

**Sacred Heart Parish
Minutes of PPC Meeting
8.00pm Thursday 4 July 2019**

Present:

Anne Waldron, chair
Jayco Wamsteker, vice chair
David Hurst, secretary
Clare Hobart
Clare Purtill
Edward de Quay
Sr Dorothy, parish team
Sr Francis, parish team
Deacon Julian Burling, church appeal
Eleanor Bowman, youth ministry
Kelly Hockey, adult faith formation
Chris Woodward, finance committee
Fr Joe Donkor (part)

Apologies for absence:

Canon John
Siobhan Heffron

1. The PPC

- Review of PPC Handbook (Edd)- available on parish web site
- Handbook stands as core guide – no revision currently needed
- Pastoral Parish Plan in place - no need to develop a further plan at this stage
- PPC members' roles in parish ministries – David collate and share
- All to express any new areas of interest and skills/talents at next meeting
- Identify voluntary groups NOT represented on the PPC - TBD
- PPC membership: currently 7 lay members; 9 per Parish Handbook
 - stabilise existing group before considering more recruits
 - no action at present to recruit more PPC members
 - attend to succession planning in due course
 - keep in mind need to keep PPC diverse/representative

2. Status Report and Minutes from PPC meetings

- Status report a tool to keep PPC on track and communicate
- Minutes to contain only Decisions, Actions, Responsibilities, Deadlines
- Minutes to be prepared after each PPC meeting and published
 - on the church notice board
 - on the web site
 - summary report in subsequent month's Edgeways
- Status report on current projects/activities will also be published
- Process: finish what we agree to do; follow through; thank those involved

3. PPC Half Day of Reflection

- Agreed to hold this, external facilitator - TBC
- Time and date: am, Saturday, Oct or Nov 2019, not 20th or 27th
- Venue: Kairos Centre, Roehampton or House of Prayer, Molesey
- Check hire/refreshment costs, availability, hold option(s) – David

4. Communications

- General: PPC to be open and transparent in its communication
- General: ensure updates on projects/activities are shared; we follow up especially after appeals; and parishioners are thanked
- Parish Communications
 - Responses to new parishioner online registrations – Clare H to check with Paul Davis
 - possible visitor Introduction Flyer in church – Anne + Sister Dorothy
 - PPC notice board – David to update names and photos
 - Review of parishioner communications - Anne + David
 - Reedback on new web site invited at next meeting – all / Clare H to meet with David/Chris/Paul Davis
- “Welcoming” strategy for new parishioners
 - Welcome email follows online registration (from Insight)
 - Invite people to a new parishioners tea/reception
 - Directory of voluntary organisations is hard to find on web site
 - Arrange opportunities to meet others – TBD
 - Sunday pm new parishioners’ tea party – Anne + Kelly + Sister Dorothy TBD
 - Autumn new parishioners’ mass + Voluntary Group Fair – TBD
- “Thank yous” to parish appeal donors and new volunteers
 - Clare H and Chris to look into sending individual thank you emails to donors and volunteers
 - General thank you has been published in the newsletter
- What’s App groups now exist
 - All lay parishioner PPC members
 - Anne, Jayco and David – executive group

5. Streaming of Services

- Parishioner’s donation cheque not yet presented
- Service cost, from January 2019, to Church Services TV, £1200pa
- Currently streaming private services only
- Only 22 of over 100 Consent Forms, in 3 groups, returned
- Refused consent (GDPR, PRS royalties) means streaming not possible for masses:
 - weekdays 7.30am
 - Sunday 9.45am, 11.15am, 5.00pm
- Noted that Westminster Cathedral & Westminster Abbey have concluded no way to make live streaming workable (GDPR etc)
- Recommend to Canon John not to proceed – Anne + David

NB Streaming update 290919

- Canon John agreed to streaming Sunday 8.00pm masses ONLY
- David to gain consent from servers, readers and EMs at this mass
- when consents received this streaming will go live each week

6. Parish Appeal

- Thanks to Clare Hobart, Eleanor and finance team for processing returned forms
- Finance report available Sept when Standing Order changes known – many completed forms were from parishioners already contributing - Chris
- See separate Volunteer Report from Chris (not all volunteers were 'new' volunteers)
- Organisers of respective voluntary groups all notified of new interest
- Follow up organisers' actions to new volunteers – Clare Hobart
- Agreed on personal contact where possible – a call or other 1:1 comm

7. Heart Project

- About 60 expressions of interest followed the pulpit appeal
- Average 15 hands-on helpers attend the planning meetings
- Requisite funds are in place, a total of £26,638
- House to be requested when Resettlement Plan approved by council
- School places confirmed available at Sacred Heart Primary school to yr 6
- New contacts at Caritas with Sean Ryan / Liz Hibbert
- Resettlement Plan with assigned responsibilities to Merton Council when reformatted by Eleanor and William
- Next meeting 7.00pm, Wed 10 July, lounge
- Updates have been communicated via Edgeways
- Noted that, under Home Office rules applicable to the Syrian Vulnerable Persons Resettlement Scheme (VPRS), it is not possible for us to receive a Christian or Yazidi family as the camps from which the refugees come are all Muslim. The Parish's disappointment that the VPRS excludes Christian and Yazidi families to be communicated to the Home Office.

8. Confirmations

- See Kelly and Guido Amari reports on drop offs and proposed solutions
- To be discussed at a future meeting

9. Evangelisation

- Adult evangelisation group appears to have lapsed
- Re-establish a core team to assess current status and plan future actions – Jayco to lead and check with Sadie and Maria Christopher
- Roll up on Eucharistic Congress, Liverpool, September 2018
 - what parish plan came from this
 - what are the follow-up actions
 - David to ask William Griffiths and Maria Christopher

10. Future Themes

- Sacred Heart Primary School 90th anniversary celebrations
- Young people
- Loneliness / social isolation
- Mental health
- Other ideas to be suggested by PPC members / to be discussed and prioritised

Future meeting dates:

- Start 8.00pm end 9.30pm
- Thu 12 Sept, Youth Room – Jayco to chair
- Thu 10 Oct
- Thu 7 Nov
- Thu 5 Dec

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Thelma please print and deliver minutes to Sr Francis and Fr Donkor