

**PARISH PASTORAL COUNCIL OF OUR LADY'S CHURCH ACOMB  
AND  
ST JOSEPH'S CHURCH GREEN HAMMERTON  
Minutes of the meeting of 20 January 2016**

**Present:** David Barber, Angela Clarke, David Copeland, Joe Dale, Rebecca Elliott, John Kesterton (ViceChair in the Chair), Paul Lanfear, Marek Lichtarowicz (appointed by Kevin Melody to take his place in his absence), Kath Lyall, Gareth Morgan, Rosemary Phizackerley, Nan Saeki, Peter Warren, Claire Young.

- 1. Opening reading and prayer** were given by Marek Lichtarowicz .
- 2. Apologies**  
Apologies were received from Kevin Melody O. Carm, Giles Nightingale and Amanda Sturdy
- 3. Minutes of the last meeting**  
The minutes of the meeting of 23 November 2015 were approved with the following amendment:  
that Gareth Morgan's name be added to the group drafting the Constitution for Our Lady's and St Joseph's churches.
- 4. Matters arising from the minutes**
  - Nan Saeki asked about arrangements for keeping the church open outside Mass times (Minute 9). Rosemary Phizackerley explained that part of the Access Audit she was preparing included a suggestion for keeping the church open for people who sought a quiet place for reflection. This was something to be considered at a future date. The Audit would be considered by the PPC when completed.
  - Gareth Morgan asked who was responsible for progressing the photographs of members of the PPC for the Parish website and asked that actions be allocated to individuals in the minutes. There was no allocation of responsibility for photographing the PPC. It was suggested that Kevin Melody be asked if the person responsible for photographs on the parish website could undertake this task.

## **5. Matters arising not on the agenda**

### **Election of a Chair**

It was reported that Tony Taylor had resigned as Chair of the Parish Pastoral Council. Nominations for a new Chair were sought. Marek Lichtarowicz reported that Kevin Melody had asked that an election process be put in place to appoint the new Chair. Nominations were asked for at the meeting, but none was forthcoming. It was therefore suggested that the secretary write a job description for the post of Chair which could form part of the Constitution. A number of suggestions were made for inclusion in the job description. At the meeting, it was stressed that the Chair should not be a focal point for lobbyists and should not assume additional responsibilities for representing parishioners. It was suggested that Kevin Melody may wish to input his view regarding the role of the Chair. John Kesterton informed members that he was willing to chair the meetings until a new Chair was appointed.

In addition, Rosemary Phizackerley asked for a volunteer to provide secretarial support for the Council in the event that she was unable to attend a meeting.

### **Agreed**

- That the Rosemary Phizackerley write a job description of the role of the Chair to be sent to John Kesterton for comment and to be seen by Kevin Melody. The job description would be circulated to all members within a week after the meeting.
- That any nominations be submitted to Rosemary Phizackerley who will forward them to John Kesterton and Kevin Melody.
- That each nomination be made with the consent of the person nominated and include the name of the person making the nomination.
- The deadline for nominations was a week before the date of the next meeting (date to be decided).
- That nominations be brought as an agenda item to the next meeting in order that members may elect a new Chair.

- Volunteers to provide secretarial support for the Pastoral Parish Council in the absence of the secretary should contact Rosemary Phizackerley.

### **Constitution**

John Kesterton reported that an exchange of emails with suggested amendments had taken place regarding the adoption of the Constitution for Our Lady's and St Joseph's churches. Observations from the PPC were now invited prior to further work being undertaken. The following comments were made:

- The opening paragraph of the model constitution was a quote from Canon Law 536 and this should be made clear. (Comment 3)
- On behalf of Kevin Melody, Marek Lichtarowicz asked that the Constitution, once amended did not change if the parish priest changed, but the parish remained in the care of the Carmelites.
- Agree to add the word 'who' (Comment 2)
- The title 'Chair' was preferred over 'Chairperson' (Comments 4, 5)
- Endorse the suggestion that the role of the Chair be outlined and annexed to the Constitution and that the 'usual rules of procedure' be clarified to include the preparation of an agenda with the secretary and president (Comments 6, 7)
- It was suggested that the secretary send out papers a week in advance rather than 5 working days. (8, 9)
- Kevin Melody had commented that a treasurer would not be required and suggested that the role be removed. Members of the Council agreed. (Comment 10)
- It was suggested that 'officers be available for re-election' be replaced by 'officers may be available for re-election'. (Comments 11)
- Members discussed the appointment of members from particular areas of church life to the PPC, adding 'and others that might be required'. It was suggested that any group may nominate someone to the PPC. However, an individual member of the PPC should not be tied to the membership of a group.

