

Parish of Saul & Ballee

Minutes from Pastoral Council Meeting

Date of meeting: Wednesday 8th April 2015

Time: 7.00pm

Location: Saul Parochial House

Attendees: Vivienne McCormick, Peter Mullan, Geraldine McVeigh, Gemma Sloan, Rachel Hamill, Mary Burns, Fionnuala Murray.

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

Apologies: Fr Paul Alexander & Anne Marie Hanvey

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 – 4th March 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 the Chairperson and the Secretary. In Fr. Paul's absence the Vice-chair added his signature. A copy will be held on file in the Parochial Office and a copy will also be published on the Parish website. The Parish notice boards will also be updated.

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

3. Matters Arising –

- **Parish census / volunteer forms:** Gemma and Vivienne have collated all the people's names and contact details who returned volunteer forms. To date there are 55 current volunteers within the Parish but we believe this number to be larger as not everyone returned completed forms. To date six new volunteer forms have been returned, there has been an expression of interest from these parishioners in areas such as Extraordinary Ministry, Ministry of Praise, Church cleaners, Fund raisers and Children's Liturgy. It was agreed that in Fr Alexander's absence we, as the Parish Pastoral Council, would send out a letter of acknowledgement to the people who have returned a new volunteer form. This will inform them that their application has been received and that they are very welcome as volunteers within the Parish of Saul and Ballee. Upon Fr. Alexander's return they will receive further information as to when they can start their new Ministries.

- **Action:** Gemma to draft a letter of acknowledgement.

- **Donation boxes:** Vivienne has sourced Command hooks to attach to the walls in the Church to hang the photo frames above the donation boxes. These do not require holes being made in the Church walls and are easy to remove if need be. They should be suitable to hold the photo frames in place. However it was agreed that these will not be erected until Fr Alexander returns and gives his approval.

- **Action:** No further action until Fr Alexander returns.

- **Parish Newsletter:** 60 copies of the Parish newsletter were distributed between the three Churches and all appeared to have been taken by parishioners. It was discussed when the next issue should be published and there was a suggestion for the end of June. This will allow an article to be included on Saul Sunday, 14th June 2015, which Peter has said he will do. However it was agreed we would discuss this further at our next Pastoral Council Meeting.

- **Action:** Put on the agenda for meeting in May

- **Saul Mountain Committee:** Held a fund raiser on the 6th April to raise money for the upkeep of St Patrick's Mountain in Paddy's Barn. There was a good turn out on the night and those that attended said that it was a great night and a good success. All agreed the mountain committees are doing a wonderful job and the Parish Pastoral Council supports the members 100% with their efforts and ideas to date. The Mountain committees are to meet again next Monday night to discuss their ideas further and plan getting the mountain ready for Saul Sunday. The banner advertising "Saul Sunday" is due to go up at the foot of the mountain in early May.

- **Action:** Peter to keep the Parish Pastoral Council updated as and when required.

- **Notice boards:** The notice board in Saul has been erected but there are some slight problems with the locking mechanism on it. It is still functional but the man who installed it may need to come out and fix the lock on it. To date there are posters of both Pastoral Council and Safeguarding Committees plus a copy of the latest Adopted Minutes from the Parish Pastoral Council meetings displayed in it. It was also agreed that we could display a poster advertising "Saul Sunday" in it nearer the time and Peter suggested we use one of the posters the Mountain Committee had already.

- **Action:** On Fr Alexander's return get the lock fixed

- **Action:** Peter to put in a poster advertising Saul Sunday at the start of May

- **Fr Meaney's Anniversary Mass:** Fr Treanor kindly said Mass on Fr Meaney's anniversary in Fr Alexander's absence. There were tea and sandwiches in the school hall afterwards and a good crowd went back to avail of this. The Parish Pastoral Council would like to thank Fr Treanor for saying the Mass, thank Mr. Mark McGrath for allowing us to use the school hall afterwards and thank Caroline Hanvey for her

assistance in setting up, serving tea and cleaning up after the event. All the help is greatly appreciated to make these occasions a success.

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

- **Easter Ceremonies:** The Easter ceremonies are now behind us and it has to be acknowledged what a wonderful job Fr Treanor did in delivering a very spiritual Easter season within Saul and Ballee Parish. It must also be acknowledged that he received a lot of help from members of the Parish Pastoral Council and various parishioners within the whole Parish in preparation of these ceremonies, which contributed to the success of the Easter celebration. Fr Brendan Kelly also helped Fr Treanor deliver these ceremonies and he was a very welcome addition to the celebrations. The Parish Pastoral Council would like to extend their thanks and gratitude to Fr Treanor and Fr Kelly and all who participated in the various ceremonies throughout the Parish over the Easter period.

