Justin Dachtler
2. Communication: Theresa, Justin, Brendan, Jean, Margaret M, Denis, Paul		
Newsletter/ Website	100 parishioners have subscribed to have the parish newsletter emailed to them. There are 320 parish newsletters available in the church narthex. Parishioners take them into Mass for the Gospel readings and prayers. Any copies not taken home are returned to the contact corner.	Paul Carter and Theresa Goldband
TV Screen	Streaming is working well. Maria Roman is updating the screen from home.	
Contact Corner	The contact corner is working and parishioners old and new are finding it helpful.	
Message Boards	Some parishioners have asked if the boards used to display First Holy Communion information could be more prominently placed. Paul Carter and Teresa Goldband to review message boards.	
Projection	The projectors have been well received by the parishioners and it would be beneficial to organise and manage their during the Easter services. Rob Mobile has met with David Hensmen and Chris George and they would like to liaise with the music groups.	
Safeguarding	Annemarie is doing excellent ongoing work. Photographs and contact details of the safeguarding officers are going to be made available. Contact information will be placed in the parish newsletter and on the parish website. A leaflet will be produced and be available for the contact corner. Paul Carter will provide an updated A4 leaflet of group leaders for parish groups for the parish website.	Safeguarding Team Paul Carter
3. Liturgy: Fred; Charles; Margaret O'Donovan; Mary C; Con		
School Involvement	School Masses to be arranged. Deferred to the next PPC Meeting.	
Community Masses	Notice to be placed in parish newsletter and waiting for community group to respond to the invitation to lead a community Mass at the end of May	
Childrens' Liturgy	The numbers of children participating are good. Adult helpers and catechists are required. Possibly older alter servers or young people on completing their confirmation would consider volunteering.	
Formation for Readers	A Deanery formation event is arranged for 9 th May 2015 11am-1.30pm led by Fr Denis McBride. This is the 1 st of 3 annual sessions that are planned – including a session by Fr John Farrell and Malcolm Jones (to assist with theology, technique and understanding how the Word of God feeds and drives our lives as Christians)	
Hymn Books v	As the use of projectors during Masses have been popular and contribute to the participation of parishioners in the celebration of Mass this seems the best way forward. It is also more financially viable.	

Projectors	<p>The parishioners often comment on the positive contribution of the Altar Servers at Masses. They are in large numbers and there are new servers coming forward and older servers returning during their term holidays from university.</p> <p>The parish is well served with talented musicians and choir members.</p>	
Altar Servers		
Music		
4. Social: Marion; Theresa: Margaret M; Mary C; Jean; Mary L; Paul		
Tuesday Club	<p>The Tuesday club has 20-25 regular attendees. It is being led by John Mooney and 3 others.</p> <p>The new rota to assist with the refreshments after the 11am Sunday Mass is working well.</p> <p>St Teresa's parish is holding an international evening event at St Teresa's school hall on Saturday 25th April 2015. Raffle tickets are on sale and a prize of a trip for 4 people at Disneyland Paris. A notice has been placed in the parish newsletter requesting names for any parishioners that would like to be involved in cultural music, song or dance. Pat Kelly has arranged a poster advertising the event for the noticeboard.</p> <p>The proceeds will go into the Community Development Fund. In April there will be a publicity launch for CHEC- to keep the parish informed and keep the momentum of fundraising going. A fundraising barometer will be provided for the church and the parish website. Fred Mendonca and John Gillespie will be asking parishioners to take Interest Free Loans which are approved by the Diocese. A flyer has been produced and will be handed out at the Contact Corner after all Masses asking for parishioners to consider helping.</p> <p>The PPC to approve the Terms of Reference of Community Project Steering Group. There will be a report from the Community Project Steering Group on 21st May 2015.</p>	<p>Fred Mendonca and John Gillespie</p> <p>All PPC Members</p>
Coffee Mornings		
Fundraising and interaction with CHEC activities		
ACTION POINT		
Maintenance: Con Diver; Brendan Gilbert		

