

## **PARISH PASTORAL COUNCIL MEETING**

2<sup>ND</sup> JULY 2024 AT 7:30PM

Present: Stephen Warde (Chair), Edward Acton, Sarah Sykes (Secretary), Deacon Geoff Cook, Michanne Haynes-Prempeh, Roberta Canning, Fr Simon Blakesley, Nora Darby, Margaret Martin, Ron Haynes, Jim O'Sullivan, Leonie Isaacson, May Agustin

Apologies: Helena Judd, Guillaume Hennequin

### **1. Minutes of the last meeting and matters arising**

PPC & Finance Team coordination – Jim and Ciarán will represent the Finance Team on the PPC, although Riq Willetts is happy to attend PPC meeting when requested. The PPC September meeting will be the most convenient time to agree which upcoming projects need funding in 2025 so that the details can be shared with the Finance Team in advance of them setting their budget for the year which runs from January. The next Finance Meeting is due to take place on 14<sup>th</sup> Sept.

Pastoral Assistant – Finance Team have pencilled in money to pay for this post if needed. The Diocese needs to see evidence that we have the income to support this, and would usually prefer to see this over a minimum of 3 years figures. This picture is, of course, complicated by the Covid disruption – so we need a good financial case to discuss with the diocese. Fr Simon mentioned that the Offertory plate takings are growing but we need more figures showing the increase for the Diocese to take this into account. Ron proposed that we should continue to press for this position to be approved, with a view to it being a part-time position. This was seconded by Edward and agreed by the meeting.

### **ACTION**

- Advise before our September meeting how the PPC can best provide input to financial planning – FINANCE TEAM
- Provide costings for the Pastoral Assistant to the Finance Team – STEVE
- Develop a financial case for the Pastoral Assistant – FINANCE TEAM

### **2. PPC processes and nominations**

Open seats: Chair, Vice-Chair, Secretary

One proposal for the position of Vice-Chair was received from Michanne, and accepted. She will take up this role for with a view to taking over as Chair in due course.

It was also suggested that the soon-to-be appointed new Parish Administrator could take on the role of the PPC minute taker.

It was agreed that the PPC meeting should be in-person meetings with the option of hybrid if needed.

A photoboard of PPC members will be put together for the website.

## **ACTION**

- Consider adding PPC minute taker/secretary to the job description of the Parish Administrator – OFFICE CORE TEAM
- PPC photo board – SARAH

## **CORE TEAM UPDATES**

### 3. Office and staff (Edward)

The office is ticking over with the help of a few volunteers. Over 30 applications have been received in response to the advertisement for the position of Parish Administrator. Interviews will be held late July. Fr Simon will set benchmarks and expectations of what should be achieved and act as line manager with ‘moderation by a third party’ from the Office & Staff Core Team. There will be regular appraisals held so any problems should be picked up early. The Administrator will be expected to oversee voluntary help in the office.

Leonie reported that she had organised the farewell card and collection for Reece, the outgoing secretary.

### 4. Liturgy, education and faith-sharing (Roberta)

- Ministries afternoon – 54 attended. Favourable feedback received. This will be reviewed at the next meeting of this Core Team. Thanks to Suzanna for running the creche and to May for suggesting this event, and for organising it with Kay. Planning of a further ministry afternoon/retreat day/ topic-based discussion day will be considered.

Other points under consideration by the core team:

- Events and activities for children between First Holy Communion and Confirmation, which would be along the lines of the Pentecost Activity Afternoon, but would ideally happen on a regular basis (rather than a one-off) with activities, formation and play.
- Synodal Pathway faith-sharing plan – ‘The Cross of the Moment’ – document which looks at whether Catholic culture and teaching facilitated abuse and how we dealt with the reports of abuse.
- Space for parents who are facing issues such as gender questioning, where parents can talk about, and support each other in, the difficulties of parenting young people in today’s society. More support is needed in this area from the Diocese and Church as a whole.
- Eucharistic Ministers – request that they wash up the Communion cups and plates.

## **ACTION**

- Provide a re-orientation event to remind Eucharistic Ministers what is expected – CORE GROUP
- Add a note at the end of the rotas to remind ministers that the washing of the communion vessels needs to be done – NORA
- Develop ideas on ways to support parents in the parish – CORE GROUP

### 5. Social events (Nora)

19<sup>th</sup> July 6pm – Quiz Night raising. Funds for Radio Maria

10<sup>th</sup> August 1-4pm - Parish Feast Day BBQ

### 6. Buildings and grounds (Steve)

Ground clearing - thanks to Nikki Searle and Charles Nisbet for organising the tidying up of the grounds.

Roof – the form to get Diocesan approval to spend money on the proposed roof repairs is to be sent to the Diocese very shortly. Once received work will be able to proceed. This is being overseen by Christine Knight.

New heating system – is working well. Fr Simon reports that you will feel the benefit whether you are sitting in the middle of the church or nearer the heaters. The heaters are very effective and the timer is flexible. It is run off just one meter, which shows what areas are being heated house/church. This is very helpful for our own internal monitoring of heating costs. Following the installation we have lost some seating. The chairs that were previously in place along the walls are temporarily being stored in the balcony. It is planned to keep a few of the chairs for use in the Narthex, but long-term the rest of the chairs will be disposed of.

## **ACTION**

- Remove the extra chairs from the balcony and redeploy or organise removal – CORE GROUP
- Remind Welcomers that they should guide people to seats for up to 15 minutes after Mass starts to avoid unnecessary standing at the back and gathering at the porch exit (while recognising some people prefer to do this) - STEVE

### 7. Communications and outreach (Ron)

Website - Ron is working with Teresa Siu Fabry on re-developing the website. A domain to be used as a working space and test area has been registered at [StLaurenceplus.org.uk](http://StLaurenceplus.org.uk). Key events taking place have been added to the 'Latest News' section of the current website.

Outreach – Ron has been in contact with the multi-denomination Castle Churches Group – he has met with Rev. Jenny of Castle Hill Methodists who is open to meeting up with Fr Simon and Deacon Geoff.

Churches Together in Cottenham – Margaret reported that Methodists, Baptists and Anglicans organise communal events in care homes and in the local community. They would be interested in joint activities in relation to care homes, and for doing things for families. They are open to having someone from the Catholic community join them in the planning and execution of these events. It would be a good idea to note who the Eucharistic Ministers and other visitors are who are going into the care homes and bring these connections together.

Oakington has a predominantly Anglican community – the parish produces a regular newsletter which is circulated around 5 villages (Oakington, Cottenham, Northstowe, Longstanton, ?)

### **ACTION**

- Introduce Rev Jenny to Fr Simon and Deacon Geoff - RON
- Send parish information to the Oakington newsletter for their Christmas edition - MICHANNE
- Organise a Catholic representative or two to be points of contact for Churches Together in Cottenham and perhaps other villages north of Cambridge – MARGARET/STEVE

#### 8. Safeguarding (Jim)

The parish is up to date with all its DBS checks. The team is currently advising on updating our record keeping for children's activities to bring it in line with Diocesan requirements. It is hoped a system for keeping a register of all children and adults attending events such as Children's Liturgy , Confirmation and Youth groups will be in place for the start of the Autumn term. This practice is already in place for the First Holy Communion group.

#### 9. AOB – none

#### 10. Dates for future meetings

Thursday 26<sup>th</sup> September in the library room

Tuesday 10<sup>th</sup> December