**A.M.D.G.**

**Minutes of the meeting of**

**The Parish Pastoral Committee of St Peter’s Stonyhurst,**

**Held on Tuesday 9th April 2013 at 7:30 p.m.,**

**Staff Parlour, Stonyhurst College.**

**Members Present:** Fr. Francis Hull S.J. (Acting Parish Priest), Niall Macfarlane (Chair), , Rita Holden, Frances Ahearne, Andrew Snape.

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| Agenda  Item | Subject | Discussion/Outcome | Action  (if any) & by whom |
| 1. | Opening Prayer | Fr. Hull opened the Meeting with prayers at 7:30 p.m. |  |
| 2 | Apologies | Apologies had been received from: Mary Moss, Lisa Quinn-Jones, Lucy Harrison, Linda Blakey, John Thomasson |  |
| 3. | Fr Frank | Father Frank (Fr F) updated the meeting as to his likely length of stay: he advised that the Provincial had asked him to stay on until Pentecost, 19th May or so. No news of a possible replacement as yet |  |
| 4. | Minute taker | It was agreed that NM would take Minutes. |  |
| 5. | Minutes of  the last  meeting | The Minutes of the last meeting had been circulated by e-mail and were approved as a true record of that meeting. |  |
| 6. | Matters arising from the  Minutes of  the last  meeting | **Fire Alarm Procedure -** To be typed out and laminated. This needs checking with FA when completed as there were items still outstanding  **Pyx**: FA confirmed additional host containers had been purchased for Eucharistic Ministers to use as required. | FA |
| 7. | Matters arising | **St Joseph’s Coffee Mornings**: NM had contacted both Emilia Turner and Sarah McLennan who advised that typically when the Sacramental Programme was in operation between September through to April and with the gathering of candidate children and parents, then the coffee morning also took place. The Mass on these occasions became the special Children’s Liturgy Mass. The next one was due April 28th. *See later Agenda 10 reference to Children’s Liturgy*  **Commemorative Masses:** Fr F reported that he believed everything was now up to date  **Part-time secretariat:** the Chairhad had an offer from JT to take on this role, which dove- tailed with a number of his current duties such as being Registrar, counting the week-end collections and being able to liaise with Fr on a regular basis. The Chair would be meeting with JT on his return from his holidays to discuss this further.  **Jesuit Parish Forum:** Fr F and NM had attended the two day conference in Leeds despite the snowy conditions. With the meeting missing quite a number of members the report would be delivered at the next meeting  **St Joseph’s School Boiler:** FA questioned the expense of the boiler, as reported in the recent Finance AGM. AS replied that it was an expensive item but there were additional repairs carried out at the same time. It was questioned whether if it broke down again whether we would install temporary heaters instead but it was hoped that the plan going forward would allow the new build to start with better equipment. The current boiler does also heat the school dining room.  **Fair Trade:** the Chair confirmed that school, college and parish were now all Fair Trade status  **Vice-chair**: The Chair will be adding this item to the next Agenda and invites candidates to come forward to act as his replacement if he was unable to chair the meetings  **Appointment of Minute secretary**: despite prolonged advertising in the Newsletter, no volunteer had come forward, and it was therefore beholden on the all committee members to respond generously to support this responsibility  **Website: t**he Chair advised that all committee members’ tel. contact details were now on the website. NM also confirmed more up-to-date pictures displaying St Peter’s were now on the website. The webmaster was also successfully archiving items from the past. | NM / JT  NM /Fr F  NM  All |
| 8. | Holy Week Review | The Chair invited comments from the attendees and the main points were:   * Both Maundy Thursday & Good Friday (Joint Service with Retreatants) – went as planned and was again considered a successful outcome * Holy Saturday (Parish only) Some issues were reported and maybe the intervention of less experienced scholastics made some of the preparation less manageable than expected. * It was planned to have a further Review with the College (Fr John Twist, Sarah Young) and the Parish (John Holden, NM and FA) when the school returned from the Easter break. * There were many good points such as the joint Choir, Parish servers, and the general integration of both groups which seemed to work well. There is a possible view that Holy Saturday could also become a joint service, but its nature is very heavily orientated towards youth and theatrical activity. John Holden was thanked for his stalwart work * AS proposed a comparison with English Martyrs Whalley order of services and missalettes which are sourced from Farnsworth. To be included in the joint review | NM JH FA  AS |
| 9. | Sunday Services | NM reported that the Saturday Vigil still has no music, and a discussion took place as to possible solutions. There was also a need for server holiday cover when the College is closed. This was also an issue for the Sunday 8.30am. Agreed to approach families who have potential candidates to help out and to re-advertise through the Newsletter. Fr F reported he had used CDs in a previous parish, but it was hoped we could get ‘live acts’. | All |
| 10. | Children’s Liturgy | The Chair confirmed that Sarah Hodkinson was willing to act as co-ordinator for this programme and we would need volunteers to support its delivery. The discussion highlighted the need for pairs of helpers (Safeguarding), training, and parental response to all step up and deliver the programme. Without this commitment the programme would fall on fewer shoulders and the children would ultimately be let down | All |
| 11. | Date of next meeting | Thursday 20th June 7.30pm @ Bayley Room Stonyhurst. The Chair would circulate this date quickly to those not present and ask them to check availability | All |
| 12. | Closing Prayers | The meeting closed with prayers at 8:45 p.m. |  |

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Chair Date

L.D.S.