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

**Minutes of the meeting of**

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

**Held on Wednesday 16th January 2013 at 7:30 p.m.,**

**Stuart Parlour, Stonyhurst College.**

**Members Present:** Fr. Francis Hull S.J. (Acting Parish Priest), Niall Macfarlane (Chair), Linda Blakey, Rita Holden, Frances Ahearne, Andrew Snape, John Thomasson. John Holden was also in attendance.

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| Agenda  Item | Subject | Discussion/Outcome | Action  (if any) & by whom |
| 1. | Opening  Prayer | Fr. Hull opened the Meeting with a prayer at 7:30 p.m. |  |
| 2 | Apologies | Apologies had been received from: Mary Moss, Lisa Quinn-Jones, Lucy Harrison |  |
| 3. | Fr Frank | Father Frank (Fr F) was welcomed to the meeting and Parish. He advised he was on a temporary placement until Easter and able to report that Father Peter is currently at Farm Street on extended sick leave. The Parish was asked to include him in our prayers. FrF has come from St Wilfrid’s Preston but has had many varied responsibilities including Parish Priest at Chipping Norton. FrF was relatively up to speed with the daily schedules and would liaise with Frances reference the Newsletter |  |
| 4. | Minute taker | It was agreed that Niall Macfarlane 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  **Year of Faith** Rita Holden confirmed she had received a copy of the ‘YouCat’ Prayer Book via the Chairman  There was a request for an appropriate host container (pyx) to be purchased for Eucharistic Ministers to use as required | FA  FA/Fr F |
| 7. | Matters arising | **Advent feedback**: the *Service of Reconciliation* prior to Christmas was not well attended (20) and it was felt that it needed greater publicity in the Newsletter and perhaps should have been conducted at St Joseph’s. Maybe not to include refreshments next time. Also include it in the joint Churches Services leaflet.  **Vigil Mass** was very well attended with over 600 present. The designated greeters were overwhelmed with the numbers coming in so the opportunity to advertise the Gift Aid envelopes and other items were not possible. JH together with two members of the Hopkins family were thanked for their work. The Mass itself was well organised by Mary Mann and the involvement of many young people was much appreciated. **Midnight Mass**: still well attended with some 100 in the congregation. FA reported that she and LH had to ask parishioners to fulfil some of the roles such as the collections. The Lewis family supported the Readings.  **St Joseph’s 10am**: there was an issue that Agnes Eccles was not aware of the hymn programme as printed in the Christmas leaflet and the Chair accepted responsibility for neglecting to advise the Eccles family. The attendance again was very good, and believed to be around sixty.  In summary: we would repeat the stylised separate Mass service sheets, the special Newsletter, and review how to publicise the Gift Aid envelopes better. The Midnight Mass needs targeting for volunteers. Tidying up after the Vigil Mass will need looking at. Clearly there is a potential for a greater weekly audience. |  |
| 8. | St Joseph’s Coffee Mornings | LB asked for clarification as to the planned schedules for when these mornings were planned. This would allow the early publicity in the Newsletter and better preparation for the bakers! NM to email SM & ET | NM |
| 9. | Commemorative Masses | FrF reported that he was getting up to date as soon as he could to ensure that any Mass requests were correctly acknowledged and scheduled accordingly. It was felt that we should try and verify Anniversaries of deceased parishioners as a matter of urgency and conduct spelling checks by a senior member of the Parish. This would be a task for the proposed part-time secretariat support for the PP | Fr F |
| 10. | Jesuit Parish Forum | NM advised that he and FrF will be attending the Leeds based conference over the weekend of 25th Jan. Feedback would be given at the next Pastoral meeting | NM Fr F |
| 11. | Children’s Liturgy | This programme based at St Joseph’s has yet to be revived. It was agreed that NM would make contact with a particular Parishioner for her help in kick starting the activity and he would report his success (or not) at the next Pastoral meeting | NM |
|  | St Joseph’s School Boiler | AS responded to Parishioner comments that the Chapel was cold for some of the Christmas holiday services: the boiler was working at the end of term and the school was not aware of not working; however this is a problem the school faces from time to time due to the age and condition of the boiler. It is hoped that the refurbishment/renovation following the feasibility study will address this issue in the long term. |  |
|  | Fair Trade | AS advised that St Joseph’s School had achieved Fair Trade status and invited the Parish to follow suit: this typically meant our coffee mornings and refreshments would purchase FT products only (this is the case already at St Joseph’s Masses)This would link up with the College also supporting FT status. Sarah Young at the College Chaplaincy would be in contact shortly |  |
| 12. | Easter Planning | A brief discussion took place to FrF up to date with the Lenten schedule . The Chair suggested that a mini Easter focussed meeting with FrF, John Holden and a few others should be scheduled to sort out roles and responsibilities closer to Holy Week rather than involve a full meeting of the Pastoral group. This was agreed. FA asked about publishing a Service Booklet for Holy Week and would send last year’s sample to the Chair. This was considered a good plan which, together with the Missalettes, would bring the Congregation into the Service more. | NM Fr F JH |
|  | Resignation Letter from Matthew Howarth | The Chair had received a letter of resignation from Matthew which he read out. The reasons for the resignation are essentially personal and the Chair had written back to thank him for his service at the Vigil Mass. It was agreed to advertise the change and seek a replacement for Matthew |  |
| 13. | Chair’s remarks | *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*: this has been a long standing issue for our meetings and the Chair will make contact with the Finance Minute taker to see if she would be interested in this post. We will also include an ‘advert’ for the Newsletter. All members are asked to help resolve this issue;  *Meeting Attendance*: there was discussion as to how to ensure good attendance of essentially a voluntary group. The Chair remarked that the functions of the committee needed a better level of attendance otherwise the responsibilities of the group were left to a small active number. It was the Chair’s intention to reduce the frequency of meetings so that it was less onerous on all members. The meeting agreed to keep the committee as an informal voluntary set-up for the time being. | All |
| 14. | Website | The Chair asked committee members permission to add their tel. Contact details for the website and he would be contacting the non-present members shortly after the meeting. AS raised a question about pictures displaying St Peter’s and whether there were more up-to-date ones: NM to contact Ashton & Cassidy. AS also asked that the meeting held back in October about St Joseph’s could go into some sort of archive section: NM to liaise with the webmaster | NM |
| 15. | Date of next meeting | **Tuesday 9th April 2013.** JT gave his apologies for this date. The Chair would circulate this date quickly to those not present and ask them to check availability | All |
|  | Closing Prayers | The meeting closed with prayers at 9:05 p.m. |  |

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Chair Date

L.D.S.