CHEC Update	<p>A budget for the approved building extension has now been set at £700,000.00. This breakdown as follows: £530,000.00 for the actual building, 10% professional fees, plus VAT at 20% = £700,000.00.</p> <p>£130,000.00 is already in hand and allocated to the project with fund raising strategies in place to increase that figure to £360,000.00 by the end of 2015. We have a lot of work to do to achieve this year's target but remain confident we will succeed with the full support of all areas of the parish. We are currently seeking to commence the building project in April 2017 and complete by the end of November 2017.</p> <p>CHEC fundraising chart to be provided.</p> <p>While the parish development project would bring great opportunity to the whole parish – there was concern expressed about the overall cost of the project and the constant expectation on parishioners to contribute to a series of fundraisers which have no end in sight.</p>	John Gillespie And Fred Mendonca
PA System	Available options regarding the church sound system are still be evaluated before a purchasing decision is made.	
Photocopier	A new photocopier has been purchased and is in use.	Fr John
Holy Week and Easter	The timetable for Holy Week and Easter is available in the church. Holy Week posters are also available in the Narthex. All PPC members to be vigilant at services to report back for review at the next PPC meeting.	
Parking outside the church on Good Friday and Saturday Vigil Mass	Brendan Gilbert and Con Diver plus volunteers will assist with the parking outside the church on Good Friday and Saturday Vigil Mass.	All PPC Members
Parking Barrier	Fr John has proposed that the PPC consider installing a parking barrier to be placed at the front corner of the church left of the main door. The car park area outside the church is heavily used during the school run times and late at night. It is suggested it could be on a timer and installing a switch inside the presbytery. Con Diver to provide costing.	Con Diver
Confidential Items	There are no confidential items	
Any Other Business		

<p>Andrew O'Connor</p> <p>Parish Collections</p> <p>Mission for Christ Pilgrimage</p> <p>Raffle Tickets for the International Evening</p> <p>Email for Rob Mobile</p>	<p>Father John confirmed that Andrew O'Connor, one of our Parishioners and a teacher at Wimbledon College, had appeared in court and been given a non-custodial sentence for an internet offence and his name placed on the Sex Offenders Register. Andrew is no longer attending St Teresa's Church and was no longer involved in any Parish activities. Father John confirmed that since the matter had first been brought to his attention the authorities had been kept informed and that he had received close support from both the Diocese and St Teresa's safe guarding team for which he was grateful. Father John asked everyone to remember Andrew and his family in their prayer</p> <p>On recent Sunday Masses the collectors haven't included the Lady Chapel. If John Richardson is not available the other collectors do not make themselves known. Teresa Goldband, Paul Carter and Con Diver to be vigilant to alert nominated collectors on Sunday.</p> <p>There are 8-12 adults from Dublin who are visiting St Theresa's parish on 22 August – 29th August 2015. They will be knocking on every door in the parish. They will need street maps for the parish area and prayer cards. It would assist them greatly if anyone in the parish could offer them Bed and Breakfast accommodation. The final night of their stay they will be inviting parishioners to their led Mass.</p> <p>There are key individuals not available on the evening.</p> <p>For the time being Rob Mobile's contact is: info@stcp.org.uk</p> <p>Please make sure Theresa has PPC members current email address.</p>	
<p>Next PPC Meetings</p>	<p>15th April 2015 – Fred Mendonca (chair) 21st May 2015 – Margaret Malone (chair) ACTION POINT – minute takers and leaders for opening and closing prayers to be confirmed.</p> <p>Agenda items:</p> <p>Fundraising and interaction with CHEC Terms of reference approval of Community Project Steering Group Holy Week and Easter review</p>	
<p>Closing Prayer</p>	<p>The meeting concluded with a closing prayer by Con Diver.</p>	