**Parish Pastoral Council Meeting.** **Friday 20th January 2023**

**Present:**

Fr. Peter Mansfield, Gerry O’Donnell, Sue Carr, Penne Hutton, Brenda Eydman,

Bernadette Hallett, Bridget Hanlon, Peter McFall, Erica Thurbon, Colin Wilding,

**Absent:** Elsie Ofili

**Minutes:**

Bernadette Hallett

**Agenda**

**1. Welcome** by Gerry. **Opening Prayer** by Bernadette Hallett

**2. Apologies for Absence -** Pauline D’Mello-Maplesden, Stephen Trafford,

**3. Minutes and Matters Arising** - minutes accepted and passed. No matters arising.

Fr Peter is celebrating the 40th anniversary of his ordination this year on 16th April. He would like to celebrate with the parish. The Social Club Committee will be involved with planning for this event. He will mention this to the parish around the beginning of Lent, (Ash Wednesday is 22nd February). Gerry extended congratulations to Fr. Peter on behalf of all members of the Parish Council.

**4. PPC and Terms of Office**

The Terms of Office list was circulated with the Agenda. ‘Confirmed’ means the 4 year term comes to an end and that the named person has indicated they will not be intending to stand for another term. They may stand again if they wish, if they seek nomination. For planning purposes it is useful to know informally the names of those who do not wish to stand again. From May 2023, 4 people step down followed by 3 more later in the year when their Terms of Office end. Therefore we will need to look for 7 new members during 2023. Only one election is allowed per year so we need to start planning how to address this now. The Chair and Vice-Chair positions were discussed at the last meeting. Their Term of Office is for 2 years, with another possible 2 years. After that, they cannot be re-elected until at least one year has passed. Therefore, Gerry and Brenda will also need to be replaced although their role as a PPC member does not automatically end at that time. The terms of Chair and Vice Chair end in May 2023. It is preferable to have a diverse membership of the PPC as possible. We also need have representation from a variety of parish committees. The Chair should be elected from PPC membership. The best time to choose the Chair might be after the new PPC members join. If anyone is willing to stand then please speak to Fr. Peter.

Membership; we need to start the process soon. A list for names and sponsors will be put up in the back of the church. People will have been elected by the end of the summer term to start in September. If more than 7 names are put forward then we would need to have an election. The newly constituted PPC members would then choose the Chair and Vice-Chair.

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At what point do we elect the new chair and Vice-Chair? This will be decided in September.

Gerry will put forward a programme of events and advertise using the noticeboard and Social Media. We have a lot of new parishioners so hope for a good response.

**5. Follow up to the Synodal Process;**

**Colin to present on Welcoming;**

Under the heading of Welcoming that is just the start, belonging is the aim. This is implicit in our parish Mission Statement. Colin has been through the list of groups on the parish website. The website needs updating. He is collecting information on questions; Meeting? Where? When? Is it open to new members? Can anyone just turn up to join? Is it open to members from other denominations? He wants to build up a picture of what we are currently doing, and what we could do. eg. the 9.00am choir at Christmas had 6 new members which was great. If people are given an invitation to something specific, or it is said it is open to new people, then there can be a good response. Leonie had a very good response for requests for sandwiches for the Floating Shelter before Christmas with many new people joining the rota. Which activities are suitable for newcomers? How could they be improved? Anything new? Colin is now trying to contact people from different groups but there have been some changes and some have no contact person named. It is good to have named contacts of parishioners, but there is a need to be cautious about advertising emails or phone numbers due to Data Protection issues. If these are advertised or are easily available then that person needs to have given or confirmed consent. Some things need adding to the website. He would like to make a booklet of information which could be handed out to people. How can we welcome people who are new to the parish? Not everyone wants to join a group but they do want to know what is going on. It is important to; identify, approach, invite, direct, follow-up. We need to think about ‘belonging’, and not just in terms of newcomers.

**Bernadette to present on the Vulnerable, special focus on the Bereaved;**

Vulnerable; in recent months our parish has been involved with and made collections for many groups, - of food, money, and/or clothes and furniture; for the Prison Advice and Care Trust, Operation Elf, Right to Life, St. Vincent de Paul Society, Accommodation for Refugees, The West Croydon Refugee Centre, Purley Food Hub, The Manna Centre, The SVP, and Justice and Peace. A Tradecraft sale was held before Christmas. Volunteers made sandwiches for the Floating Shelter which were delivered to the collection point and then taken into Croydon to the distribution centre. The Dementia cafe is held on the 1st Tuesday of each month, at Coulsdon Methodist Church, in association with Age Concern, this was advertised in the newsletter. There is an overlap with the work that Brenda is doing with the Elderly. There could now be more co-ordination with the different parish groups especially the SVP.

