

Catholic Parish of Belper and Duffield Parish Pastoral Council | MINUTES (draft)

Meeting date: 22/11/2017

Attending council members:

Fr Michael Kirkham	present	Sally Phillips	present
David Barlow (Chair)	present	David Pipe	apologies
Barbara Waring (j Vice Chair)	present	Jannice Richthof	apologies
Melita Tooher (Secretary)	present	Niels Richthof	present
Fiona Cartmell	present	Alan Ward	present
Anne Halliday	present		
John McCabe	present		

1. Welcome by Chair

David opened the meeting.

2. Opening Prayers

Fr Michael began the meeting with a prayer.

3. Apologies

Apologies from David Pipe and Jannice Richthof.

4. Amendent/Approval of last minutes

Following minor corrections, draft minutes approved.

5. Matters arising (which not covered below)

Request from Sally for an update following the meeting with the fire officer

6. Update on plans for the Parish Mission

Anne distributed copies of the draft plan produced after the first meeting. The next open meeting will be held on November 30th in the St Benedict Room, Our Lady's. The suggestion boxes will continue to be provided at both churches. Isobel, coordinator from the Sion Community is due to visit in the week following when the chosen theme should be well developed.

Thorough discussion regarding the theme for the Mission. Alan advised that the aim of the mission needs to be clear, and that the theme can then be developed to achieve the aim. Agreement that the aim to widen the membership of the parish encompasses parish thoughts presented to date.

7. Weekday arrangements for Mass, Adoration, Services of Word and Communion in Advent and during the Christmas season

From Advent Fr. Michael's day off will be a Wednesday. During advent there will time for Adoration of the Blessed Sacrament from 12:00 until 13:00 on Mondays with masses at the normal time Tuesdays, Fridays at 09:30 and on Thursday evening at 18:45. On Wednesdays on Advent there will be a Service of Word and Communion.

A Reconciliation Service will be held on 16th December at 11am, Our Lady's and other services in the deanery will be advertised.

Christmas Masses: 21.30 at Our Lady's (December 24th Mass During the Night), 08:30 at St Margaret's and 10:00 at Our Lady's (December 25th Mass at Dawn and Mass During the Day).

There will be an opportunity for Adoration of the Blessed Sacrament after 10:00 Mass 10:30 until 11:00 on 27th December.

Fr Michael will have a break before Epiphany from the 2nd until 5th January 2018.

8. St Margaret Clitherow – representation on PPC, care of building and grounds

Shaun Lambert and John Wareing are joining the PPC, and there is a vacancy for representation from St Margaret's. To maintain the gender balance it would be preferable for a woman to take this role. It would also be helpful for a committee to be formed to take care of the building and grounds of St Margaret's. If anyone knows of interested parties please let Fr Michael know.

9. Update on Quinquennial repairs and maintenance

The Quinquennial repairs are on-going. David is due to meet with Liz Walker on Thursday 30th November at 08:30. Barbara advised that Michael, from Lancashire has contacted her regarding clearing the guttering. Fr Michael explained that during recent works to the outside of Our Lady's the gutters were cleared, and that recurrent calls from Michael should be discouraged as we have local work services that can provide this service. Barbara will ask Michael for his number to keep on file the next time he calls.

David gave an update following the meeting with Charlie Parker, Community Fire Safety Officer. Charlie was impressed with the layout of the building at

Our Lady's, and also with the signage, extinguishers and fire doors. Charlie measured the travel distance to exits and David has completed the Fire Safety Risk Assessment for Small Premises and there is no fire alarm system required. The emergency lighting units are being replaced on 24/11/17, and the thermostat at St Margaret's is also being looked at. The fire doors are also being planed, after which Our Lady's will comply with The Regulatory Reform (Fire Safety) Order 2005. The Safety Risk Assessment will be kept in the office and reviewed annually. Fire evacuation procedures are clearly displayed. Should evacuation not be possible through the main doors, or fire doors under the stairs, Charlie advised that parishioners that may struggle to manage the stairs up to the presbytery should remain in the main church, with fire doors closed, as these will provide protection until the fire service arrive. The building has been assessed as low fire risk as there are no high risk activities, such as cooking, taking place on site.

