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**Hampshire Downs Parish**

**Minutes of the meeting of the Parish Pastoral Council**

**held on Monday 13<sup>th</sup> June 2011**

**at The Old Georgian, Parish Office**

**Present:** Angela Muxworthy (Chair), Deacon Gerard Dailly, Sister Mary Frances, Peter Bolger, Wini Meikle, Susan Trowbridge, Liz Slinn Brian Roberts and Peter Reddings

1. Apologies: Canon Paul Townsend, Dawn Edgerton-Kemp, Jane Reidy, Deacon Nick Reynolds, Steve Taylor, Louise Warren, and Marcus Whitfield all sent their apology.
2. Welcome. Angela welcomed Sister Mary Frances, who kindly attended while Sister Antoinetta is ill in hospital. Our thought and prayers go out to Sr Antoinetta.

3. **Opening Reflection and prayer:** Led by Liz Slinn.

4. **Minutes of the Meeting of 5 April 2011** The minutes were approved with the following amendment – Sue's surname was changed to Broadbent.

**5. Matters Arising from the Minutes:**

**Pastoral Council Terms of Reference:** After much discussion as to the relevance of the Terms of Reference wording with regard the Diocesan Pastoral Council Guidelines, it was agreed that a review of the ToR was required. The emphasis of the review should be focused on the essence of the content in line with the guidelines, the principles and how the Hampshire Downs parish would adopt the guidelines. Three actions were agreed:

**ACTION:** Brian to study the documents and, in the first instance, recommend a way of reflecting the way Hampshire Downs will function in line with the Guidelines by annotating the guidelines.

**ACTION:** All members to read the Guidelines and then comment on Brian's recommendations, returning comments to him by 15 September.

**ACTION:** Brian to collate the comments and distribute the result to all members for consideration before the meeting to be held 18<sup>th</sup> October.

**Communications:** Angela and Margaret Berryman had met twice since the last PPC to discuss the strategy of the parish communications. Margaret had drafted a start position, with some suggested objectives. The steering group suggested that the Communications working group, Wini, Canon, Margaret and Angela, should review and present their recommendations to the PPC. It was further suggested that Moira Redmond, as editor to the Website be invited to participate in those discussions.

**ACTION:** Moira be invited to work with the communications working group.

**ACTION:** The communications working group to consider the objectives and make recommendations.

**Listening and Reconciliation:** Liz provided an update on her research to find the best training in the area of listening and reconciliation. She recommends a training day for the parish for invited individuals for the reconciliation day and a wider audience, open to the whole parish, for the listening day; to be arranged in the autumn.

**ACTION:** Liz to arrange the training days for Listening and Reconciliation.

**Explore Initiative.** Canon Paul approached the Marriage Preparation team to see if they would work with Rex Chester on the Explore Initiative. After his discussion, Canon felt that the Preparation team were in fact not the appropriate organisation for this initiative and asked Angela to follow up with Rex.

**ACTION:** Angela to meet with Rex Chester regarding Explore.

## **6. Reports from Worshipping Communities, School and Co-ordinators of Ministry Clusters:**

### **St Gregory's**

#### a. Report from St Thomas More – Louise.

The recently restored river bank is naturalising well, with the native flora becoming well-established. Peter Bramley has added garden perennials and clematis along the fence, and the whole area looks attractive and welcoming.

Prayer group continues to meet on a Thursday afternoon, and the cake sales continue on every third Sunday. Although modest, they have now raised over £1100 since they started for the parish improvement fund.

The recent disappearance of the small chalice has forced us to reconsider security. The position of the church behind other buildings on the high street means that anyone can approach virtually unseen. Over the years many people have been granted keys and they are not often returned, making it difficult to keep track of key-holders. It may be necessary to change the locks and start again. In the meantime, the sacristy is being kept locked. Other saleable items were not taken, making it look as if perhaps the chalice was taken 'to order'.

Canon Alan has organised new cloths for the lectern, to replace the worn out one, and has very generously bestowed a new set of vestments to St Thomas More's. He is gently introducing new aspects of the New Missal and doing a great job of explaining them and familiarising us with them. He continues to refresh our liturgy with music and new responses and we greatly appreciate his input.

#### b. Report from St Peter's School - Peter Redding

### Admissions September 2011

Despite on-going discussions between the school and County about the school's possible expansion to two-form entry, the school was advised last month that a decision had been taken to increase the intake at St. Bede school from 60 to 90 for 2011/12 academic year and to increase the intake at Kings Worthy school from 45 to 60 for 2011/12 academic year. This decision had been taken without any consultation or discussion with other Winchester schools.

