

# Catholic Parish of Ripley, Belper & Duffield Pastoral Parish Council |

## MINUTES (draft)

Tuesday 2<sup>nd</sup> July 2019, at St Joseph's Church Hall, Ripley 7pm

**Present:** Father Michael Kirkham, Kate Bostock, Alan Ward, Heather Ward, Nuala Walthall, John McCabe, John Wareing, Anne Recchia, Jannice Richthof, Patrick McGuire, Julie Benson, Tim Benson, Angela Parkin, Sean Lambert, Peter Murfitt, Maureen Kingman, Margaret Kirkham (secretary)

### 1. Welcome

Father Michael welcomed Maureen Kingman, Safeguarding Officer for Belper & Duffield.

### 2. Opening Prayer

Scripture Reading: Exodus 18:13-27, followed by an opening prayer.

**3. Apologies:** Susan King, Molly Murfitt, Phil Smith, Terry Meakin

### 4. Amendments to previous minutes and Matters Arising

Approved and accepted.

Major matter arising to be addressed at this meeting: Item 7 below.

Father Michael said that Father Horrax is well-settled in Belper and soon to be 95. He preaches and concelebrates with Father Michael at Duffield.

The Ripley Hall Management Committee has met and is due to meet again shortly to look at the provision of items in the kitchen.

It was felt that there is a need for 'community time' meetings at each church in order to deal with individual issues and make decisions. The title Ripley (or Belper or Duffield as appropriate) Parish Community Committee was suggested. Together with one Parish Pastoral Council this would be moving towards being a unified parish.

The appointment last November of a Parish Administrative Assistant hadn't worked out. After less than two weeks June decided the job wasn't for her.

Margaret & Sherri, who had both volunteered in this role previously, are now working as a job-share.

## 5. Maureen Kingman to speak on latest requirements of the Safeguarding Commission, and next steps to be taken in the church communities of Ripley, Belper & Duffield.

Maureen introduced herself and offered to help at Ripley to bring things up to date. She explained that her role has evolved and how there is a lot to do.

We need to have A Safe Environment Policy in place by the end of 2019 (Model 3). It is important that volunteers have a 'job description' and understand their roles, that all are risk-assessed and approved by the Parish Priest. It is also important that volunteers know what action to take should an incident occur.

She is arranging for Clare McKenzie, Safeguarding Officer for the Diocese to come and talk to all volunteers. This has subsequently been arranged for 5<sup>th</sup> November 2019. She mentioned that the Birmingham Archdiocese has recently been audited and found wanting.

The DBS checks at Ripley are in arrears as they sadly lost their Safeguarding Officer. Maureen suggested that volunteers who work with children should be the first to be updated. Kate Bostock will provide contact details for the Children's Liturgy and Pat McGuire for the altar servers. Other volunteers such as Eucharistic Ministers will follow.

A question arose – 'are we covered by the Diocesan insurance?' Answer – we are working towards complying with requirements.

Once a DBS check has been done, volunteers can join the update service. They will then receive a reminder email but won't have to complete the process again. These can be transferred to other voluntary roles. There is no cost for this.

Each activity needs a risk assessment and any incidents arising at each meeting need to be recorded. These records need to be kept (in the parish office) for a specified number of years.

Maureen was thanked for giving her time and sharing her knowledge.

## 6. Deanery Review: Questions be put to the parishes from the Bishop and his team.

- *Should the parishes of Belper and Ripley be brought together (as is happening elsewhere in the Diocese) to reduce the administrative burden of maintaining two parishes and to foster mutual support and joint action?*

The big picture is that by 2022 and beyond, there will likely be maximum 3 active priests and 2 deacons in the Amber Valley Deanery. There is no spare personnel. The canonical process of unifying needs to begin (Alfreton and Clay Cross are having the same discussion, as in due course will Matlock and Hassop).

Father Michael explained that priests who are already full-time can't do twice as much work, and it is therefore necessary to slim down the administration and work collaboratively with the laity in teams at the local level.

Heather explained she knew of parishes where this has already happened and it has helped the church communities to grow. With one PPC and one finance committee there can be greater emphasis on pastoral work. There was discussion of the impact of this on individual churches.

Overall, positive comments were made and it was noted that this is the process the Bishop requires to be started.