10. Reflections from members completing their term of service (Barbara, Sally and David)

David emailed his reflection which was read out.

"It was difficult after over 48 years in the same parish in West Yorkshire to adjust to like in Belper, even more difficult to adjust to a new parish and curb enthusiastic nature. I was very lucky that you all were forgiving and you made me feel very welcome from my first PPC meeting to my last. Even though there were a few contentious issues over the three years, good leadership, common sense and genuine Christian fellowship saw us through to the right decisions. A parish with two churches four miles apart with congregations generation apart is always going to be difficult for the PPC to pull together but it works and in a very small way I hope that I was able to contribute. I have enjoyed my time of office and have every confidence that the PPC will go from strength to strength for the benefit of the parish."

Sally said that it had been an honour to service on the PPC although she had found it difficult sometimes representing Duffield. Sally hoped that in the future the PPC is able to focus more on pastoral issues.

Barbara said that her time on the PPC has been enjoyable, sometimes frustrating.

David Barlow thanked David Pipe, Sally and Barbara for their support and contributions – advising that these have made a difference. Democracy has been accepted to the benefit of the parish.

Fr Michael added that we all bring different gifts and it is important that the PPC remain representative of our parish.

The upcoming PPC meetings for 2018 were agreed: 16th January, 13th March, 12th June, 18th September and 20th November from 19:00 until 20:30. As Fr Michael's day off will be on Wednesday, meetings will move to Tuesdays.

11. A.O.B

Sally shared that on 2nd February 2018 she will be entering the Carmelite Monastery in Dolgellau, Snowdonia in Wales. Sally asked for us to please pray for her as she will continue to pray for us, inviting visitors. David wished Sally well.

Barbara advised that the welcoming is now not working well enough. Too frequently welcomers do not arrive in good enough time to prepare the handouts and fail to attend after Mass to gather in the materials. Pat Whetton often needs to step in, meaning that at times Pat is responsible for more than one ministry. Victor also often covers the vigil Mass. Meeting discussion. Agreement that to support better delivery of the welcoming ministry a bullet point description will be produced and distributed to welcomers to clarify what the ministry entails. Fr Michael will ask John Kelsall to send this out.

John said that it was very good to hear Fr Michael thank Cathy Smith for her dedication and work with the Children's Liturgy and suggested that regular thanks be formally recorded in the bulletin to those who dedicate time and effort to the parish.

Fiona explained that family commitments have resulted in her spending more time out of the parish this year, and hopes that in 2018 she will be more present.

Fr Michael advised that as Cathy Smith is now standing down from her role in the children's liturgy more leaders are required. If anyone is interested please let Fr Michael know. The parish has a large group of children who attend and benefits from the children's liturgy.

Fr Michael advised that there is a DVD course focusing on the Eucharist available. This could be run either through lent from the end of February until Holy Week or from early September until the beginning of October to coincide with the Eucharistic National Conference. Discussion regarding most beneficial timing for the running of the course. Anne agreed to run this course from the end of February as a pre-mission workshop.

Meeting discussion on points raised from reflection of outgoing members, and how we can build stronger bonds between members of the parish who celebrate at St Margaret's and Our Lady's. Agreement that groups such as the leisure group help to build stronger bonds – agreement that to promote involvement from those who worship at St Margret's PPC meetings will in future be held in both churches.

The 2018 meetings will be held as follows:

16th January, Our Lady's

13th March, St Margaret's

12th June, Our Lady's

18th September, St Margaret's

20th November, Our Lady's

12. Closing prayers

Fr. Michael closed the meeting with a prayer

Next meeting to be held on
Tuesday 16th January, 7pm until 8:30pm
St Benedict's Room, Our Lady's, Belper.