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The position for the school is as follows: 45 places have been offered to all the Catholic children and those with siblings who applied. There were 8 appeals. Given the school could not defend the appeals based upon infant size class prejudice, those families that appealed were also offered places.

The school lost the ability to defend the appeals this year on class size prejudice when the school expanded its intake temporarily last year following a request from the County. The school Governors therefore agreed that this year the school would not defend appeals up to the two form entry admission of 60 children. Recently the County has asked the school to admit another 4 pupils for the Sept 11 intake. With some original pupils not taking their place, the intake for Sept 2011 currently stands at 55 pupils.

All Catholic and sibling applicants now have places.

### Two form entry 2012/13

There has been a further meeting with the Diocese regarding two form entry and it is hoped that the Trustees will agree an application made by the school to permanently expand the PAN to 60 from Sept 2012. The available data still indicates that there will be an increase in numbers applying to the school over the next few years.

A Diocesan schools architect has been commissioned to look at the existing fabric of the school and make plans for internal alterations in order to accommodate a phased approach to moving to two form entry as subsequent groups of 60 pupils in Year R enter the school. Hilary Foley, Diocesan surveyor, has endorsed the phased approach being planned by the school.

Phase 1 being the alterations that need to take place to the reception unit this summer, phase 2 being the internal alterations that need to take place to create an additional classroom (which include the use of the space currently used by Little Fishes, the possible use of the existing staff room and the use of the ICT room). The final phase 3 would most likely require additional building work and significant capital funding and this will be when the current reception year moves into key stage 2.

### Financing the phases

The plans are not yet fully costed. Phase 1 is to be funded by the school (via DFC). Phase 2 is still being costed. The plans made by Diocesan architect will then provide a clearer indication of cost. The majority of the funding will need to come from the Diocese but the school is hoping to be able to make a contribution.

Governors discussed issues related to the increase in PAN. For example, access to the school and discussions with the Highways agency.

Governors agreed to engage with key stakeholders; staff, parents, local community as soon as possible. The plan is to speak to staff as soon as possible after the half term holiday and parents soon after. A formal consultation process for expansion of PAN will be started subject to timing advice from the diocese after the Diocese school committee meeting. The school aim to present their case to the Trustees in Oct 11.

By using this phased approach the school will avoid planning permission (traffic and highways) issues and can also scale back down if the current projections change. The school plan for the statutory consultation on permanently increasing the PAN in the 2011/12 school year. There will be some implications for the shared space of St Stephen's, both the church and the community room, and

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discussions will start with the pastoral group there but probably not until the autumn once the diocese has given its approval to the formal proposals.

### Academies

The Catholic schools that form the catholic schools cluster of which St. Peter's is a part, will work together as a 'loose federation'. This has no financial implication in its current set-up. We continue to want to remain in the local authority set up.

#### c. St Stephen's Notes from Dawn.

Praise Masses will continue to happen in St Stephens this year - dates 17th July and 20th November (1st/2nd October being Celebrate weekend at St Mary's Southampton) Initial group training for New translation of the Missal - happening in church and school for 6 weeks from 8th June. These group leaders will roll out to parish in Sept/Oct New projector bought by Jon and Dawn for church use. Housed with then for safekeeping, but available to all Congregation on Easter Day - need stewards Processional cross - options being investigated by a small sub-group - final suggestions will be presented to community for opinions Pastoral care in our community - still being discussed - ongoing work New organ - small group following up Picnic on 10th July - organised by St Stephens and held at school, from 12 noon. All welcome - advertised in newsletter Sanna Dean has agreed to take on role of chair from September

#### d. REPORT FROM ST GREGORY'S – from Sue Trowbridge.

The monthly cake sale continues to make a small profit for the parish funds.

The annual mass at St Andrew's Tichborne will be held on 29th June this year, at 6.30pm. Canon Alan will be the celebrant. (The mass is usually held on the nearest Sunday but circumstances this year have made that impossible.) There will be no mass at St Gregory's that day. So far as possible, lifts will be arranged from St G's for all who wish to attend.

Thanks to Father John for celebrating with our children making their First Holy Communion. This was a very special occasion for everyone.

Membership of the 100 club is once again offered to everyone. Whilst we extend a big thank you to the three new members from the other churches in our parish, please note that the profits from the club are passed to the parish as a whole and that the club only functions efficiently with a full membership. This is a good way to boost parish funds, so please encourage people to buy into the scheme.

