

St Teresa's Parish Pastoral Council
Minutes of Meeting held on Tuesday 19th January 2016

Present: Fred Mendonca (Chair); Margaret Malone; Paul Carter; Fr John; Margaret O'Donovan; Brendan Gilbert; Mary Mandryk; Frida Forya; Mary Lee; Mary Cadd; Theresa Goldband; Adri Wells; Con Diver; Rob Mobile; Jean Dolan (Minutes)

Apologies: Liz Coutinho; Justin Dachtler; Bernadette Mulhern

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| Opening Prayer | Theresa Goldband | |
| Review of minutes and matters arising | <p>The invites to the school nativity play should be extended to include more members of the older community in the parish Contact corner – confirmation forms should be available. Census forms have been updated. Newsletter - subscribe to newsletter requires updating and PPC would like to know how many subscribers we have</p> <p>Race Night – To be arranged for the new year Car park barrier – proposals too expensive Seeking an alternative solution</p> <p>World mothers prayer group – some parishioners have expressed an interest and need to be contacted</p> | <p>Action:</p> <p>Theresa Goldband and Margaret O'Donovan</p> <p>Mary Mandryk</p> |
| Parish Hall Extension Update (Agenda Item 4 brought forward) | <p>John Gillespie (CHEC) provided the PPC with an update of ongoing work. The fundraising events of 2015 were well supported by the parish. August 2015 – decision to continue plan to build 2 storey building and toilet block. September 2015 – CHEC meeting to continue with original plan. A bid writer has been recruited to secure external bids. The fundraiser quotes are on target. January 2016 - £140,000 has been raised towards the project. Consultation with the PPC to deliver part of the building work. A separate toilet block to be completed with at the earliest opportunity with a separate entrance for ladies and gentlemen. London Borough of Merton to approve the plans. There will also be a new storeroom built adjacent to the school. Contractor price : Cost £47,000 toilet block; £12,000 for the storeroom.</p> | |

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| | <p>The money will be taken from existing funds which reduce the final spend.</p> <p>CHEC provided plans of the building work to circulate to the PPC members for discussion. (attached documents)</p> <p>CHEC meet in 4 weeks to review and make decisions on how to move forward. Review at Easter 2016 where the project is in terms of funding. The Bids should boost the funds and the building of the toilet block and storeroom should inspire confidence from the parish to support the project. Four bids are being considered by the bid writer by mid summer. There are contingency plans (plan B) for the project in the event of lesser funding. The plan B would have to be able to meet the delivery expectations of the stakeholders (the parish). CHEC will plot a plan based on anticipated figures and will report to the PPC in May 2016.</p> | |
| <p>1. Parish Finance Update</p> | <p>Adri Wells provided the parish finance update and circulated figures for 2015 – St Teresa’s net assets and church income and monthly expense (documents attached)</p> <p>£2,600 spend on church projectors – parishioners offered their labour free. The parish needs to ensure that the church is covered by the Performing Rights licence. To check if the church is covered by the Diocese licence.</p> <p>The PPC would like to say thank you to Adri Wells for his work on the finance committee and preparing reports.</p> | <p>Fr John</p> |
| <p>2. Review of Advent, Christmas and New Year</p> | <p>An external Nativity prayer space was created at the school (not in chapel) which worked very well. The school nativity play (year 4) was held at 10.30am perhaps in future the timing could be later and more invited people could attend.</p> <p>The crib figures have been restored and looked beautiful. As did the Christmas tree and sanctuary floral arrangements. The Projectors were used at the Christmas Masses and increased participation. There needs to be a standard font used as they are hard to read upstairs.</p> <p>The procession of lights at the Midnight Mass was very effective from upstairs.</p> | |

