

**Sacred Heart PPC Meeting  
8.00pm Thursday 9 September 2021  
Minutes FINAL**

**Present**

Canon John  
David Hurst, secretary  
Maria Christopher  
Clare Hobart  
Jude Mariadross  
Ruth Naylor, interim chair  
Rachel Purvis  
Fr Joe Donkor  
Fr Matthew Donnelly  
Sr Dorothy  
Dcn Julian Burling  
Eleanor Bowman, youth minister

**Apologies for absence**

Annette Campbell Black  
Siobhan Heffron  
Anne Waldron

**1.0 Minutes of the meeting of 15 July 2021**

- the minutes of the meeting held on 15 July were approved to go on the web site
- actions: Merton Citizens training will be advertised in the newsletter for the whole parish
- date: after the new Merton co-ordinator has been appointed and trained

**2.0 Parish 'return to normal'**

- Sunday in early November: High Requiem Mass inviting bereaved families to participate
- possibly followed by a parish reception in the upper hall, taking precedence over existing bookings **Action: to be confirmed at November PPC meeting**
- Canon John will notify the Advent and Easter leaders for their support and planning
- early 2022: a solemn Te Deum benediction
- followed by a parish party in the upper hall
- review of parish services post lockdown:
  - from 12 September there will be an additional Sunday 8.00am Mass in the church
  - there will be five Sunday Masses at 8.00am, 10.00am, 12.00pm, 5.00pm and 8.00pm
  - both outside Notice Boards, weekly newsletter and web site to be updated
  - **there will be no weekly Mass at the Sacred Heart Primary School Mass centre**
    - this change needs a sensitive announcement and celebration of the Parish Mass Centre in the newsletter that makes it clear to all parishioners the review of parish services and the decisions behind it in a positive way.
  - lifts to church to be offered and promoted; consult Jenny about safeguarding issues
  - 7.30am Sunday Mass to be removed from the parish web site **Action: Paul**
  - first collection: new extended baskets to be trialled after Newsletter announcement

**3.0 Communications meeting summary**

- next steps:
  - the printed Newsletter returned from Sunday 5 September; also available online
  - parishioner communications' survey using Google Forms **Action: Ruth**

- web site to be updated **Action: Paul and Chris**
- training will be offered to Group Leader web site users **Action: Chris to ask Paul**
- a new communications policy will be produced, with guidelines to aid consistency across the different channels **Action: Ruth**
- Edgeways
  - new editor / design and layout volunteer manager needed **Action: David to place newsletter advert and pulpit Notices using job description from John Symes**
  - John's eight years as editor will be acknowledged
  - explore advertiser links direct to their web sites for fees to be negotiated
- Diocesan certificates to be awarded for outstanding service at a December social event

#### 4.0 Community Outreach Activities

- Community Sponsorship
  - after changes, the house has been approved by Canon John and Merton Housing
  - budget meeting 14 September prior to monthly rolling contract from 15 September
  - the revised Application Form is being sent by Diocesan sponsor to the Home Office
  - if we gain Final Approval, we expect a family to arrive late October
  - update in Newsletter, Saturday 11 September
  - the volunteer team have been invited to re-confirm interest prior to DBS checks
  - Sutton RC Deanery community sponsorship lead has offered to meet volunteers
  - training for volunteers will be provided by ReSet after Final Approval received
- Parish Soup Run
  - Damian Finlay is considering local sites to avoid £15 London congestion charge
  - David has introduced Damian to relevant local charities
- Merton Winter Night Shelter
  - waiting for an update from co-ordinator at Wimbledon YMCA, Harry McKeown
- Environment Group
  - David attended Diocesan Laudato Si' Zoom meeting 16 July; minutes are available
  - next meeting 7.30pm Tuesday 14 September in the lounge
- Merton Citizens training: see action from PPC meeting on 15 July above
- David to summarise Community Outreach activities in the Newsletter and invite support

#### 5.0 AOB

- It was agreed that the roles of chair and secretary of each meeting could be rotated on a three-monthly basis
- Rachel offered to take notes at the October meeting
- volunteers are invited for chair and secretary (note taker) on a rolling basis

#### 6.0 Date of next meeting

- 8.00pm Thursday 7 October in person in the lounge