Thank you, too, to everyone who sponsored Patrick Trowbridge's 200 mile cycle ride from Alresford to Paris. Once again St G's parishioners responded with amazing generosity, as did many other friends and relatives. The ride was to raise money for the Winchester Churches Nightshelter and the current total stands at £2,300. The fund is still open should anyone wish to contribute.

Thank you to everyone for their prayers for a safe outcome to this venture.

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- e. St Peter's (Jane) - As usual, the 6pm is running along happily. Nothing to report. See you all on the 13th.

And from St. Peters 10.30 Mass – Peter Bolger.

The Triduum services at St Peters went very well this year and thanks need to be extended to the many ministry groups and their leaders who were involved particularly Fr Paul and his priestly team. The congregation numbers for all the Triduum services including Easter Sunday 10.30 Mass were greater than previous years.

### Liturgy Ministry

The HDLG has met and discussed the New Translation of the Missal as a main priority and also the future of the Praise Masses. Making sure we are ready for the New Translation by 4th September is a major task which the Adult Formation Group is working on. Their first priority is to initiate *In Spirit and in Truth* through a series of house groups which all parishioners will be encouraged to attend. The introduction of this to group leaders begins this week. Introducing the music and the new words is on-going.

There will be two more Praise Masses this year and their future reviewed in January.

### 7. A O B

**Cluster Co-ordinators:** Max Wilson and Liz Bradley are the nominated co-ordinators for the Welcome and Hospitality Cluster. Canon is to invite all new comers to the parish to a reception for Friday 25<sup>th</sup> November. It is anticipated the Max and Liz will be involved with this event. Angela hoped that members of the PPC could also be involved and perhaps seek feedback from the new comers as to their welcome to the Parish. Max & Liz have been invited to join the PPC.

**Adult Formation:** The training on the New Translation of the Missal has to reach out to as many people as possible in the parish. Liz reflected that it was disappointing that more people didn't attend various functions in particular the low turnout at the recent Catholic Social Teaching lectures. It is worth noting that members of the PPC should make an effort to attend parish functions and lead by example. Additionally, on behalf of the Adult Formation Group, Gerard commented that key representatives within catechesis were not currently attending the "In Spirit and in Truth" training sessions. When the house groups start it will be important to ensure the catechesis representatives are present.

**New Mass Cards.** Work to create just one Mass book with words and music is being pulled together for the Parish so that we can use the same format for Mass right from the start. Karen Murtagh is bring this work together with those from the Adult Formation team and within the Liturgy group, for the whole parish.

**School:** Peter R asked for support and patience with changes to the school as per his report. With regard the changes Brian ask that Peter consult with the St Stephen's Worshipping Community Group and for the seating arrangements in the church, Gerard reminded Peter to include Canon Alan in any discussion.

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**Budget for 2001 – 2012:** Brian asked for each ministry co-ordinator to consider the possible budget they would need for the next financial year. Gerard will provide a simple sheet to help co-ordinators work out how much and when they may need financial support for their ministries. The subject of expenses was also raised and Brian agreed to work with Angela on a possible process and claims form.

**Action:** Gerard to distribute a simple sheet for ministry co-ordinators as an aide memoir for budget demands.

**Action:** Brian to work on an expenses claims process with Angela producing the claims form.

**Diocesan Events:** It has been noted that Hampshire Downs parishioners are not noted for supporting Diocesan events. All should be encouraged to support Diocesan events.

**Safeguarding.** Wini was sure there were Eucharistic Ministers and those involved with the young and vulnerable adults that still had not attended the course on Safeguarding. She would include a reminder in the Newsletter that anyone who has not attended a course will no longer be eligible to carry out the role in ministries to the sick and vulnerable from December this year.

**Post Meeting Note:** Wini will try to arrange further training sessions at St Peter's in the autumn to accommodate these people (still not trained). A list of people who have already attended will be available on the website. This is not up to date as we are waiting for the Diocesan office to update their files.

**PPC Meetings:** As the formation of the PPC evolves to include the Ministry co-ordinators it was felt that the numbers of attendees at the PPC will become too many for sensible discussion. Angela suggested that the co-ordinators should meet separately in the months when a PPC was not being held; discussion on this was held over to the next meeting.

**Action:** The Steering Group to include the subject of PPC members and meetings on the agenda for the next meeting.

**8. Dates of next meeting: 7 p.m. on 25 July at TOG 29 Jewry Street.**

**and 18<sup>th</sup> October venue to be confirmed.**

**Liz Slinn concluded the meeting with a prayer at 9p.m.**