

**Sacred Heart PPC Meeting  
8.00pm Thursday 6 August 2020 via Zoom  
Draft Minutes**

**Present**

Canon John  
Anne Waldron, chair  
David Hurst, secretary  
Clare Hobart  
Ruth Naylor  
Deacon Julian Burling  
Fr Dennis  
Fr Joe  
Chris Woodward, finance committee

**On furlough leave until further notice**

Eleanor Bowman, youth minister  
Kelly Hockey, adult faith formation

**Apologies for absence**

Siobhan Heffron  
Sarah Tobin  
Sr Dorothy

**1.0 Minutes of meetings of 2 July and 4 June**

- All to review minutes of last two meetings and confirm approval or any changes
- Clare requested an edit to the minute of 2 July meeting about Parish Groups

**2.0 Updates from Canon John and others**

***Attendance at Mass***

- Canon John reported that live masses are settling down with good attendances, although many parishioners are still nervous about going out. Weekday Masses going well
- There has been no need to use the overspill capacity in the upper hall. Capacity to be reviewed post summer holidays
- In line with the latest government rules face coverings will be mandatory in church for all mass-goers from Saturday 8 August. The new instruction from the Diocese will be included in News & Views on Saturday 8 August
- Stewards will request and encourage all those attending Mass to wear a face covering, and will have face masks available for those who come without; but will not have power to enforce the requirement

***Stewarding of Masses and other celebrations***

- Canon John acknowledged the tremendous work by stewards and cleaners. Some younger parishioners have been volunteering for these duties; all agreed it would be great to keep these new volunteers engaged once things return to normal.
- Alison Lobo currently has a team of about 70 volunteers but may need to expand the pool when people return to work from September, some may no longer be available
- Website already carries a request for volunteers. This to continue; and also to broadcast in News & Views; and on Notices in the lobby and notice boards (David)

- Situation to be reviewed in September post holidays, and to consider then whether e.g. to ask for volunteers at the end of each Mass

#### ***Parish staff***

- Some of the Parish staff have returned part time as follows: Thelma is now working Tuesday, Wednesday and Thursday mornings; Natalia on Monday and Friday mornings; and George on Tuesday, Wednesday and Thursday mornings
- Eleanor and Kelly return remain on furlough leave. Date for their return tbc
- *Eleanor and Kelly returning part time from 1 September to assist with FHC and Confirmation*

#### ***Sacramental programmes***

- All First Holy Communion and Confirmation candidates will receive the Sacraments during September and October
- New FHC and Confirmation programmes will start from October/November
- Canon John is currently handling all enquiries relating to these programmes
- Wedding services are being streamed with non-specific donations invited
- The recording of wedding services is available with a passed-on cost of £100

#### ***Contactless Donations (Chris)***

- Terminals for contactless donations will be available in church from Sunday 9 August
- This innovation was warmly welcomed and all expressed their thanks to the FC

### **3.0 Parish groups / use of halls (Clare)**

- As reported at the last meeting, Clare and Sarah have contacted 37 parish groups asking how they are managing now and how they want to operate in the future
- All were invited to take some moments to read Sarah Tobin's memo of 30 July 2020 on Covid-19 risk assessment for use of halls, and in particular to review the questions raised in it about resources (e.g. who will clean parish halls when let for use by outside groups?) and responsibility for managing risk assessments
- Chris commented that in principle George should manage risk assessments
- In practice no groups were currently meeting and it was therefore agreed to review the situation again in September
- *Sarah, George and Alison Lobo met on 27 August following which Sarah has produced a draft RA and other guidance, also raised a number of questions to be discussed at next meeting*

### **4.0 Heart Project update (David)**

- Following approval by Merton Council, our application to sponsor a refugee family has been reviewed by the Home Office and is being updated for re-submission
- We have been offered a suitable furnished local house at an affordable rent in Durnsford Road to be visited and assessed by Merton Housing

### **5.0 Merton Night Shelter 2021 (David)**

- Our volunteers helped 16 guests for two nights in March 2020 before they were all housed in London hotels
- This service will start again in March 2021, not in the Lower Hall but at the Salvation Army Drop-In centre in Kingston Road
- Volunteers will still be needed to prepare food and stay overnight
- The organiser has invited support from all volunteers at focus groups to review and improve the service; email [rebecca@justrestock.com](mailto:rebecca@justrestock.com)

## **6.0 Merton Citizens (David) [www.citizensuk.org](http://www.citizensuk.org)**

- We renewed the annual subscription from 1 April based on the report attached
- We have committed to complete five surveys to review and identify priority issues after changing circumstances caused by the Covid crisis; Ruth has completed hers. Other volunteers needed to complete the surveys

## **7.0 Environment group – report from Sarah**

*Open-air mass for creation, 24 September:*

- Father John has agreed to celebrate this Mass and the government guidance allows it to take place with social distancing and hygiene measures in place.
- The Mass should ideally take place outside the front of the church, using chairs from the lower hall, placed at socially distanced intervals.
- Cafod have good resources for the liturgy; Sarah will share with Father John nearer the time.
- Sarah has contacted the Sacred Heart, Donhead and Ursuline primary schools. The Ursuline are keen to take part and to help with readings/ music to extent allowed by Covid guidance
- Sarah will contact the other schools again at start of September to see if they can take part either on the day or by providing creation inspired artwork etc.
- It is hoped that the Catenians marquee can be borrowed. *This now confirmed by David.*

## **8.0 The future of the Parish**

- It was noted that many good things had happened in the Parish through the Covid crisis (for example volunteering and the stewarding team) and it was important that we built on this
- Canon John suggested a small working party be convened to assess the changing needs and opportunities for the Parish as things return to normal
- Anne, Clare, Ruth and David met at Anne's house on Tuesday 11 August to discuss and begin to identify some of the topics and questions the Parish might want to look at
- Anne will prepare a short initial paper to facilitate discussion at the next PPC meeting

## **9.0 AOB and feedback from Parishioners**

- Clare asked about the Sign of Peace at Mass – Canon John explained that this was not permitted at present under the Diocesan guidance for public Mass during the coronavirus
- Evangelii Gaudium - Sadie Smith has established two groups and has requested that these and the good works carried on by many people during lockdown be published in News & Views; *this item appeared on Saturday 22 August*
- Anne has had feedback on the lack of diversity in our Parish groups and Parish leadership roles – she suggested we focus on this at our next planning/strategy meeting
- A suggestion had also been made to revive the 'Parish in Council' meetings of the past, at which parishioners can share views and offer feedback to the Clergy and Parish Council.
- It was noted that Michael Hamilton retires as sacristan after 28 years; suitable celebrations/tokens of thanks are in hand. Also noted in News & Views and Edgeways

## **10.0 Dates of future meetings**

- Meetings take place on the first Thursday of each month at 8.00pm, currently by Zoom
- Next meetings: September 3, October 1, November 5, December 3
- PPC strategy meeting and/or retreat to be discussed