

**MINUTES OF THE PASTORAL COUNCIL MEETING
HELD ON SUNDAY 6th MARCH 2011
AT 7:00 pm in ST. ANNE'S PRIORY**

Present:

James Coleman, Margaret Daunt, Deacon Des, Chris Merriman (Chair), Deacon Mac, Peter Mawtus, Fr Boniface Moran, Fr Godric Timney.

Minutes Secretary: Brian Farrimond

1. Opening Prayer

Chris welcomed everyone to the meeting and Margaret led the opening prayer.

2. Apologies

Clare Guidi.

3. Approval of minutes

The minutes of the meeting of 6th February 2011 were accepted as a true and accurate record.

4. Matters arising from minutes of previous meeting

Parish Website Support

Action: Fr Godric to get photograph and leaflet on history of St Elizabeth's to James.

Done.

Status of Parish Centre Development

Action: Deacon Des to forward the Safeguarding Procedure to Fr Godric and Chris to be consulted when employing volunteers.

Done.

Parish Project

Ongoing Action: Chris and Fr Godric to put together a note to the groups asking their support for parish projects.

Fr Godric has produced a draft letter to send to the groups. This was discussed and minor amendments made.

Action: Fr Godric to confirm figures to be used in the letter.

Ongoing Action: Fr. Godric is to speak to Annemarie Taylor, Liz Plumtree, Jenny and Pat O'Connor about organising a Parish social event.

Ongoing Action: Clare Guidi and Elaine Clegg are to organise a 'Girls' Night Out' to plan a Parish Family social event.

Action: Fr Godric to ask for volunteers for a Social Committee in the bulletin.

Two parishioners have volunteered to help set up a Social Committee.

Action: Fr Godric to put Elaine and Clare in touch with these parishioners.

Prayer paths in Lent

Action: Chris to coordinate putting the programme together.

Chris

Done. The proposed programme is as follows:

16 March	Fr Boniface	The Gospels as an Aid to Prayer.
23 March	Maria Tanton	Art inspiring Prayer
30 March	James Coleman	Praying Evening Prayer
6 April	Maria Merriman	Spiritual Exercises as Prayer

Action: Fr Godric to put the programme in the bulletin.

Ongoing Action: Clare to consult friend at Christchurch about their House groups with view to collaborating with them on a Lent House Group project

Ongoing.

Fr Godric said that he was considering having Study Groups running in Lent.

Parish Mission Follow-up

Action: Chris to circulate Fr Boniface's response to PPC members by email.

Done.

Parish Website Support

Action: James to remove the old web site.

Ongoing. Proving a little trickier than originally thought.

Action: James to complete the removal of the old web site.

Welcoming Book Suggestion

Action: Brian to add consideration of recommendation of a Welcoming Book as an agenda item for the next meeting.

Done.

Areas for disabled with wheelchairs and parents with buggies in church

Action: Deacon Des to gauge feeling and report back.

Action: Brian to add this as an agenda item for the next meeting.

Fr Godric said that he had arranged a consultation on the feasibility of adding more spaces to be examined.. It was generally felt that more options should be made available of it is possible.

Action: Fr Godric to report back on consultation.

PPC Membership

Action: Brian to add this as an agenda item for the next meeting.

Done.

5. **New agenda items**

a) **PPC Membership**

A discussion took place on membership. It was agreed that Fr Godric should advertise for new members after Easter.

Action: Fr Godric to advertise for new PPC members after Easter.

b) **Welcoming Book**

This was held over to the next meeting.

Action: Brian to add this to agenda for next meeting.

c) **Areas for wheelchairs and buggies in church.**

This was discussed in **Matters Arising**.

d) **Sacramental Programmes and Catechists**

This was discussed in the context of Roles for Parishioners minuted below in Any Other Business.

e) **Parish Website Support (Standing Item)**

Nothing further.

f) **Status of Parish Centre Development (Standing Item).**

Fr Godric to report

Nothing further.

6. Correspondence

None.

7. Reserved issues

None.

8. Matters arising from the minutes not dealt with elsewhere.

None.

9. Any other business

Initiatives for Lent

Fr Godric said that he wanted to engage the parishioners more with the meaning of Lent. He mentioned several examples. A discussion took place and the following points were made:

- younger people were not familiar with the idea of having crucifixes on display
- should seek the views of the youth e.g. at the Sunday Youth Group meetings.
- need to identify things to do rather than things to stop doing
- the youth are generous with their time in carrying out positive activities responding to a need.

Action: PPC Members to suggest additional activities to put into the bulletin

Action: Fr Godric to discuss this with Mike, the Youth Leader, and Clare.

Roles for Parishioners

Fr Godric said that the need to replace people for a number of roles within the parish had highlighted the need to recruit more volunteers. He proposed identifying a number of roles in the hope it would encourage people to volunteer since they would be able to associate themselves with specific tasks.

A discussion took place and the following roles were identified as a starting point:

- Chair of Youth Committee
- Catechists - need to be ready for September 2011.
- Planning social events
- Covering the gap between Youth (11-19) and young families.
- Parish visiting.

- More resources in the office - ideally a parish administrator who can delegate tasks.
- Reach Out to help people with social issues. There are lots of contacts within the Archdiocese but few people know about them. The role would involve putting people in touch with the appropriate contacts.
- Links with Hospitals
- Links with University
- Liturgy Coordinator
- Spiritual Activities Coordinator
- Welcoming Coordinator
- Helping with maintenance of the grounds.
- Coordination between the two parishes
- Communications Coordinator

In each case the volunteers need to be suitably qualified and enthusiastic. Job specifications need to be created. It was agreed that a sub-committee may need to be set up.

Action: Fr Godric to produce a list and invite comments.

Action: PPC members to provide comments.

Action: Fr Godric and Chris to consider the need to set up a sub-committee.

Douai Event

Fr Godric proposed an away day at Douai Abbey for PPC Members and parishioners whose activities could benefit from the Douai facilities e.g. youth volunteers.

Action: Interested PPC members to respond to Fr Godric in the next few days.

Action: Fr Godric and Chris to consider possibility of an away day for the PPC.

Easter to Pentecost

Fr Godric said he was considering what activities to undertake in the interval between Easter and Pentecost.

Action: Fr Godric to consider further and report back.

West Lancashire Visitors Guide

A discussion took place on whether it was worthwhile having a parish entry in the Guide from a cost point of view. It was decided it wasn't.

Action: Margaret to report back to the parishioner who raised the issue.

10. Date of next meeting

The next meeting will take place at 7 pm on Sunday 15th May 2011 The meeting should finish at 8.30 pm.

11. Closing prayer

Fr Godric led the closing prayer.