

*Parish of Saul & Ballee*

## **Minutes from Pastoral Council Meeting**

Date of meeting: Wednesday 4<sup>th</sup> February 2015

Time: 7.00pm

Location: Saul Parochial House

**Attendees:** Fr Paul Alexander, Vivienne McCormick, Peter Mullan, Geraldine McVeigh, Gemma Sloan, Mary Burns, Fionnuala Murray, Rachel Hamill, Anne Marie Hanvey.

**Chair:** Vivienne McCormick / **Vice Chair:** Peter Mullan / **Secretary:** Rachel Hamill

**Apologies:** No apologies

### **1. Opening Prayer** led by Geraldine McVeigh

- **Action:** Anne Marie Hanvey to lead opening prayer at next meeting.

### **2. Adoption of Minutes from Previous Meeting** – 7<sup>th</sup> January 2015

The minutes from the above meeting were circulated to all members via email prior to tonight's meeting. All were in agreement with the minutes and a proposal was made by Mary Burns and seconded by Geraldine McVeigh to adopt the minutes as presented. The minutes were adopted and signed off by Fr Alexander, the Chairperson and the Secretary. A copy will be held on file in the Parochial Office and a copy will also be published on the Parish website.

- **Action:** Rachel Hamill to email minutes to Parish secretary so they can be Published on the Parish website.

### **3. Matters Arising** –

- **Parish Pastoral Plan Census:** It was agreed at the last meeting that Peter would add a few additional lines to explain why the census was being carried out. Peter had updated the template and all viewed it and agreed that it was suitable for distribution. It was agreed that Fr Alexander would announce off the altar about the volunteer forms and then members of the Pastoral Council would be at mass to hand them out to parishioners as they left. The forms will be distributed over the next two weekends which will be the 7<sup>th</sup> and 14<sup>th</sup> of February.

- **Action:** Volunteer forms to be distributed over weekends 7<sup>th</sup> & 14<sup>th</sup>

- **Lay Participation form:** Fr Alexander and Vivienne drafted a lay participation form. All members of the Pastoral Council reviewed the form to see if they agreed with the format. It was agreed that a box needed to be added for fundraisers and two boxes for the

Mountain committee. Agreed to run off 100 copies and distribute them the following two weeks after the current volunteer forms are distributed so this will be the weekend of the 21<sup>st</sup> and 28<sup>th</sup> of February.

- **Action:** Lay participation forms to be distributed over weekends 21<sup>st</sup> and 28<sup>th</sup>.

- **Donation boxes:** To make them more obvious in the Chapels a Parish volunteer has designed posters to be put up beside the candle and flower donation boxes. Vivienne is going to purchase frames to put the posters in for all three chapels.

- **Action:** Vivienne to purchase picture frames for posters and place in the three Churches.

- **Parish Newsletter:** Vivienne is still waiting on a few articles for the newsletter so this will be put on the agenda for the next meeting.

- **Action:** Rachel to put this on the agenda for our next meeting.

-**Saul Mountain Committee:** Peter and Fr Alexander met with a group of parishioners who expressed an interest in setting up a Mountain committee. Lots of ideas were discussed and there seems to be a good appetite from the group to get things going. The group is meeting again next Monday, 9<sup>th</sup> February, each member had a job to do in terms of researching ideas etc for the Mountain so they will discuss these ideas further next week and Peter will update the Pastoral Council on how they are developing at the next Pastoral Council meeting. Fr Alexander expressed his thanks to Peter and all the people who have helped with the mountain in the past and who are willing to get involved with the mountain now.

- **Action:** Peter to update the Pastoral Council at our next meeting

- **Handrail at Saul:** Fr Alexander is working on getting this installed.

- **Action:** Fr Alexander to update the council when it is going to be installed.

- **Notice boards:** Fr Alexander has these but he is still waiting on them being put up in Saul.

- **Action:** Fr Alexander to update the council when he has a date for them to be put up.

