

Parish of Saul & Ballee

Minutes from Pastoral Council Meeting

Date of meeting: Wednesday 7th January 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.

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

Apologies: Anne Marie Hanvey

1. Opening Prayer led by Mary Burns

- **Action:** Geraldine McVeigh to lead opening prayer at next meeting.

2. Adoption of Minutes from Previous Meeting – 26th November 2014

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 Fr Alexander and seconded by Gemma Sloan 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 –

- **Carol Service:** The Carol service was a good success and attracted a good crowd of people. The Pastoral Council acknowledges and thanks everyone who helped out as a lot of preparation went into making it a success. Fr Alexander received a lot of positive comments about the Carol Service and how good the choir were. A few points were made however that we could use to improve upon the Carol Service for this year. One comment in particular, was that the service was a little too long for young children.

- **Action:** Preparation for this year's Carol Service should be put on September's Agenda.

- **Christmas lights on Saul Mountain:** The Christmas lights on the mountain looked well and the Pastoral Council thanked Peter for his hard work in organising and erecting the lights on the Mountain. A point to note for next year is the time the lights came on, they were meant to be on from 6pm to late but unfortunately some nights they were not coming on until 9pm. A suggestion for next year is to have the lights down near the gates at the road so more people can see them. There is a power supply down at the gate so this would be achievable.

- **Action:** Note to put this on the agenda in September.

- **PPC Letter to update Parishioners:** Copies of the letter were put in all the Chapels in the Parish on the weekend of 13th/14th December. The parishioners lifted all letters so they should have an idea of what the Pastoral Council has been working on over the last year.

- **Action:** No further action required.

- **Parish Pastoral Plan:** Peter has drafted a template for a form to be distributed to all volunteers within the Parish to gather together their contact details and the jobs they do so we can get an idea of who helps with what in the Parish. We discussed how to distribute the forms around the Parish and we decided we needed to hand them out in all three Chapels. It was also agreed that we need to design an additional form to seek out new volunteers within the Parish.

- **Action:** Peter to add a few additional lines at the top of the form that he drafted explaining why the Parish is gathering the details. Then email to the Parish secretary so they can be printed and distributed.

- **Action:** Fr Alexander and Vivienne to design a form to look for new volunteers within the Parish, this form will be reviewed at the next Pastoral Council Meeting.

- **Readers & Eucharistic Ministers:** New volunteer forms will help to look for new Readers and Eucharistic Ministers. Everyone is welcome to join and hopefully younger people within the Parish can be encouraged to volunteer. As well as the volunteer forms if anyone knows someone who would be suitable and willing to help out in the Parish they can be approached and asked in person.

- **Action:** New Volunteer Forms to be drafted and distributed as soon as possible.

-**Parish Newsletter Issue 3:** Mary Burns had prepared a summary of the Creation of the Pastoral Communities for the Parish Newsletter and Fionnuala Murray had drafted an article on the Safe Guarding Committee. Fionnuala read aloud the article that she had prepared for the council's consideration and all were in agreement with what she had drafted. Anne Marie was also to draft an article on the John Paul II awards, but as she was absent from tonight's meeting the newsletter will be reviewed at the next Pastoral Council meeting when all articles have been submitted to Vivienne. Mary's article has been superseded by the launch of a 35 page document on "Creating Pastoral Communities" on the Down and Connor website so it was decided to hold back on this for a while. In regard to the Newsletter Jim Deeds from the Living Church, has requested if he could have some copies of it, to take with him to other Parishes as an example. We discussed how many newsletters we were going to produce a year and it was agreed we would aim for 4 or 5 a year.

- **Action:** Fionnuala Murray to email her article to Vivienne to be included in the Newsletter.

- **Action:** Newsletter to go on the agenda for the next meeting.

4. Commissioning Service – All reviewed the draft for our Commissioning Service and were asked to comment. A few members expressed concern about the council members having to

go onto the altar with our names being called out in front of everyone. It was decided that we would all sit together in the front row and just stand up facing the altar when our names are called out. We then decided upon who would do the readings, Prayers of the Faithful and bring up the gifts. Fr Alexander is also going to get labels printed for candles which he has and these candles will be lit during the service and presented to each member of the council. We discussed the possibility of having light refreshments after the service as a thank you to Bishop Noel Treanor for attending. It was agreed that a light supper should be provided and all agreed that Vivienne would approach The Oakley Fayre for a quote to supply sandwiches and finger food. This can be reviewed and discussed further at the next meeting.

- **Action:** Vivienne to amend the Mass booklet for the Commissioning Service with the change in procedure and add people's names beside the readings they are doing. Copies will be distributed at the next meeting.

- **Action:** Vivienne to get a quote from the Oakley Fayre for finger food.

