

**Sacred Heart PPC Meeting**  
**8.00pm Thursday 3 September 2020 via Zoom**  
**Draft Minutes**

**Present**

Canon John  
Anne Waldron, chair  
David Hurst, secretary  
Maria Christopher  
Siobhan Heffron  
Clare Hobart  
Ruth Naylor  
Sarah Tobin  
Deacon Julian Burling  
Fr Dennis  
Fr Joe  
Chris Woodward, finance committee  
Eleanor Bowman, youth minister  
Kelly Hockey, adult faith formation

**Apologies for absence**

Sr Dorothy  
Sr Francis

**1.0 Minutes of meeting of 6 August 2020**

- The minutes were approved for publishing on the web site and lobby notice board

**2.0 Current activities and priorities; managing through Covid**

**2.1 Masses**

- Canon John reported that numbers at the Sunday masses were steadily building up, with maximum capacity now reached for the 10am Mass and the others almost at capacity.
- The plan was to re-introduce the 6.30pm evening Mass on Monday to Friday, and the Sunday vigil Mass on Saturday evenings
- Many were still receiving Mass through live streaming at home. There remained a lot of fear and talk of a second phase of the virus, keeping people away from public Masses
- Canon John expressed his gratitude to the stewards. We needed to recruit more volunteers if possible as many people were returning to work or no longer able to help post the summer holidays. We discussed ways of attracting new stewards, including emphasising how enjoyable volunteers have found the experience; and reaching out to our younger parishioners who might be encouraged to undertake stewarding as part of their Duke of Edinburgh scheme. Clare will follow up with Sue Chapman on the safeguarding aspect. Noted by Sarah that DBS checks are currently being returned very quickly.

**2.2 First Holy Communion and Confirmation**

- Canon John was working with Eleanor and Kelly to get through the big backlog of First Holy Communion and Confirmations. This programme would take well beyond Christmas
- FHC children were being invited to a series of 14 Masses in total, starting on 28 September. It was hoped that the weekday 6.30pm Mass could be reinstated and FHC to take place at that time. *(note: this has now been implemented)* The team was working with families to organise

the numbers of guests permitted for each child. (*note: this issue now resolved as FHC celebration taking place during the reinstated public Mass at 6.30pm each weekday*)

- FHC Families were being asked if they could volunteer to steward some of the FHC Masses
- There would also be 4 Masses for Confirmation and 2 Masses for the RCIA candidates

### 2.3 Parish staff

- We welcomed back Eleanor and Kelly who are very pleased to be back at work. Both are working half time, mornings or afternoons; and are based in the Youth Room.

### 2.4 Sacred Heart Primary School

- Siobhan reported that pupils returned on Thursday 3 September and the children seemed happy to return to school. The school had opened to all years with 98% attendance - those who have not returned and are in self isolation with their families
- Online teaching had been offered to all pupils during the long absence; and since Monday 1 June yrs 6, 1, reception and nursery were welcomed back followed by Years 2, 5, 3 and 4. Throughout June and July, attendance increased and confidence was great
- One of the key reasons parents were confident to send their children back to school was because of the focus on regular communications from the school throughout school closure - there has been continuous communication through social media channels via Website, Twitter, Tapestry, Google Classrooms and the new FaceBook page.
- Siobhan manages SH primary social media with 4-5 cleared staff, a parent and the business manager and can advise on best practice. We noted the lessons to be learned here for the Parish
- A Food Bank has been run from the school throughout lockdown delivering to 10-12 families each week - finding vulnerable families continues to be a problem - some families earn just over the threshold for financial support etc.