- **Sacristans:** A parishioner has volunteered to be Sacristan in Ballycruttle Chapel but we still need one for Saul Chapel. Fr Alexander informed the Parish Council that he will have to take off for a few months' in the near future on medical grounds so it is important that we have people in place who can help out the visiting Priests who will have to cover for him. Fr Alexander has contacted the Bishop and he has arranged cover for him while he is away which will be as follows; Fr Oliver Treanor will cover weekend masses in the Parish and a Priest from Downpatrick Parish will cover the Mass on a Friday night, funerals and Fr Meaney's Anniversary Mass.

**4. Commissioning Service:** Going ahead this Friday, 6<sup>th</sup> February, with Fr Alan McGuckian SJ stepping in to cover for the Bishop, as he cannot attend. Vivienne handed out the booklets for our Commissioning Service; all were in agreement that the booklets were very good. The Oakley Fayre is providing finger food for 30 people after the service and it was agreed that members of the Pastoral Council could supply tray bakes if they wish.

**5. Fr Meaney's Anniversary Mass:** Fr Alexander is going to be away for this mass which is to be held on the 19<sup>th</sup> March. The council had previous discussions about where the Mass should be held but now that it will be a visiting priest from Downpatrick covering the Mass Fr Alexander said that it will have to be held in Saul, Saul is also the biggest to cope with the large crowd which is expected. The Mass will be held at 7.30pm to allow parishioners who work time to get home from work and attend; a notice will be put into the bulletin to inform parishioners of the date, time and location. It was agreed that the members of the Parish Pastoral Council will put on tea and sandwiches after the Mass as it is Fr Meaney's first anniversary. Fr Alexander is to approach the headmaster of Saul Primary School to see if we can have the use of the school hall after the mass.

- **Action:** Fr Alexander to arrange for a notice to go into the Bulletin
- **Action:** Fr Alexander to ask permission from the school headmaster.

**6. Easter Ceremonies:** The following are the proposed Mass times for the Easter celebrations within the Parish. In light of Fr Alexander having to take some time off these times will have to be discussed and agreed with Fr Treanor who will be covering for him while he is off. The proposed times are as follows;

- Holy Thursday – 7.30pm Mass of The Lord's Supper
- Good Friday – 3pm The Passion of Our Lord
- Saul Saturday night – 9pm Easter Vigil
- Easter Sunday – Saul: 9.30am Ballycruttle: 11am

**7. Creating Pastoral Communities:** Vivienne produced a summary document focusing on the information relating to Down & Connor and posted a copy to every council member to review. There is a meeting being held on the 23<sup>rd</sup> February for two members from the council to attend along with Fr Alexander in the St Michael's Centre in Downpatrick. As chair and vice chair Vivienne and Peter agreed that they would attend the meeting on behalf of our Pastoral Council.

- **Action:** Vivienne and Peter to give an overview of the meeting to the Pastoral Council the next time we meet.

## **8. AOB –**

- **Second year Pastoral Plan:** The Parish Council need to draw up a plan for the year ahead so it was agreed that we would all go away and think about ideas and come back

together at our next meeting and discuss them and start to draft our plan for the year ahead.

- **PPC Retreat:** To mark the first anniversary of our Parish Pastoral Council forming it was suggested that we go on a retreat or an away day. All were to have a think about where we could go or how we could mark the occasion and ideas will be discussed at our next meeting.

- **Report to the Bishop:** As part of our constitution and on account of us being one year in office Vivienne drafted a report to send to the Bishop to update him on what our Pastoral Council has achieved in its first year. We all reviewed the document and were happy with the content; one suggestion was put forward that the image on the front cover of the River of Roses should have a small caption below it stating that the River of Roses was an idea put forward and created by the Parish flower group. All were in agreement that a copy of the document can be sent to the Bishop in March and a copy sent to the Living Church Office. Fr Alexander and the members of the Pastoral Council thanked Vivienne for producing the document.

- **Joint meeting with Finance committee:** As some of the projects the Pastoral Council are looking at require money, it was thought that a joint meeting with the Finance Committee would be beneficial to share ideas and get an idea of what may and may not be possible given the Parish finances. It was agreed that this meeting would be more beneficial in the future when we have more concrete ideas that we know will require certain amounts of funding.

- **Action:** No further action at this time.

**9. Date of next Meeting:** Wednesday 4<sup>th</sup> March