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

**Minutes of the meeting of**

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

**Held on Wednesday 12th September 2012 at 7:30 p.m.,**

**Stuart Parlour, Stonyhurst College.**

**Members Present:** Fr. Peter Willcocks S.J. (Parish Priest), Niall Macfarlane (Chair), Lisa Quinn-Jones, Sarah McLennan.

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda  Item | Subject | Discussion/Outcome | Action  (if any) |
| 1. | Opening  Prayer | Fr. Willcocks opened the Meeting with a prayer at 7:30 p.m. |  |
| 2 | Apologies/Resignations | Apologies had been received from: Larry Crouch, Emilia Turner, Frances Aherne, Mary Moss, Andrew Snape, Linda Blakey, Rita Holden  The Chair advised he had received resignation letters from Larry Crouch and Emilia Turner. He had written to thank them for their contributions and continuing support. It was agreed for Fr P to invite new volunteers using the Newsletter | Fr P |
| 3. | Minute taker | It was agreed that Niall Macfarlane would take Minutes. |  |
| 4. | 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. |  |
| 5. | Matters arising from the  Minutes of  the last  meeting | The following updates were received:  **Joint Dinner Dance –** SM advised great progress had been made and the hard work of everyone meant the Dinner Dance was on schedule (13th Oct). Tickets were £15 a head, and included a pre-meal drink, two courses and two forty minute music programme. Tickets were to be obtained from Gill McDonnell. Father has published the event in the Newsletter so we hope for good support from the Parish. Thanks were expressed to the joint committee members  **First Holy Communion –** SM advised of a date change due to a clash with SMH: the new date would be 26th May. Head of St Joseph’s & parents of candidates had all been advised. It was the intention to have the Sacrament in term time by 2014. There is the intention to work closer with the school through assemblies and the monthly school mass in the preparation of the candidates. Possible review of having the 8.30am Mass as the First Communion Mass but held at SMH  **Fire Alarm Procedure -** To be typed out and laminated. This needs checking with FA as completed. Item still outstanding  **St.Joseph’s Notice Board-** Action completed.  **Autumn Retreat –3 Northern Jesuit Parishes**  NM shared with the meeting a flyer outlining a typical two day week-end retreat programme and it was felt that at the forthcoming York Jesuit Parishes meeting would be an opportunity to invite the three Northern Jesuit Parishes to get together for this sort of event. The timing of the event would likely be 2014. NM to update for next meeting  **Year of Faith** Fr Peter has been sent material by the Diocese and it was agreed that he would contact ET to share the information. NM would also check at the York conference ideas from other Parishes.  It was agreed that this continues as an Agenda item  **Visiting the Sick** Fr. Peter continues to publicise in the Newsletter for any names for him to visit. Action completed  **Parish Masses** Fr P gave an update as follows  *5.30pm Vigil Mass*: Sacristan team based on the duty Eucharistic Ministers in place; Offertory Procession volunteers chosen on the day by John/Rita Holden. (Still some reluctance from volunteers) College student acting as server. Need half term and holiday volunteer cover.  *Sunday 8.30am*: volunteer server from Parish family available and acts as Sacristan. If he is not available he will advise Michael Turner who will let AS know. Holiday Sacristan team set up to act as cover. Offertory Procession chosen on the day though it is hoped to get a regular list of volunteers soon.  *10am St Joseph’s*: Sacristy team already in place; servers already in place; Offertory Procession volunteers on the day in place  Review after Advent  **Meeting Minutes** Both church notice boards would require copies of the minutes. Action complete  **Welcome Pack** Contents of this were discussed so that those new to the Parish would be able to pick up an envelope containing the following information: Mass Times, Sacramental programme, contact names, Gift Aid form, Time and Talent sheet and a copy of the latest Parish Extra. NM has nearly completed the text, and will be approaching particular Parishioners for completion. Need to have Parishioner contact permission for publicity and telephone numbers etc Item still outstanding  **Parish Website** Chairman in discussion with a possible contact to start this project. More details at a future meeting  **School/Chapel** AS (as Chair of Governors) wrote to the meeting to advise no further contact with Fr Porter had been received and to encourage Parishioners to use the Church Postal boxes for their comments and thoughts. Fr P echoed this and has regularly announced at Mass this invitation. L Q-J volunteered to remind St Joseph Parishioners to ensure their opinions recorded | SM  Fr P/FA  NM  Fr P/ET NM  All  NM  NM  L Q-J |
| 8. | Arrupe Volunteers | Fr P shared correspondence from Sarah Young College Lay Chaplain introducing the use of College Poets (year 12 students) Arrupe Volunteers meeting and socialising with elderly member of the Parish community. Committee support the concept and will approach candidates to ‘test the water’ and respond to SY. | L Q-J  NM |
| 9. | St John’s Coffee Shop | SM reported on the busy activities of the St John’s Church and how all members of the community get involved. (1st and 3rd Mondays) Agreed for future dates to be included in Parish newsletter. SM to co-ordinate. | SM |
| 10. | Date of next meeting | **Tuesday 13th November 7.30pm** | All |
| 11. | Closing Prayers | The meeting closed with prayers at 8:58 p.m. |  |

………………………………………………………… …………………………..

Chair Date

L.D.S.