

1. Present, (also at Appendix 1)

Father E Jenish CP, Deacon Rev David Collins; Chair: Susan Collins; Deputy Chair: Alan Hodgson; Frank Balloch, Martin Deasy, Frank McDonald and Cecilia Port (secretary); apologies from Lucilla Solly. (Note: membership is 2 ex-officio members, i.e. clergy plus a minimum of 6 other members)

The annual Parish Council (PC) 'Away Day' meeting held via Zoom (9.30 am-12.30 pm), provided an opportunity to suspend the usual agenda and strategically reflect on, review, discuss and agree future actions under the three main objectives of **Reaching Out (RO)**, **Faith Development (FD)** and **Communications (Comms.)**. Action points are numbered for reference and designated as **AP** at Appendix 2.

2. Fr J opened the meeting with a prayer; a reflection on the day's gospel (Mark 4:35-41) was presented by DC.

3. Election/Appointment of officials

Both the Chair and Deputy Chair have agreed to stay in post: Susan Collins was re-appointed as Chair, and Alan Hodgson as Deputy Chair, both proposed by FB and seconded by FM. The minutes of the previous meeting 22 October 2020 and matters arising will be dealt with at the next meeting in February, to enable review and objective-setting for 2021 under the three main areas of Reaching Out, Faith Development and Communications.

4. Update on Fr Jeroen

FrJ gave an update which would be communicated to the whole Parish via the newsletter on 30 January. Following a 6 month review with the Provincial, Fr John Kearns, Fr Jeroen had decided after much reflection to move on to a new assignment at the end of his sabbatical and after serving 17 years at Minsteracres. SC updated us on the commissioned stole for Jeroen (**AP30**, the last of the farewell gift items from donations by many appreciative parishioners): Mother Regina had produced a unique and beautiful personalised stole, featuring both Passionist and St Elizabeth designs. All agreed that the remaining monies (£301) should be given to the Convent of the Holy Hope in gratitude and recompense for materials and effort. SC had also recently presented Mother with a gift of a 2000 piece jigsaw from the Parish (**AP40**), for the beautiful altar linen she had made for our church.

5. Review of 2020

5.1 The two Sunday masses at St Elizabeth's Church have continued for worshippers during the third lockdown, under Covid-safe conditions strictly following the risk assessment and in compliance with Government rules, as has the live weekly broadcast also available as a recording on YouTube (**AP44**). This has been enabled by the efforts of very many people from stewards and cleaners to the technical and practical expertise provided by Pavan Martin in filming and recording the services.

5.2 The monthly Parish Newsletter, together with weekly updates is emailed as required to all parishioners who have subscribed. Parish emails have been well received and provide an effective means of communicating with news of events, messages from the Parish Council and especially reflections direct from our Parish Priest and Deacon.

5.3 Father Jenish has worked hard to develop the new resources room, which will become a valuable Parish space for our many groups, including 'busy church' once more normal life resumes.

5.4 The Parish has invested in technology so that we may continue to reach out to our church community effectively; future plans, often using technology, are detailed in 6, 7 and 8 below.

5.5 Partnership meetings have continued on-line and our PC members who attend, update us on an ongoing basis. The Parish has benefitted, for example, by being able to use the Partnership mass booking system, overseen for our Parish by FB.

5.6 Our PC groups, most of which include a PC representative as a member, comprise Finance, Liturgy, Justice and Peace, Choir, Flowers, Social, Church Restoration, Cemetery and the 200 Club. Their work is ongoing and has continued during this most difficult of years.

6. Reaching Out (RO)

6.1 How do we combat isolation? The diocese has useful links to networks. Telephone calls, especially where online access is not available, is a practical alternative. The social life of the Parish, which

enlivens and complements the spiritual side, has been much diminished during the pandemic. Zoom could be a useful tool in helping our community function, given that return to normality will be slow.

6.2 The Social Committee, with support from the PC, should consider a variety of events (and have already held a quiz and arranged another) at up to monthly intervals to re-connect parishioners **AP21-1 FM** to ask Social Committee to generate further ideas. **AP21-2 SC** to contact Flower Team and ask if they would arrange an online demonstration of an Easter flower arrangement. **AP21-3 FB:** it was suggested that the 200 Club draw be done on Zoom (note: The 200 Club is currently suspended but is planned for restart from April. FB will look at a Zoom draw then.) **AP21-4 FB** to ask group about coffee morning talks over Zoom.

6.3 The purchase of a high specification computer (for broadcasting mass and other services) and which is now needed to replace the laptop on loan from the Retreat Centre, has been agreed by the PC (cost *circa* £1000) and will arrive soon. Funding is available from the parish Gift Aid deposit account held by the Diocese. **AP21-5 DC** (with Pavan Martin's help) will research and buy a camera upgrade and further improvements to the sound system in church.

7. Faith Development (FD)

7.1 There is a Partnership approach to FD for First Holy Communions and Confirmations, with the liturgical element at parish level and catechesis at the Partnership level. The Liturgy Group remit includes children's faith development activities. **AP21-6 DC** to ask group to organise an activity on Zoom about once a month for children.