- **Action:** Vivienne to arrange for a notice to go into this week's bulletin thanking all those involved in helping prepare for the Easter ceremonies.

- **Report to the Bishop:** The report was sent to the Bishop in early March with a copy sent to Jim Deeds of the Living Church Office. Vivienne updated the Pastoral Council on some positive feedback she had received from Jim on this matter.

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

- **Quotes for the painting of Ballycruttie Chapel:** We are still in the process of getting a quote to give an estimate of how much it would cost to get Ballycruttie chapel painted. Once we have received a quote it will be taken to the finance committee to see if the Parish can afford the works.

- **Action:** Keep on the agenda to be updated at next PPC meeting.

4. 2nd Year Pastoral Plan: Rachel and Vivienne had collated all the proposed ideas from the last PPC meeting held in March and distributed the typed documents among the other members so we could all review and discuss them. All agreed there are some ideas that would be easier achieved than others and all agreed that we should go away and think about them all in a bit more detail and perhaps see if we can think of any additional ideas. It was agreed to have this on the agenda at our next meeting when Fr Alexander should be back and it would give him time to review and reflect upon what we are proposing.

- **Action:** Put on the agenda for our next PPC meeting in May.

5. Pastoral Council Retreat: Is going ahead this Saturday 11th April, Vivienne handed out an agenda for the day which everyone reviewed.

- **Action:** Review how we think the day goes at our next PPC in May.

6. AOB –

- **Leaving supper / sign of appreciation for Fr Treanor:** It was agreed by all that we should have a leaving supper after Mass on Fr Treanor's last weekend in the Parish to thank him for all the hard work and effort he put into the Masses in Saul during his time of covering for Fr Alexander. If the schedule does not change over the next few weeks Fr Treanor's last weekend in the Parish will be the 2nd / 3rd of May. All agreed that it would be best to have it after the Saturday night Mass and we agreed that the PPC would make sandwiches and tray bakes similar to what was done after Fr Meaney's anniversary Mass. Various suggestions were discussed as to what we could give Fr Treanor and in the end we agreed that the members of the PPC would buy him a painting of St Patrick's monument as he is so fond of St Patrick and present it to him the night of the supper as a token of thanks from the Parish of Saul and Ballee.

- **Action:** Mary to take the lead on organizing the leaving supper and liaise with the members of the PPC.
- **Action:** Fionnuala to take the lead on organizing the painting and liaise with the members of the PPC.
- **Action:** Notice to be placed into the Mass Bulletin when all is organised.

- **Parish organisation for when a Priest goes off:** This is something the PPC feel we need to work on and develop so that we and the Parish are better prepared when a Parish Priest has to take off. It was felt that the roles of the different groups within the Parish need to be defined and acknowledged so that people know clearly what their roles and responsibilities are. Parish organisation needs to be discussed and developed when Fr Alexander returns. Vivienne has had personal experience over the past few weeks during Fr. Alexander's absence, of problem areas she has come across which have been highlighted to those present at tonight's meeting. As she feels her experiences may of benefit to those from the Living Church Office who are currently working on the "Creating Pastoral Communities" initiative, she has relayed her thoughts to Jim Deeds of the Living Church Office.

- **Action:** Put on the agenda for next PPC meeting in May.

- **Morning Prayer in the Church:** Parishioners have asked if they can hold Morning Prayer in St Patrick's Church, Saul as there has been no week day Masses since Fr Alexander has been off sick. All were in agreement that the parishioners could conduct Morning Prayer as a group in the Chapel as it is open every day anyway.

- **Action:** Vivienne to let parishioners know they can hold Morning Prayer
- **Action:** Review again when Fr Alexander returns.

- **Cemetery Policy Review:** The last time this policy was reviewed was in 2012 so it is overdue a review and update, particularly as we are now into a new Council area of Newry, Mourne and Down. Reviews are normally done on an annual basis but as the

Living Church Initiative took off in 2013 and we as a Parish Pastoral Council were settling down in our first year of office, the review did not take place. Vivienne is to get copies of the Parish Policy Document and distribute them to everyone on the PPC before the next meeting so we can read, review and reflect upon them with a view to discussing them at the next PPC meeting in May.

- **Action:** Vivienne to get copies of the Parish Policy for everyone.
- **Action:** Rachel to put this on the agenda for our next PPC meeting.

- **Faith and Life Convention:** Date for your diary the next Faith and Life Convention will be held on the 26th September 2015 in Our Lady and St Patrick's College, Knock.

7. Date of next Meeting: Monday 11th May 2015.