### 2.5 Parish services for the needy

- Weekly News & Views invites needy parish families to apply for help.
- Sources of help: SVP offers help to finance funeral costs but it is difficult to know who the needy people areas and as there have been no applications Chris may send funds to St Raphael's and **others TBC**. The Manna Society is not collecting at the moment.
- Chris reported that the parish soup run is not currently operating, and he felt it was unlikely that volunteers would wish to go up to town at this time. The organiser, Damian Findlayson, will ask Housing Justice what is happening to former homeless
- Agreed we needed to update the web site to increase awareness of parish services re SVP visits, SVP support available for funeral costs, food bank at SH primary school, Manna Society and soup run status **ACTION: who TBC**
- Also to inform Merton Social Services of the above **ACTION: who TBC**
- Kelly will inform First Holy Communion and Confirmation parents of these services

### 2.6 Social Media

- Anne has asked Ruth to develop ideas on using social media in the Parish. This is key to developing and improving our communications in the Parish.
- Eleanor noted that the FaceBook group she had set up had been a useful step forward. Siobhan has also had a good experience at the SH School using social media and can advise
- Presentation and recommendations on social media to be discussed at next meeting

### 2.6 Re-opening the parish halls

- Sarah has been working with George, Alison and Chris on the Covid Risk Assessment and guidelines for the use of parish halls

- Although the Diocesan template was somewhat confusing the Government guidance is quite clear, and the basic 'rules' are, as expected, around social distancing and cleaning
- Draft RA and detailed guidelines are available from Sarah. When finalised they will be publicised via News & Views and available on the website
- Canon John noted that Merton Deanery churches are reviewing venue usage and resources needed to comply with Covid guidelines. How, and if so whether, to use halls is causing quite a lot of concern in other Parishes and Deaneries. Thelma has written to all regular hall users to advise that the halls are not available for hire until the government guidance is more specific.
- We are beginning to get a small number of enquiries e.g. girl guides; wedding reception
- Clare suggested we look into investing in the right people to help us manage this. Sarah commented that as a Parish we should try to make our facilities available
- Also noted that as attendance at Sunday Mass grows during September, we expect to have to make more use of the upper hall as the overflow capacity for Sunday Masses. We could also potentially use the lower hall and lounge for the busiest Masses each Sunday. Intercom from Church to upper hall needed to be working, and also we needed to advise on timings for FHC Masses and potential use of upper hall for these

### **2.9 Mass for Creation**

- Planned for Thursday 24 September at 6.30pm - Laudato Si' open air Mass
- Numbers will be limited to 72 in total
- Bill and Tom will put up and dismantle Catenians' marquee; no lighting or PA system will be required
- Altar and seating TBC at planning meeting at 7.30pm on Thursday 10 September
- *(note: because of the poor weather conditions this Mass took place inside the Church)*

### **2.9 Supporting refugees**

- David reported that there are 149 refugees living in Colliers Wood Holiday Inn
- Merton Citizens has asked for help
- David will report back how we can get involved

### **2.10 Contact tracing forms**

- David will add an opt-in tick box to the Track & Trace form inviting mass attendees to tick if they wish to receive weekly News & Views
- He will cross-check to the parish database to see if they already receive News & Views and update as needed
- David will collect and check revised Track & Trace forms for a one month trial

## **3 The future of the parish**

- We agreed to schedule a separate meeting to discuss our thinking and ideas.
- Anne to organise and to share links to the latest Vatican document 'Pastoral Conversion of the Parish Community' and to some of Fr James Mallon's YouTube commentaries on the document
- *Note: this meeting took place on Monday 14 September by Zoom. Anne is compiling a document capturing all the many ideas and insights shared; and in the meantime we will focus on some core priorities e.g. around communication*

## **4.0 Any other business and feedback from parishioners**

- Christmas: we noted that we needed to think ahead e.g. about the traditional Parish Christmas lunch and what if anything we could do for that. Agreed that it is impossible to state at present

what might be feasible and that we must wait for government and Diocesan guidance before we can make any arrangements for events at Christmas

- Fr Joe reported that new, sometimes non-Catholic, families attending services would benefit from mass sheet handouts (not currently allowed under Covid restrictions) and a projection screen with responses etc., as used e.g. at Christ Church, New Malden

#### **5.0 Dates of next meetings**

- Meetings are held on the first Thursday of each month at 8.00pm by Zoom
- Next meetings: October 1, November 5, December 3