

SACRED HEART PARISH PPC

Minutes of Meeting on Thursday 10 October 2019

Present:

Canon John Clark
Anne Waldron, chair
Jayco Wamsteker, deputy chair
David Hurst, secretary
Clare Hobart
Clare Purtill
Sr Dorothy
Sr Francis
Eleanor Bowman, youth minister
Chris Woodward, finance committee

Apologies for absence:

Julian Burling
Edward de Quay
Siobhan Heffron
Kelly Hockey

1.0 Minutes of last meeting

- The minutes of the last meeting held on Thursday 12 September were approved

2.0 Matters Arising

Live Streaming (David)

- Tony Bolger at Church Services TV has confirmed we will receive viewing statistics
- A deadline of 31 October was agreed for the return of consent forms, after which streaming will go live at Sunday 8.00pm masses i.e. from Sunday 3 November
- To be announced in newsletter Sunday 27 October
- **ACTION:** David to follow up on the above
- Then consider streaming 10.00am weekday services
- NB the Mass streaming is NOT recorded

New Parishioners

- Parishioners' database to be updated with outstanding hand-delivered registration forms
- Welcome pack, with re-dated letter from Canon John, to be sent to outstanding new registrations
- Online new registrations are sent a welcome letter
- Some voluntary groups contacts are out of date in printed parish handbook
- Encourage visiting parish web site for this information
- AGREED that our focus should be on the website and online registrations
- Sat 16 Nov planned new parishioners' mass and fair postponed due to Art Fair
- **10.00am Sat 23 Nov new parishioners' mass and lounge reception**
- **ACTIONS** lounge is available; newsletters Notices from 27.10; identify new parishioners since 1.1.18 and email invitations (David)

Archbishop John Wilson (update from Canon John)

- Canon John has met with the new Archbishop of Southwark, John Wilson, who is engaging very actively with the Priests of the Diocese
- The Archbishop will share his vision for the diocese and hopes to meet Sacred Heart parishioners on a future *unannounced* Sunday morning visit
- The Archbishop intends to strengthen the role of Dean
- Edgeways November link to recording of installation mass and homily

3.0 The PPC (Anne)

- Reflections from Anne that the PPC needs to focus on 3 core principles in its work together – *building community; working efficiently; and sustainability*
- **Community** – the PPC should seek to model the community we want to strengthen in the Parish. Our PPC Retreat on 9 November aims to give us some reflective space to deepen our work as a community. Our goal is also to draw on the strengths and talents of individual PPC members who are encouraged to take the lead in areas that are of interest to them, building small teams drawn from the wider Parish to assist them with different projects. Members of the PPC have shared their areas of interest with Anne and she will draw on that, and circulate a note summarising their feedback
- **Efficiency** – to maximise the efficiency of our meetings we will focus on substantive discussions on one or two priority topics rather than a series of updates. PPC members are encouraged to share updates of their work on the status report document which will be made available on a shared Google Drive. Updates can also be sent to David in advance of PPC meetings. Working according to different areas of interest will also help us to be more effective.
- **Sustainability** – it is important that the PPC continues to thrive and that we pay attention to succession planning, attracting new members to replace those whose terms are coming to an end, and more broadly doing our best to ensure the PPC reflects the diversity of the Parish Community. We also need to work in a way that helps new people to pick up the baton without continually reinventing the wheel. Succession planning is a priority more broadly in the Parish – a small number of people are very active and have a number of responsibilities: although their efforts and contribution are hugely appreciated it is important that we continue to encourage new people to get involved; and critically from a risk management perspective ensure that we have a pipeline of people who can take over in due course.

4.0 PPC Retreat (Anne, Sr Dorothy and Clare Purthill)

- Organised: 9.00am to 1.30pm Sat 9 Nov, including lunch, at the Kairos Centre
- To be facilitated by Sr Dorothy and Clare – please prepare for the session on Saints
- 13 confirmed attendance; apologies from Eleanor
- David to advise venue re catering for revised invoice
- David to prepare invitation with logistics details

5.0 Communication and Engagement (Clare Hobart, Anne, David)

Website/digital

- Clare has been undertaking a review of the website and in particular the process for registering and welcoming new parishioners and volunteers

- Agreed that front page of website should be the focus for update/review
- Neither the list of voluntary on the parish web site nor the printed directory is up to date
- Our efforts should be directed towards the website and ensuring that this is up to date
- Training to be offered to voluntary group leaders to use and keep pages up to date
- 6 monthly messages to be emailed to voluntary group leaders to encourage web site use
- Voluntary groups, leaders and short descriptions to be prepared for web site, welcome pack and church lobby notice board
- **ACTION:** need to sort out at a future meeting who will take ongoing responsibility for tasks above

Paper/traditional

- Agreed that although main focus is website more traditional comms also important
- Noted that there is no regular communication between voluntary groups
- January Epiphany party is currently the only time volunteers meet together
- Re-design of church notice boards is in progress
- We have advertised for help with graphic design – no volunteers so far
- **ACTION:** Anne and David will follow up and progress the work on notice boards

6.0 Youth Report (Eleanor)

- Sun 13 Oct - family craft morning; 20 families have signed up
- Sun 24 Nov - Youth Sunday to be discussed
- Advent – “Travelling Crib” being discussed
- All 50 Youth Report sheets were taken from the back of church
- There are currently no plans for a Youth Mass

7.0 First Holy Communion + other programmes (Kelly) (update from Canon John)

- FHC parent volunteers are being very helpful and the programme is up and running
- “Discovery” pilot has received good reactions **ACTION** Kelly to extend to parishioners
- “Bible Timeline” 10 weekly programme being considered; 3 free then £10 / session
- SHP may trial this programme and then offer it to other Merton Deanery churches – Anne and others may attend the programme currently running at St Patrick’s Soho
- “Cell Groups” training was held Sat 12 October; to be discussed

8.0 Evangelisation (Jayco)

- Jayco suggested inviting more support from the wider parish
- To be revisited

9.0 Parish Appeal (Chris)

- Appeal appraisal form has been sent to the diocese
- Estimated increase in planned giving of £50k pa
- Possible reduction in cash donations may reduce net increase
- Donors have been sent written messages of thanks
- FinCom are considering ways to save costs and improve income streams
- New diocese financial software is not working
- 2020 budget is being prepared; priorities can then be discussed in coordination with PPC
- Transfer of church ownership is in hand and the new archbishop is aware
- Meeting planned to agree next steps

10.0 AOB

- Friday rosary interferes with silent Adoration
- **ACTION** Canon John will speak with Rosary Group

11.0 Parish events

- Sat 26 Oct Organ Recital by David Lammie
- Sat 16 Nov Parish Fair POSTPONED
- Sat 16 - Sun 17 Nov Parish Art Fair in lower hall (Moya Hogarth)
- **Sat 23 Nov 10.00am new parishioners' mass, lounge reception, PPC hosts**
- Sat 30 Nov Race Night for Edgehill Players & Sacred Heart Chorus
- Thu 19 Dec Katy's Songbirds Christmas Celebration

12.0 Future meeting dates

- Thu 7 Nov 8.00pm in the youth room
- **Sat 9 Nov 9.00am – 1.30pm Reflection at the Kairos Centre**
- Thu 5 Dec 8.00pm in the youth room

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