- *The Dioceses asks, Has Duffield a long-term future? Father Michael hopes so.*

Father Michael explained that the Diocese assumed that he was celebrating four weekend Masses, whereas it is three (as required by the Bishop). Since the Vigil Mass has been at Duffield it has been well attended by both Belper and Duffield people. At the time of change Belper parishioners wanted Duffield to continue to have a Mass and suggested moving the vigil there. St Margaret's is used both by the parish and the local community, providing good access especially for the less able.

A question was asked if the Blessed Sacrament could be reserved there. It was felt that this would give opportunity for services of Word and Communion and Adoration and would give a more sacred feel to

the building. Previously the Diocese has not agreed to this as it would need to be made secure for when the church is hired by groups. It was felt that further discussion was needed on this.

- *Input to offer to the Deanery clergy for consideration on the question of our involvement as missionary disciples in the areas of Civic Life and Community outreach. Ideas floated include ecumenical Town Chaplaincy opportunities and the possibility of a Credit Union.*

The possibility of an ecumenical Town Chaplaincy was raised, possibly in Ripley. This already exists in Derby (Derby City Mission), their website gives details. It may be possible to join in with what already exists. This idea is actively being considered by the AV Deanery.

As there are Credit Unions in Derby and Chesterfield, it may be possible to join in with an existing one or fill a gap by setting up a more local one. Debt counselling already operates in Belper (and Ripley?).

A Credit Union would give low interest loans to help people clear debts. This could be parish based or ecumenical. There was some discussion on this, with the conclusion being it is a great idea but would need good control and regulation.

The meeting were happy with these two possible actions.

Other areas of missionary discipleship mentioned were:

The Belper Cottage Project – an ecumenical venture.

Food Banks – already supported by all three churches.

Soup & Pud lunches at St Margaret's which raise money for the Derby Churches Night Shelter.

The question was asked if there is help for asylum seekers and refugees – answer, yes in Derby.

## 7. Relationship between the PPC and local church councils.

- A handout of the Diocesan Norms for PPCs to be taken away for perusal. This can be tweaked for local situations but is to be used as a starting point. Six members are to be appointed by the Parish Priest and six are to be elected for a period of three years that can then be renewed for a further three years. The Parish Priest can invite non-members but as they are not able to vote it is important to know who the PPC members are. It is recommended that PPCs meet six times a year but this may not be feasible as there will be a number of smaller community committees meeting as well.
- 'What is the role of the PPC', a document provided by Father Michael in 2017. This shows the range of pastoral activities typically happening in a parish. It is clear that all these things cannot happen all the time but gives an outline of what the PPC exists to oversee.

It was mentioned that in the past at Ripley various people had particular responsibilities eg bereavement support and baptismal and confirmation preparation but this has lapsed. The joint First Holy Communion programme has worked well for a number of years now.

There was agreement that Tim, Heather, Anne R and Sean will meet with Father Michael to discuss this further. The aim is for the Diocesan Norms, suitably adapted, to be endorsed at the next meeting, leading to elections/appointments in the later autumn.

## 8. Discussion of the Belper Finance Committee's recommendation that parish discussion should be triggered if parish reserves were to fall below the minimum required to fund a future three months' expenditure (at Belper = £18K)

There is no set minimum level for parish reserves to go down to, but it is wise not to go below that stated above. Although Belper is edging towards their reserve, this is not causing concern at the moment.

The finances of Ripley will go down due to the renovation and repairs needed for the church and the presbytery. This will be replenished by suggested rental from the presbytery. It was felt that Ripley is losing out because if people from Belper or Duffield attend Mass at St Joseph's, the envelopes return to Belper. However the same would apply to envelopes from St Joseph's parishioners attending Mass at Belper or Duffield. It was also noted that Ripley has lost some people due to the change in Mass times.

It was agreed to keep two separate accounts for now for Belper/Duffield and Ripley.

## 9. AOB

The forthcoming meeting for all catechists on Saturday 13<sup>th</sup> July in Nottingham with David Wells was promoted.

Jannice reiterated the invitation to all to the Parish Weekend at St Elizabeth's School on 6<sup>th</sup> /7<sup>th</sup> July.

## 10. Date of the next meeting

Thursday 19<sup>th</sup> September 2019, 19.00 – 20.30, in the  
St Benedict Room, Our Lady's, Belper, DE56 1WA.

## 11. Closing Prayers

Fr Michael gave the news, announced today, that John Henry Newman is to be canonised on 13<sup>th</sup> October this year.

The meeting closed with Cardinal Newman's prayer, "Support us, Lord, all the day long".