

**PARISH PASTORAL COUNCIL OF OUR LADY'S CHURCH ACOMB AND
ST JOSEPH'S CHURCH GREEN HAMMERTON
Minutes of the meeting of 16 May 2016**

Present: David Barber, Angela Clarke, David Copeland, John Kesterton (Chair), Paul Lanfear, Marek Lichtarowicz, Kath Lyall, Kevin Melody O.Carm, Gareth Morgan, Giles Nightingale, Rosemary Phizackerley, Nan Saeki and Peter Warren.

The meeting began at 7.30 pm.

1. Opening prayer

The opening prayer was said by Kevin Melody

2. Apologies

Apologies were received from Joe Dale, Rebecca Elliott, Amanda Sturdy and Claire Young.

3. Minutes of the last meeting

The minutes of the meeting of 15 March 2016 were approved as a correct record.

**4. Matters arising from the minutes and
Notification of items for Any Other Business**

There were no matters arising from the minutes.

5. Coffee Rota

David Copeland reported that Debbie and Ross Keane had volunteered to take over organization of the the coffee rota on Sunday morning . Both David Copeland and Angela Clarke offered to assist them as and when required. Debbie and Ross would decide how to process the coffee money from each Sunday. David Copeland delivered the money from the following coffee mornings after mass to be recorded in PPC minutes as follows:

24 January 2016 – 1 May 2016: £177.72

8 May 2016: £25.08

17 May 2016: £21.93

Agreed: That Debbie and Ross Keane take over the organization of the coffee rota for Sunday mornings after mass.

6. Election of Vice-Chair

Paul Lanfear was nominated as Vice-Chair of the Parish Pastoral Council (PPC) by Nan Saeki and seconded by David Copeland.

Agreed:

It was agreed unanimously that Paul Lanfear be elected as the Vice-Chair of the PPC.

- 7. Confirmation that Gareth Morgan will act as secretary when required.**
Gareth Morgan offered to act as secretary when Rosemary Phizackerley was unable to attend.

Agreed

It was unanimously agreed that Gareth Morgan act as secretary when required.

- 8. Liturgy: music at Mass – continued discussion.**

Kevin Melody reported that a reply had been sent in response to an email concerning the balance of music and silence at the 9.30 am mass on Sunday. He now wished to assess a wider range of opinion about people's preferences. He proposed that a group be set up to scope the issue and report back to the Council in time for the summer break.

The following points were made in discussion:

- Only one mass was required in a parish on Sunday, however, two masses were held at the Church of Our Lady. Whilst generally mirroring the morning mass, the second mass at 5 pm did not necessarily play as much music.
- There was no 'status quo' on music at the 9.30 am mass, and views on different kinds of music, and the amount of silence and music were likely to be varied.
- The liturgy group was open to anyone who wanted to explore different options for liturgy. The choice of hymns and their relationship to the readings had varied over time.
- The music during communion could include other instruments besides the organ.
- Giles Nightingale offered to canvas the views of young people.
- The transition to a different set of hymn books had resulted in some well known hymns being omitted.

Agreed:

- That a group be convened comprising: David Barber, David Copeland, Kevin Melody and Nan Saeki to devise a questionnaire for people attending Our Lady's Church. The purpose of the questionnaire would be to gauge their preferences for music for the liturgy, the rotation of musical styles and the balance of music and silence in the liturgy.
- That the questionnaire, when completed, be sent to the secretary for circulation to PPC members.
- That the group arrange for the questionnaire to be circulated around 6 July and returned before the summer holidays.

- 9. Second/Special Collections**

Kevin Melody brought to the attention of the PPC the large number of second or special collections in the parish. He noted that the parish was one of the more highly taxed in the diocese. A number of organizations for second collections was specified by the diocese. During discussion, the following points were raised:

- It was unusual to have so many second collections in a parish. More frequently, people were asked to give generously in the first instance .
- People were usually willing to donate extra money in the aftermath of major disasters.
- A large number of people donated money through the use of standing orders.
- Some people gift aided their donations by putting them in the envelopes provided. The intended organization should be written on the envelope.
- Often donors were not aware of how their money was spent. However, a simplified version of the accounts was being prepared which would provide a clearer picture of expenditure. This would be made publicly available.
- Kath Lyall highlighted the financial activity of SVP. She stated that regular donations were made to schools for families in need. There was a box for donations at the back of the church. Most funding came from SVP members and the parish was only asked for funding when it was urgently needed.
- The funding for Peru was on-going throughout the year.
- Some organizations may be put at a disadvantage for a second collection if there had been one the previous week, as too many second collections could be off-putting.