Bereavement; Bernadette, Sue and Bridget completed an on-line course “Bereavement Care Awareness Course’ in April 2021. It is important to be aware of the need for sensitivity in this area. We are not councillors, nor trained in any special area, and would only be looking to offer support and a listening ear. The Memorial Garden was mapped out and a list of names of the ashes interred was made. Items have been placed in the newsletter to advertise the Annual Butterfly Remembrance Service at Croydon University Hospital, the Grief and Loss weekend at Aylesford Priory last October, and the Living with Loss weekend at Worth Abbey last November. Compassionate Chats are held at Coulsdon Library led by St. Christopher’s Hospice and focus on matters around end of life - all advertised in the newsletter.

We had tried to set up a mass for the bereaved, (as opposed to mass for the dead,) and had made a lot of plans but had difficulties trying to find a suitable date; this was then all put on hold along with other plans, due to Covid restrictions. Lack of helpers obviously restricts many of the plans and ideas.

Bernadette did place an item in the newsletter for two or three weeks prior to Covid lockdowns asking if anyone would be interested in getting involved with any bereavement support in some way but there was no response. It is not possible to proceed with a lot of the plans that we made without some extra volunteers.

Woodside Bereavement Service, SE25 4DX, support available.

Two Grief and Loss weekends are now to be held this year at Aylesford Priory;

Friday 24th - Sunday 26th March, and Friday 6th - Sunday 8th October. Contact Aylesford Priory for further information and booking. Tel: 01622 717272 or retreat@thefriars.org.uk

No information currently available for Worth Abbey.

**Erica to present on on-line media;**

Facebook is being used, good promotion of the Winter Ball. Items from the newsletter and other information could be more widely posted on the Facebook and Instagram accounts. We need to try to target specific groups sometimes, eg Youth. Instagram is a more recent account. Items need not necessarily be interactive. Can advertise things for the church. Erica finds it difficult to find enough time to update the accounts sometimes due to her personal commitments. Updating the porch noticeboards has now been done. We could have a board dedicated to the work of the PPC which would be a good project for the new team. Mailchimp can be used for dedicated mailings and specific subjects. It has a lengthy mailing list and reaches a lot of parishioners. Richard Thurbon also vets and updates the accounts.

\* Erica will send notices to specific groups, eg Brownies, Guides, Rainbows, Scouts, etc via Mailchimp. She will also use Facebook and Instagram to target groups.

**6. Review of keeping the Parish connected**

Much of this was covered during discussion and update in 5.iii

A few people who currently are unable to attend mass could possible appreciate the opportunity to attend, even if only once a month, if they were able to have a lift. If organised through the church the volunteer would need to be DBS checked. We need volunteer drivers. Contacts and Eucharistic Ministers need to liaise with Brenda through their team leader.

People making personal individual informal arrangements do not need to have a DBS check, it is only needed if organised officially. SVP volunteers are all DBS checked and visit people in pairs. Could we make an appeal from the pulpit for volunteer drivers? Fr. Peter has a good idea of who might benefit from the offer of a lift.

* Add this item to the Agenda for discussion at the next meeting.

Penne reported that Youth Activities have restarted. She will send feedback to Erica for Facebook and to report back in the newsletter, and for distribution through Mailchimp. She will report back in full at the next meeting.

* Next meeting will have reports back from groups; Elderly, Young Families, Youth.

**7. Communication to the Parish**

Brenda did call a lot of people by phone during Covid. There are now a lot of new people in the parish that Brenda either doesn’t know or is not aware of. She would like to know if there is a contact person for them, eg as with the SVP and Special Ministers. She is trying to make a record of everyone to ensure that they have a parish contact or a friendship group.

**8. Priest’s notices** - covered at the beginning of the meeting.

**9. AOB**

Re the kitchen and keys - assume the kitchen and Marian Room will be locked. Keys need to be collected from the Presbytery. The Vaccination Centre has now wound down. Boosters have only been recommended for people over 75 years of age for Spring and Autumn this year so the Vaccination Centre will open for those times but otherwise we are now back into old routines.

The Premises Group have started to look at whether we need to promote renting of the hall again. The hall needs some renovating and refreshing. We will need to target the groups or clients that we particularly would like to rent to, eg Blood Donors. Need to identify target groups. All bookings groups need volunteers to open and close, so more bookings means more volunteers are needed. We need the revenue from the hall bookings to cover hall costs and investments.

**Volunteer to prepare Opening Prayer:** Bridget

**Closing Prayer** by Fr. Peter

**Date of Next Meeting:**

Date: Wednesday 15th March 2023

Time: 7.30pm

Place: Marian Room

NB. Erica has volunteered to take the minutes at the next meeting.