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| | <p>The alter servers over the Christmas Masses were excellent.</p> <p>The New Year lunch was well attended with an abundance of food provided by the parishioners. Next year the buffet should be more central to prevent parishioners waiting to enter the hall and making a more efficient way to be served. More soft drinks should be available for adults and children and there should be fresh bread.</p> | |
| <p>3. Community Project Update</p> | <p>Rob Mobile provided a community project report up to the end of October 2016 at the previous PPC meeting in November 2015 for discussion.</p> <p>The community project is for young people and pastoral care taking into account the interest of the school. 2 other schools are looking into developing the community project. Support is being provided for young carers, refugees and the youth clubs. There is a lack of development in the area of support for older people.</p> <p>The community project would like to make more use of the parish hall. The current outreach work can be an income generator to the hall.</p> <p>The project has reserve funds which will cover the funding until December 2016. There is separate funding to CHEC both revenue and capitol funding. A meeting with Porticus to be arranged to try and achieve a 3 year bid – being 10,000 – 18,000 between 3 schools annually. The community project consists of 5 salaried roles working along with volunteers.</p> <p>Q Have we got the outcomes of the community project right – do we need to change anything?</p> <p>To develop the area of supporting the older people in the community – a support worker could assist; monthly social activities; more support for the work that is already ongoing; digital feedback; signposting available services; more outreach to the elderly community; the school could be used at weekends for IT courses; guest speakers arranged; home visits</p> | |

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| | <p>and one-to one sessions; and organised joint projects to check homes for fire safety etc and therapy work.</p> <p>Q What do we need to have in place from January 2017?</p> <p>Decisions on how the individual in the post of Community Development Manager is going to be managed in the future. Ideally there should be at least one person who acts as a 'Line Manager' – to monitor the ongoing work on the community project and to check that the key achievements are being delivered to the stakeholders (the parish) and hold the Community project to account. The work of the community project should be supported by the PPC and the parish. The bids for funding are for £10,000 and £15,000 and decisions can be given on these in 12 weeks.</p> | <p>PPC Members</p> |
| <p>5. Evangelisation (Justin; Fred; Con; Charles)</p> | | |
| <p>Anointing Masses</p> <p>Evangelisation Meetings and Visitors Group</p> <p>St Teresa's School</p> | <p>There has been a request for 2 anointing Masses per year. The dates are 11th June 2016 and 1st October 2016 at the 11am Masses. Tea and coffee will be available in the parish centre. Fr John will arrange for an additional priest to attend. Music to be arranged. A notice will go into the newsletter to appeal for drivers to bring parishioners to church. Drivers will be able to give their details to the contact corner. It would be nice if some of the pupils from the school would be able to sing at the anointing Masses.</p> <p>12 people are registered on the visiting team and have begun making home visits to those people who have requested them. A parish map is being organised to make visits more efficient. The dates for the next meeting will be in the newsletter.</p> <p>Justin Datchler is not present. The school has a full quota of pupils.</p> <p>The school made financial collections at the Nativity play and the carolling and raised £795 for SVP.</p> | <p>Fr John and Margaret O'Donovan</p> <p>Justin Datchler</p> |

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| <p>First Holy Communion</p> <p>Confirmation</p> <p>RCIA</p> <p>Prayer Group</p> <p>Clothes collection charity</p> | <p>Prayer leaders sang carols at Christmas at St Helier hospital. The ‘my space area’ will provide space for classes to use for prayer groups.</p> <p>The school would like to use a door of faith to assist fundraising the chapel and my space area. The school will provide costing and are requesting help from the parish for finance.</p> <p>The First Holy Communion group met for the 1st session on the next Saturday after Christmas. The celebration will be in 3 weeks time.</p> <p>30 young people enrolled. Confirmation on 4th June 2016. Trip to Alton Castle 20th May 2016. Deanery parent sessions with Jenny Baker to be arranged.</p> <p>RCIA going well. Rite of Election at Southwark Cathedral on 13th February 2016. 4 Candidates and 2 Catechumens to receive the sacraments at the Easter Vigil.</p> <p>The prayer group restarted in the new year every third Saturday of the month (dates in newsletter) currently between 35-40 regular attendees.</p> <p>Donated clothing will be weighed and a cheque will be provided for a refugee charity (CAFOD)</p> | <p>Justin Dachtler</p> |
| <p>6. Communication (Theresa; Justin; Brendan; Jean; Margaret M; Denis; Paul)</p> | | |
| <p>Contact corner</p> <p>Parish website</p> | <p>The contact corner rota was circulated to the PPC members to confirm which slots are allocated. Amendments will be made to ensure the vacant slots are staffed.</p> <p>A new parish website is being created by Denys Hide and Yasmin which will be accessible via mobile phone.</p> | <p>Margaret O’Donovan</p> |