7.2 AP21-7 DC & FrJ to discuss with group a series of weekly Lenten meetings over Zoom for parishioners, including the use of Zoom breakout rooms to foster multiple small group discussions of Lenten and gospel themes; also weekly Stations of the Cross.

8. Communications (Comms.)

8.1 The Comms. sub group of PC provides technical support including for Zoom, with MD responsible for creating the log-in details required for meetings, using our own parish subscription to the service.

AP21-8 MD & comms. group to consider how best to support those in need of technical advice.

8.2 The Choir have used Zoom as a group to remain in contact with each other socially and musically and the use of Zoom by other parish groups is likely to increase. The PC will be responsible for allocating time slots to parish groups for their meetings and events.

8.3 The March Parish Newsletter, deadline 28 February, will be key in communicating what events Parish Groups are planning and holding. **AP21-9 DC & Liturgy Group** should publicise their Lenten talks/stations of the cross events

8.4 The Retreat Centre is planning to update the Minsteracres website and this has presented an opportunity for the parish to set up our own website which will give much greater flexibility in providing and updating content, at an estimated ongoing cost of £200 per year. **AP21-10 MD** will investigate a simple web-building platform and consult with Henry Winthrop at St Mary's Church, who has a lot of expertise in this area.

9. AOB

9.1 The church balcony glass safety screen has been installed and the bill paid. **AP21-11 FM**, as Church Restoration Group representative, agreed to contact Kevin Doonan to ask him to facilitate some relatively minor snagging issues.

9.2 Finance: **AP21-12 SC** will ask Richard Bridges, Parish Treasurer, to send the PC an update on parish accounts quarterly, in addition to the annual report, to help inform ongoing levels of spending.

10. Dates and Times of Next Meetings

The PC should consider existing action points at the start of meetings, although some ongoing actions may be better dealt with under the appropriate key areas i.e. RO, FD, Comms. Meetings will be held monthly on the third Thursday of the month (soon after the monthly Partnership meetings for ease of feedback) with no meetings scheduled in August and December. Dates: 18 February, 18 March, 15 April, 20 May, 17 June, 15 July, 16 September and 18 November

The meeting closed with a prayer led by FrJ.

Cecilia Port, Secretary to PC

APPENDIX 1

Attendance is recorded in the minutes as follows:

	FrJ	DC	SC	AH	CP	MD	FB	FM	LS
30.01.21	✓	✓	✓	✓	✓	✓	✓	✓	Apologies

APPENDIX 2

Live Action points

Origin	Number/owner/s	Notes	Action
7/11/19	AP1/AP2 FB	Reaching Out	
7/11/19	AP3/AP5 MD & Comms. group	Comms. website, data	ongoing
7/11/19	AP4 DC - transfer to Comms. group	Comms. quarterly figures	ongoing
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 -	Circulate sub group minutes/reports	ongoing
7/11/19	AP10 FB	Grievance Procedure communication	
7/11/19	AP11 FB	Parish vacuum cleaner upstairs	on hold?
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	✓ now AP21-7
20/8/20	AP24 SC	Safe recruitment process	
20/8/20	AP25 All	Canvas parishioners to become mass stewards especially for 8.30 mass	✓ & ongoing
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	now AP21-5
20/8/20	AP34 SC	Brief Richard Bridges re release of parish funds from diocese for above (AP21-5)	
17/9/20	AP35 SC to MD	Facilitate Zoom for all parish group meetings	✓ September 20
17/9/20	AP36 MD	Monthly newsletter formatting; notify contributors of deadlines	ongoing
17/9/20	AP37 MD, SC	Mass link posters for physical noticeboards	✓
17/9/20	AP38 DC, FrJ	PayPal donations to fund new IT	

Origin	Number/owner/s	Notes	Action
17/9/20	AP39 DC, Fr J	Facilitate children's resources via Liturgy Group	Ongoing, also AP21-6
17/9/20	AP40 SC	Parish gift for Mother Regina	✓
17/9/20	AP41 SC	Notify parish groups about report deadlines for AGM + Claire Morgan	✓
17/9/20	AP42 SC	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	✓ January 2021
22/10/20	AP46 DC & All	Consider a formal financial procedure for PC	
30/01/21	AP21-1 FM	Ask Social committee to generate online event ideas	
30/01/21	AP21-2 SC	Ask Flower team about Easter flower demo	
30/01/21	AP21-3 FB	200 club online draws	
30/01/21	AP21-4 FB	Coffee morning talks on Zoom?	
30/01/21	AP21-5 DC	Camera & sound system upgrades	
30/01/21	AP21-6 DC	Liturgy group organise online children's activities	
30/01/21	AP21-7 DC & FrJ	Zoom Lenten meetings	
30/01/21	AP21-8 MD & Comms.	Provision of technical advice to parishioners	
30/01/21	AP21-9 DC	Liturgy group publicise Lenten Zoom events	
30/01/21	AP21-10 MD	Research building Parish website	
30/01/21	AP21-11 FM	Facilitate completion of balcony screen	
30/01/21	AP21-12 SC ongoing	Request quarterly Parish accounts update	