Kevin Melody suggested that information about second collections be co-ordinated and brought to the September meeting of the PPC. He would be unable to attend this meeting, but would delegate someone to provide the information.

Agreed:

- That Kevin Melody provided information about the number/any pattern of collections and special collections for the meeting of the PPC on 13 September 2016.
- That the list distinguished between special collections and collections for major disasters.
- That Kevin Melody provided information about diocesan requests for special collections (this was likely to be available in October).
- That, having considered this information, the PPC put forward a plan by the end of the year to enable second collections to be better managed for the following year.

10. Access Audit

Members of the PPC considered an access audit undertaken by Rosemary Phizackerley. The audit covered physical access to the church building for disabled people. mental health issues, and training in disability awareness. Members agreed to take forward the audit.

The following issues were discussed:

- The bus times and routes to Our Lady's Church on Sunday morning would be checked for accuracy.
- Consideration would be given to circulating information contained in the audit more widely, for example by including information in the Parish Newsletter and on the website and feedback be invited for Rosemary Phizackerley.
- Disabled people and carers did not always know how to gain the access they required when first coming to Our Lady's church. For example how did a person requiring a coeliac host identify themselves? There was currently no briefing for welcomers to the mass about providing this kind of information. Members recognized that this signposted a wider issue about making all newcomers feel welcome and ensuring that they had the necessary information when they entered the church building. Kevin Melody suggested that an 'information poster' setting out key information could be compiled to be given out with the other literature at the beginning of mass.
- Members discussed current parking arrangements with regard to people who faced obstacles in walking any distance from a car to the church, or who used wheelchairs. Kevin Melody stated that it would be possible to add another accessible parking space in the car park at the side of the church if it were shown that this was required. The sign on the existing space needed refreshing. People coming to mass could be encouraged to park a little further away if they did not require close access to the church building.
- Kevin Melody informed members that information on access had been added to the parish website.
- Kevin Melody and members of the PPC agreed that disability awareness training, would be useful, possibly to be arranged as part of a PPC meeting.
- Rosemary Phizackerley proposed that she set out the list of suggested actions arising from the audit, and any action taken so far to bring back to the next meeting for consideration.

Agreed:

1. That Rosemary Phizackerley check the bus routes on Sunday to Our Lady's Church.
2. That Gareth Morgan replace existing notices directing people to and within the church with print no smaller than 36 font.
3. That Rosemary Phizackerley bring proposals for disability awareness training to the next PPC meeting.
4. That Rosemary Phizackerley set out the suggestions contained in the audit, on a spreadsheet together with any responses made so far to bring to the next meeting of the PPC for further consideration.

11. Any other business

First Communion

Kevin Melody reminded members that the celebration of First Communion would take place in two week's time. Angela Clarke and Monica Wells were standing down as catechists. He thanked them for their work. A number of new catechists had been commissioned last year. From the autumn term a new preparation for First Communion would begin. It comprised a 9 week cycle with 3 sections on faith, hope and love, each encompassing 3 modules. The parents' programme would run concurrently, and parents would take part with their children. John Kesterton noted the growth in the number of children taking part in preparation for First Communion, and the positive responses from both parents and children involved.

The information was noted.

Constitution

Gareth Morgan requested that the final version of the Constitution be circulated to all members of the PPC

Agreed: That Rosemary Phizackerley circulate the final version of the Constitution to all members.

Photographs

Marek Lichtarowicz reported that he had photographs of almost all PPC members to be posted on the parish website.

Parish Evangelisation Team (PET)

Gareth Morgan reported that work was on-going and that he would update the next meeting on progress to date.

Agreed: That Gareth Morgan updates the PPC on the work of PET at the next meeting.

Social Meeting of the PPC

Gareth Morgan suggested that members may wish to include a social gathering at the next meeting of the PPC. He also asked if the secretary could send out a reminder to people to offer lifts to avoid duplicating car use.

Agreed:

1. That the secretary send out a reminder to co-ordinate transport arrangements shortly before the next meeting.
2. That anyone who wishes can meet at the pub following conclusion of the formal business on the agenda of 6 July.

11. Closing blessing

Kevin Melody gave the closing blessing.

The meeting ended at 9.00 pm.

The next meeting will take place at St Joseph's Church, Green Hammerton on 6 July 2016 from 7.30 pm – 9.00 pm.