

1. Opening Prayer Fr Jenish

2. Present, (attendances at Appendix 1): Fr Jenish CP; Deacon Rev David Collins; Susan Collins, Chair; Alan Hodgson, Deputy Chair; Frank McDonald, Martin Deasy, Lucilla Solly and Cecilia Port, Secretary. Apologies: Frank Balloch,. (Note: Membership is 2 *ex-officio* members, i.e. 2 clergy plus a minimum of 6 other members; quorum is two-thirds of all voting members, which include *ex-officio* members)

AP=live/ongoing Action Points (Appendix 2)

3. Minutes of the last meeting, 17 September 2020: accepted, with minor corrections made; to be uploaded to Parish website by MD

4. Matters Arising/Action Points:

All covered under items below

5. Communications

5.1 **AP35** SC has now obtained parish subscription to Zoom, only available as an annual subscription (*circa* £143 *pa*) which must be cancelled by October 2021 if no longer required. It allows a maximum of 100 users. MD will now take over operation of the parish Zoom account, creating a calendar with regular meeting slots for parish sub-groups.

5.2 **AP36** October (monthly) newsletter feedback, MD compiler: mostly positive though some confusion as to whether PC or parish communication, with leading contribution from PC Chair and omission of Fr Jenish as Parish Priest, which would be rectified in future editions, to be kept monthly under current conditions. November Newsletter will feature a reflection from Fr Jenish, links to parish mass broadcasts on our Twitter and YouTube accounts, notice of a 4 week trial of Saturday Vigil extra mass starting 5.30pm 7 November. **AP43** SC will provide a summary of important reminders about mass attendance under Covid secure conditions covering bookings, cancellations, face-coverings etc following feedback and also Notice of Parish AGM, 19 November; a request for volunteers to join the cemetery and restoration sub-groups. Note: **AP25** All, canvas for more volunteer stewards for mass. Other regular items include feast days, readers, offertory collections, parishioners birthdays (excluding actual date for data protection).

5.3 **AP37** MD & SC produced posters publicising parish masses and some were taken last Sunday including for Slaley noticeboard.

5.4 Social media methods were discussed for parish use. The parish mass broadcasts are no longer available via Minsteracres Retreat Centre Facebook account, due to technical problems and have successfully switched to YouTube. Twitter is considered to be the more appropriate tool for parish social media, messages being more suited for mobile phone use and MD has set up @MinsteracresStElizabeth as the parish Twitter handle; email MD to include information for Twitter.

6. Faith Development/Liturgy

6.1 DC reported back on items discussed at the recent Liturgy sub-group meeting held in new parish resource room. Zoom will lend itself to broader participation in events, for

example, Lenten talks. Suggestions also included Stations of the Cross, reflections on next Sunday's Gospel, any other faith development topics.

6.2 **AP39** DC, FrJ: Busy church/children's liturgy: Jan Loughran, leader, has proposed various options to re-engage with the young and these were developed further in PC discussions. Tentative conclusions include: services for children and parents in parish room would not allow enough social distancing currently and there would be insufficient space to return to church during the main service; a transition of older children into the church should in any case be encouraged, welcoming them and willingly accepting some increase in noise levels; provision of relevant activity materials by email in advance of Sunday; some engagement over Zoom is now possible and not constrained to Sunday; a separate children's liturgy in church for Christ the King and other important feasts could be aimed at the 5+ age group; the provision of "welcome" toys, in the future, once safe again.

6.3 As October is a Marion month, the Liturgy Group is arranging a bookable rosary service on Saturday 31 October, 11-12 noon, inside the church.

6.4 All Saints, Sunday 1 November, names of the parish dead will be read out at both masses, to replace the homily, as is the usual custom; All Souls, 2 November, evening service in the chapel at 7.30pm would be available for booking.

6.5 Feast of Christ the King, Sunday 22 November; this being the 300th anniversary of the Passionist order, the Bishop has readily agreed to celebrate at both masses at St Elizabeth's Church.

6.6 Posada: the format will be changed to avoid risk; an empty crib will be erected in church for the first Sunday in Advent, with Mary and Joseph figures displayed on the balcony travelling to Bethlehem; a Zoom posada amongst parishioners was also suggested, using the free version of Zoom which covers short meetings.

6.7 Reconciliation service: to be considered.

6.8 An outdoors traditional carol service in the parish grounds has been proposed for 4-5pm, 19 or 20 December, which might be permissible under Tier 2 Covid risk restrictions provided a realistic risk assessment is done and is sufficiently robust to ensure social distancing and prevent mingling between different households; congregational singing is currently not allowed.

6.9 Christmas services: past attendances number 250-300. Liturgy Group proposes 3 services on Christmas Eve and one on Christmas Day: 1. 3.30 pm crib service and vigil mass for invited parish family groups, 11 benches available, to be as short as possible with no singing; 2. 6pm general parish vigil, with no singing; 3. 8pm vigil mass with small choir, (organist & daughter at front of balcony with 4 other choir members socially distanced at back) but no congregational singing; 9.30 am, Christmas morning parish mass with no singing. These 4 services, with an average capacity of 28, including families and stewards, would allow approximately 112 worshippers at Christmas services. Father Ben CP would be the main celebrant as FrJ is hoping to be away with family in India. Services 2, 3 and 4 would be broadcast live.

6.10 Open Day for church between Christmas and New Year, to view crib and church 11am-1pm, if sufficient steward volunteers available.