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| 7. Liturgy (Fred; Charles; Margaret O'Donovan; Mary C; Con; Dennis) | | |
| Children's Liturgy | After a near incident – the Catechists will have an adult positioned in a chair next to the exit door. | |
| Readers and Special Ministers rota and Recruitment | A notice has been placed in the newsletter for additional readers and special ministers. | |
| Community Masses | Next dates for Community Masses are May 29 th , July 31 st ; October 30 th groups to lead to be arranged. | |
| Projector | The projector to be used for 2 monthly traditional Mass. Team to organise the readings, responses and music – (proposed Fred, Theresa, Frida) Also to research need for licence to use material and broadcast. | Fred Mendonca Frida Forya Theresa Goldband |
| 8. Social (Margaret M; Mary C; Jean; Theresa) | | |
| Hire of Hall | Currently the hall is hired by request at £20 per hour the keys are provided by Fr John or Margaret O'Donovan. There is no formal written agreement but the groups that utilise the hall are expected to leave the hall clean and take any rubbish with them when they leave. The bookings are kept in the diary by Margaret O'Donovan and Rob Mobile. It would assist if there was storage space available in the cupboard in the hall. The hall is currently available for use on Tuesday, Wednesday and Thursday daytimes. In future the diary will show the areas used blocked to make bookings more efficient. | |

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| | As the parish intends to make better use of the hall to generate income a formal written agreement of conditions/contract should be drafted. A caretaker position will be needed either volunteer or salaried. | Rob Mobile and Margaret O'Donovan |
| 9. Maintenance | (Con; Brendan) | |
| Fire Alarm Update | <p>After consultation with the local Fire Authority it is confirmed that the parish is not legally obliged to have fire alarm systems installed. The proviso is that there is an adequate number of certificated fire extinguishers in place and fire blankets and all exits are clearly marked and accessible. There should be trained fire marshals at every Mass and external event. Arrangements should be made to clear any accumulated rubbish in the storeroom.</p> <p>A number of parishioners have volunteered to be fire marshals and first aiders. Brendan Gilbert to lead training sessions.</p> <p>Precision will come in to check electrics. All the cables and newly installed wiring needs to be checked.</p> <p>An unannounced fire evacuation practice will take place on one of the weekend Masses. Progress to be followed up on next PPC meeting agenda</p> | Con Diver and Brendan Gilbert |
| Litter | There is a large amount of litter around the school area and on the Merton side of the ground adjacent to the church. Margaret Malone to contact the Council. | Margaret Malone |
| Car park flooding | The church car park is flooded on the far side. Con Diver to check the drainage. | Con Diver |
| Hall cleaning | While the hall is being regularly cleaned the toilets appear not to be being cleaned as frequently. The school can provide toilet paper dispensers for the hall. | Margaret Malone |
| 10. Confidential Items | There are no confidential items. | |
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| 11. A.O.B | | |
| Tribute to parishioners Special anniversary | John and Maureen Smith celebrate their diamond 60 year marriage anniversary. They have received a Papal Blessing and the PPC and the parish extend their warmest congratulations. | |
| Parish workshop | On 23 rd April 2016 in Roehampton there will be a parish workshop on welcome and integration. Paddy Stringer will be a key speaker. Booking required £30 fee. | |
| Closing prayer | Led by Paul Carter – take from Pope Francis Prayer Intentions for 2016 (documents attached) | |
| Agenda Items | Focus and Orientation session to be led by Fr John Progress of Fire Safety checks | |
| Next Meetings | 8th March 2016 - Paul Carter (Chair) 3rd May 2016 - Margaret Malone (Chair) 5th July 2016 – Fred Mendonca (Chair) | |