

**SACRED HEART PARISH
CONFIRMED MINUTES OF THE MEETING OF THE PARISH PASTORAL
COUNCIL HELD ON 7 APRIL 2016
in the Parish Lounge**

PRESENT.

Members: Kate Kirkland (Chair), Faye McGillian (Secretary), Polly Harrison, Raja Gomez, Anne Waldron, Rehana Edun Noys, Chris Woodward, Maggie Rarieya

Parish Team: Canon John Clark

<i>Agenda</i>		ACTION
1.	<p>Opening reading and prayers: Were led by Raja</p> <p>Apologies for absence: Matthew Hill, David Toms-Sheridan, Cat Porter</p>	
2.	<p>Minutes – accuracy confirmed.</p> <p>Matters arising</p> <p>Finance:The accounts showed a slight deficit.</p> <p>Website: The website will be updated primarily by Jocelyn who has experience in programming, and will have support from Natalie. Natalie will also coach Thelma in updating.</p> <p>Car park: Chris Woodward tabled a document on the use of the car park. CW believes that if the two week programme suggested in the paper is followed then we may not need the follow up with the independent company (which costs £250 per year). CW to put a piece in the newsletter in this regard.</p>	CW
3.	<p>Matters which Canon John wishes to raise</p> <p>None noted, but those present expressed their appreciation of the Veneration of the Cross on Good Friday.</p>	
4.	<p>Youth Minister</p> <p>Polly reported that Matthew and Pascale were working extremely hard on the Confirmation and Communion programmes, and that the job spec for the youth minister should include oversight/management of these programmes – not in the sense of taking on the work themselves, but supporting Matthew, Pascale & Others in leading the programmes. The job spec should therefore include skills in leadership and management.</p> <p>Canon John commented that having a certificate/diploma in youth and community skills would be useful and that the job should be advertised at local universities who ran these courses.</p> <p>Polly asked that the youth advisory group be included in finalising the job spec. Canon John added that the job spec needed to be finalised in the next few weeks with the aim of appointing someone in June.</p> <p>Chris asked if there would be a salary range within the advert dependent on experience. Canon John replied that the job would not be confined to graduates as most youth work ran on three year terms or shorter, running</p>	

	<p>from September to September. It was agreed that 'Salary negotiable' could be added to the job description.</p> <p>Kate reported on Cat Porter's comments and suggested that a group finalise the job spec, working on email, being; Canon John, Kate, Matthew, Polly and Jenny Cairns with the plan to advertise by the end of April.</p>	Job spec working group
5.	<p>PPC Role/PPC handbook</p> <p>KK reported that one of her objectives was to shorten it – for example the parish vision did not need to be in the handbook, it could be on the website. The handbook currently suggests that each member of the PPC links in regularly with 5 or 6 active ministries. It was agreed that this was a huge task in a parish of this size and even with a full membership it would be difficult to cover all the groups.</p> <p>A suggestion was made that once per year, in advance of the parish annual day/meeting, PPC members should contact the leaders of groups to ask how the group was faring, and if there were any concerns or ideas they wished to raise with the PPC (NB this would not preclude groups contacting the PPC throughout the year themselves).</p> <p>Canon John commented that he felt that the PPC was a channel of communication which allowed parishioners to collaborate with the clergy in the work of the parish (which was more than just pastoral).</p> <p>It was agreed that the requirement for candidates to have an interview with the Parish Priest be removed.</p> <p>It was agreed that the length of term be kept at 2 years with a maximum three terms served (six years).</p> <p>Kate agreed to make the changes and circulate the amended version prior to the next meeting.</p>	KK
6.	<p>Setting date for Parish day/ PPC annual meeting</p> <p>The day/meeting was felt to have two main purposes:</p> <ul style="list-style-type: none"> • Demonstrating the PPC's accountability to parishioners • Providing parishioners with an opportunity to ask questions <p>After discussion, it was agreed that a Saturday lunch (BBQ) with feedback boards available on the day and in the Sundays leading up to the event would be attractive. Canon John to pass the idea to the social committee. Faye to ask Wimbledon College's field availability for Saturdays in late June/early July and to also check dates with Thelma.</p>	Canon John Faye
7.	<p>Matters dealt with by the executive group since the meeting:</p> <p>Faye reported that she and Polly had sent out new parishioner packs to parishioners who had registered in the last 18 months (approximately 250 households). This included: A letter from Canon John, a copy of the parish directory, a gift aid form, postcard of the church and where appropriate, a copy of the Sacred Heart school prospectus. In future Polly and Faye will</p>	Polly & Faye

	send packs to new parishioners on a monthly basis, hand delivering where very local. Thanks were recorded to Polly and Faye for doing this.	
8.	<p>Standing Items</p> <p>a) Finances and building works Chris had nothing significant to report.</p> <p>b) Items raised by parishioners Raja said that some parishioners who attend Mass at the Sacred Heart School had mentioned to him that the programme of Holy Week services had not been circulated to them. They had tried the website but not found the programme there either. The information had been given to Raja after Palm Sunday, too late to pass on to the office. Raja had checked the website and found the programme there although he was not sure from when it had been available. He added that the same people had suggested that gift aid envelopes should be made available at the School Mass Centre.</p> <p>Canon John said that he hoped parishioners would bring matters like this early to the notice of the office so that any omissions could be set right without delay.</p> <p>c) Deanery Information Canon John reported that Canon Acton was retiring next week and that there would be a celebration at John Fisher church on Saturday 16 April.</p> <p>d) Report from ThinkTank Canon John reported that the annual calendar was now up in the presbytery corridor. The database clean up is nearing completion, as is the website update.</p>	
9.	<p>Items for future meetings:</p> <p>a. Appointment of Vice Chair</p> <p>b. Papal Encyclical on Care for Creation</p>	
10.	<p>Items for inclusion in Edgeways:</p> <ul style="list-style-type: none"> • Parish Day 	FM
11.	<p>Date of Next Meeting: Thursday 12 May 2016 8pm in the Parish Lounge Please note the change of date. Raja sends his apologies for the May meeting.</p> <p>NEW AGENDA ITEMS AND PAPERS FOR INCLUSION WITH THE NEXT AGENDA SHOULD BE RECEIVED BY FAYE <u>NO LATER THAN WEDNESDAY 4 MAY.</u></p>	