There were suggestions that the paragraph be reworked to reflect representational issues. The Council should be

inclusive in enabling people who needed a voice to be represented, without being burdensome to its Members. The Council should not bind itself to having a representative from every single group. A set of words was needed to explain that representation could be made through parish council members. (Comment 17)

- It was suggested that 'the PPC should not meet less than three times a year' be amended to 'the PPC should normally meet 6 times a year, and no fewer than three times a year.' (Comment 20)
- Members queried the need for ratification of changes by the Bishop in consultation with the diocesan Council of Priests (Comment 22)
- Change: 'others' to 'all'; change: 'more full' to 'fuller'. (Comment 23)
- After 'parish', insert: 'to work alongside the Carmelite Community and be mindful of the possibility of a time when there is no parish priest' (Comment 25)
- Aims: paragraph iv and Objectives: paragraph viii add: 'and people of all faiths and none'.

John Kesterton explained that all comments would be taken into account, that more work would be done on the Constitution which would then be brought back to the Council for final comments and approval.

**Agreed:**

- That further comments be invited from PPC members before the next meeting.
- That the sub-group completes the work of amending the draft Constitution, taking into account the comments of the PPC.
- That the Constitution be brought back to the next meeting of the PPC for adoption.

**Provision for Young Children and Teenagers**

Claire Young verbally reported that another meeting was planned to include Paul Jenkins who would contribute his experience of working with youth. Members of the PPC were invited and Rosemary Phizackerley would be contacted to pass on details.

**Agreed:**

That the information be noted, and that Rosemary Phizackerley pass on information about a future meeting to PPC members.

**Parents/toddlers Mass**

Kevin Melody had sent a message to the PPC to say that a mass for parents would be celebrated each Wednesday morning from 17 February 2016 onwards unless a funeral had to be celebrated. Toddlers would be especially welcome at this mass. After mass the parents would be welcome to stay on in the Father Kelly Room. Claire Young reported that she would help if she were not working.

**Agreed:** That the information be noted.

**Parish Evangelization Team (PET)**

Gareth Morgan reported verbally that the next meeting of the Parish Evangelization Team was on 26 January 2016. He encouraged members of the PPC to engage in prayer mission. He also reported a community engagement event: 'Redeeming Communities' which would be held in York on 3 March 7 – 9 pm at Archbishop Holgate School.

**Agreed:** That the verbal report be noted.

**Access Audit**

Rosemary Phizackerley reported she had begun the Access Audit, and that, as part of the consultation process, she had arranged to meet with managers of York Mind and Parents and Children Together (PACT). She would report back on progress at the next meeting.

**Agreed:** That the verbal report be noted.

**6. Date of the next meeting**

No date was currently available for the next or future meetings. There was no single day on which all PPC members were available. Following discussion, it was suggested that, as the most popular days were Monday to Wednesday, these days be rotated over the coming year.

**Agreed:** That John Kesterton and Rosemary Phizackerley arrange the dates of meetings for the PPC for the coming year.

## 7. **Any Other Business**

Sunday Morning Coffee: Angela Clarke received £145 from David Copeland as surplus covering the period 29 November 2015 to 17 January 2016. David stated that he would resign from running the coffee mornings at the end of the next rota and was looking for a replacement.

Foodbank: Kath Lyall reported that she had been involved with the foodbank since it came to Acomb. The food was distributed using a voucher system which was issued to users through a professional person such as a doctor. St Aelreds was planning a talk with a view to training two people from each parish in York in order that they become qualified to distribute vouchers. She asked how it was possible for the parish to find out who might need vouchers. During discussion the following points were raised:

- The school was in a good position to know who needed vouchers, and may be better placed to distribute them. Members asked if a representative from the school could attend the training.
- Sometimes financial and material need was uncovered informally.
- No-one should be excluded from the foodbank who was not served by the school. Callers to the Presbytery and members of the church may also be in need.
- The issue needed to be handled sensitively.
- It was a responsibility to give out food vouchers which not everyone wanted to carry.
- Claire Young offered to liaise with the school to see if something could be set up.

**Agreed:** That more information be sought by Kath Lyall and Claire Young and that that the matter be reported back to the next meeting of the Parish Pastoral Council.

## 8. **The closing prayers** were given by Marek Lichtarowicz

The meeting ended at 8.51 pm.