6.11 New Year's Eve reflection suggested

7. Reaching Out

7.1 It was noted that around 300 users had accessed the parish mass broadcast in recent months: **AP44** FB to ask Scott Haddow, marketing officer, if he would email Friends of Minsteracres with the new link to mass on YouTube, following the demise of the Facebook account. Note **AP28** All, please pass on names of “missing” regular mass attendees to DC

8. Parish Council Constitution Review

8.1 **AP12** This may be reviewed at any time, but at least annually, in line with the constitution. DC circulated a copy of the current constitution (2018) with suggested revisions, including updating the terminology Minsteracres board of “governors” to “trustee directors” and all changes were discussed and agreed. DC proposed these amendments to the constitution, seconded by MD and the PC voted unanimously to amend the constitution. “Any change to the constitution should be communicated to the parish by one of the established communication channels as soon as is practically possible.” **AP12 MD** to action once amended document sent by PC secretary.

9. Minsteracres Community Update - FrJ

Father Benedict Lodge CP joined us 3 weeks ago and is hoping for a longer term assignment here. After the provincial chapter next April, Father Kearns CP is likely to re-define Fr. Ben's role.

10. Parish AGM 7 pm, 19 November 2020 via Zoom

10.1 **AP42** SC had asked all PC members whether they were willing to stay in post and all have agreed.

10.2 **AP41** SC has notified all parish sub-groups about report deadlines for the AGM (end of October) and will also contact Claire Morgan, chair of board of trustee directors, Minsteracres to request a verbal update at the AGM. The annual report will be compiled and emailed to parishioners by 15 November.

11. Any Other Business

DC mooted that a more formal financial procedure should be considered. **AP46** DC & all

12. Date & Times of Next Meetings: 19 November, Parish AGM via Zoom; December?; Away Day 2021, Saturday 9 or 16 January

The meeting closed with a prayer.

St Elizabeth's Minsteracres – Minutes of Parish Council 22 October 2020 (19.00-21.30), in library & via Zoom

APPENDIX 1

Attendance is recorded in the minutes as follows:

	FrJ	DC	SC	AH	CP	MD	FB	FM	LS	JH
11.01.20	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20.02.20	✓	✓	✓	Apologies	✓	✓	✓	Apologies	✓	✓
9.7.2020	✓	✓	✓	✓	✓via Zoom	✓via Zoom	✓	✓	✓	✓
24.7.20	✓	✓	✓	✓via Zoom	✓via Zoom	Apologies	✓via Zoom	✓	✓	retired
20.08.20	✓	✓	✓	✓	Apologies	Apologies	Apologies	✓	✓	
17.09.20	✓	✓	✓	✓via Zoom	✓via Zoom	✓via Zoom	Apologies	✓	Apologies	
22.10.20	✓	✓	✓	✓via Zoom	✓via Zoom	✓via Zoom	Apologies	✓	✓	

APPENDIX 2

Live Action points

Origin	Number/owner/s	Notes
7/11/19	AP1/AP2 FB	Reaching Out
7/11/19	AP3/AP5 MD & Comms. group	Comms. website, data
7/11/19	AP4 DC - transfer to Comms. group	Comms. quarterly figures
7/11/19	AP6 FrJ DC	Physical data - safe
7/11/19	AP7 MD	Comms. group formation
7/11/19	AP8 AP9 FrJ FB DC FM - ongoing	Circulate sub group minutes/reports
7/11/19	AP10 FB	Grievance Procedure communication
7/11/19	AP11 FB on hold?	Parish vacuum cleaner upstairs
7/11/19	AP12 All, completed	PC constitution reviewed and amendments agreed by unanimous vote, 22/10/20.
7/11/19	AP13 FB	Parish data to G drive
20/2/20	AP14 DC FrJ	Faith development: Lenten & future FD sessions
20/8/20	AP24 SC	Safe recruitment process

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Origin	Number/owner/s	Notes
20/8/20	AP25 All	Canvas parishioners to become mass stewards especially for 8.30 mass
20/8/20	AP26 FB, FrJ	Parish & email lists; contact those missed
20/8/20	AP28 All	Names of "missing" past mass attendees to DC
20/8/20	AP30 DC	To arrange commemorative stole purchase
20/8/20	AP32 DC	To further explore wireless mesh options
20/8/20	AP34 SC	Brief Richard Bridges <i>re</i> release of parish funds from diocese for above
17/9/20	AP35 SC to MD completed	Facilitate Zoom for all parish group meetings
17/9/20	AP36 MD ongoing	Monthly newsletter formatting; notify contributors of deadlines
17/9/20	AP37 MD, SC completed	Mass link posters for physical noticeboards
17/9/20	AP38 DC, FrJ	PayPal donations to fund new IT
17/9/20	AP39 DC, Fr J ongoing	Facilitate children's resources via Liturgy Group
17/9/20	AP40 SC	PC gift for Mother Regina
17/9/20	AP41 SC completed	Notify parish groups about report deadlines for AGM + Claire Morgan
17/9/20	AP42 SC completed	Contact PC members about continuing service
22/10/20	AP43 SC	Provide article for November newsletter
22/10/20	AP44 FB	Circulate YouTube mass link via Minsteracres
22/10/20	AP45 MD	Communicate amended PC constitution to parish
22/10/20	AP46 DC & All	Consider a formal financial procedure for PC