5. Saul Mountain Committee – Peter had arranged for 5/6 men to meet with the Bishop to discuss plans for the mountain but because of the Bishop's tight schedule he has not had a chance to meet with them. Peter has been approached by one of the men to see what is happening regarding the setting up of a committee to manage the Mountain. So Peter would like to put out a call for volunteers in the weekly Mass bulletin and arrange a date for a meeting with Fr Alexander to begin to set up a committee. When the Bishop is free to meet, this newly formed committee can meet with him to discuss plans. Fr Alexander was in agreement with this and gave them the option of two dates to meet, either the 26th or 28th of January at 7pm.

- **Action:** Peter to draft a notice for the Parish Bulletin asking people if they are interested in forming a mountain committee to come to the meeting on the chosen date. Once this is drafted Peter is to pass it to the Parish secretary so it can be printed in the bulletin.

6. Fr Meaney's Anniversary Mass - Arrangements for Fr Meaney's anniversary Mass were discussed including which chapel to hold the Mass in. Some members suggested St Patrick's, Saul, as it is the largest Chapel in the Parish and would be able to cope with the numbers attending, it also has the biggest car park. Some members also felt that the Mass should be held in Ballycruttle, as this is where Fr Meaney is laid to rest. All were valid arguments so it was agreed that we would all go away and reflect on which option we think would be the most suitable.

- **Action:** All members to reflect upon this as it will be discussed at the next meeting with a view to agreeing a location.

7. Easter Masses – Mass times were discussed, there will only be one Easter Vigil Mass and this will be held in Saul Chapel as it is the main Chapel in the Parish and it the largest so therefore able to cope with a large crowd. The Easter Sunday Masses were then considered, the questions were raised, do we work with the Sunday Mass rota whereby Saul would be at 9.30 am and then Ballycruttle at 11am, as it is their week to have a Mass? Or do we try to have three Masses on Easter Sunday which would ensure that each Chapel in the Parish had a Mass said to celebrate the feast. If we were to have a Mass in each Chapel the times would have to work for Fr Alexander to give him enough time to celebrate the Mass and get from one Chapel to another. One suggestion put forward was to have what is called a 'Farmers Mass' which would be celebrated early in the morning, most likely in Carlin Chapel as it is

not on the rota that week to have a Sunday Mass. It was decided that everyone would go away and reflect on these suggestions and consider what option they think best suits the needs of our Parishioners.

- **Action:** All to reflect on the proposed Mass options and discuss them further in the next meeting.

8. AOB –

- **Notice Board:** Will go up in Saul Chapel in the near future but there is a delay at the moment because the holes for the cupboard were drilled in the wrong place.

- **Sacristan:** The Parish needs a Sacristan ideally someone who can volunteer to do it, so it was suggested that if anyone knows of someone within the Parish who would be suitable they should pass their names onto Fr Alexander. We need Sacristans for all three Chapels within the Parish. Peter volunteered to be a Sacristan in Carlin Chapel so he is going to liaise with those who currently help in Carlin to see if a rota could be drawn up.

- **Action:** Anyone interested in being a Sacristan to pass their names to Fr Alexander.

-**Frosty ground conditions:** The path leading from Saul Chapel towards the Parochial House gets quite slippery in wet or icy conditions and some Parishioners have expressed concern to members of the Parish Council to see if anything can be done about it. It was suggested that a hand rail could be fitted along one side of the path to give people something to hold onto, all were in agreement with this suggestion.

- **Action:** Fr Alexander to arrange for a handrail to be installed along the path to ensure the health and safety of Saul Parishioners.

- **Parking at Saul Chapel:** It has been noted that there is not enough parking at Saul Chapel and people tend to ‘abandon’ their cars often resulting in blocking the entrance. There are concerns that should there ever be an emergency the priest would be blocked in or worse case if an ambulance was needed it would not be able to get near the chapel. The matter was discussed but there was no clear answer to the problem as the Parish does not own any other land that could be developed into an additional car park. It was agreed that we would all give this some thought over the coming months and pass any suggestions onto Fr Alexander.

- **Action:** Review again at a later date.

- **Holiday Mass Times:** Some Parishioners had approached a member of the Pastoral Council with a request to see if the Mass times on a holiday could be put back from 7pm to 7.30 pm. They said it was difficult to get home from work in Belfast for 7pm especially if the Mass is being held in Ballycruttle Chapel as it is further to travel to. Fr Alexander accepted this request and said that it would not be a problem. Most holiday Masses will be celebrated in Saul, as it is the main Chapel in the Parish, unless they fall on a Tuesday night when they will be held in either Ballycruttle or Carlin depending on the rota. All were in agreement with this.

9. Date of Next Meeting – 4th February 2015