

*Parish of Saul & Ballee*

## **Minutes from Pastoral Council Meeting**

Date of meeting: Wednesday 26<sup>th</sup> April 2017

Time: 7.30pm

Location: Parish Pastoral Centre

**Attendees:** Fr. Paul Alexander, Vivienne McCormick, Geraldine McVeigh, Mary Burns, Gemma Sloan, Paul Fitzsimons and Paul Kelly

**Chair:** Vivienne McCormick / **Vice Chair:** Post vacant / **Secretary:** Geraldine McVeigh

1. **Apologies** – Rachel Hamill

2. **Opening Prayer** led by Geraldine McVeigh

Before getting down to the agenda, Vivienne highlighted some information sheets displayed on the notice board. These were a follow up to a recent Facilitative Leadership Course that she and Fr. Alexander had attended. The goal of Facilitative Leadership is to develop the leadership talents of others, to instil confidence, commitment and responsibility. It involves engaging others to collaborate and take action together thereby ensuring that our group's effectiveness is the responsibility of all members.

- The first information sheet covered the purpose of who we are and why we meet each month. It took us back to our early meetings at the beginning of our PPC journey where we concentrated on the 3 R's: Review, Reflect and Recommend.
- The second sheet called Working Together covered the behaviour expected at our meetings covering time keeping, respect and how the meetings will operate.
- The third sheet was the need for a Visual Agenda to allow us to remain focussed at each meeting.

The first two information sheets will be displayed at each of our future meetings, together with a Visual Agenda and a clear objective for that month's meeting. All present were happy with the information displayed so we returned to our Agenda for the night.

3. **Adoption of Minutes from Previous Meeting** – 8<sup>th</sup> March 2017

The minutes from the above meeting were circulated to all members via email prior to tonight's meeting. Some members expressed the view that they felt it had been agreed at our last meeting that a notice would go into the Parish Bulletin seeking new members for the Parish Pastoral Council but no reference was made to this on the minutes circulated. It was agreed that this should be discussed further on at tonight's meeting but in the meantime if there were no other objections we should proceed to accept the Minutes as presented. All were in agreement and a proposal was then made by Gemma Sloan and seconded by Mary Burns to adopt the minutes as presented. The minutes were adopted and signed off by the Chairperson, Secretary and Fr. Alexander. A copy will be held on

file in the Parochial Office and a copy will be published on the Parish website. The Parish notice boards will also be updated.

- **Action:** Geraldine McVeigh to email minutes to Parish secretary for publication on the Parish website.
- **Action:** Vivienne/Geraldine to update noticeboard in St. Patrick's Church.

#### 4. Matters Arising

##### PPC Membership

How to recruit new members for the PPC was discussed at length and a proposal was made to put a notice in the Bulletin at the end of June/July to see the outcome but there was no general consensus to this proposal. Given that bulletin notices looking for volunteers for various things in the past did not illicit positive responses Fr Alexander preferred the direct approach. He has some people in mind to ask if they would like to join the Council so he will approach them first, failing that a notice would be inserted in the bulletin probably towards the end of the summer.

- **Action:** Fr. Alexander to approach some people to ask them to join PPC.

##### Schools Colouring Competition for Easter

A total of 176 entries for the Easter Colouring Competition were received, 125 from St Patrick's PS Saul and 51 from St Joseph's PS Ballycruttie. The entries were whittled down to 21 finalists. These pictures were displayed in the Parish Pastoral Centre after Mass one Wednesday morning and the parishioners present helped pick the winners:

St Patrick's Saul		St Joseph's Ballycruttie	
P1-P3	Saul Heatley P3	P1-P3	Zara-Rose Wynn P2
P4-P5	Katie Coyle P5	P4-P5	Abby Cochrane P5
P6-P7	Amy Quinn P7	P6-P7	Branden Sherrill P6

Prizes of Easter Eggs were given out at a school Assembly in St Patrick's Saul and the prizes for St Joseph's Ballycruttie were given to the Principal to distribute. Details of the prizewinners will be in the June Newsletter.

- **Action:** No further action required

##### Parish Services: Baptisms, Weddings, Funerals

A joint meeting with the Finance Committee has been scheduled for next week, the 2nd May and members will be updated at the next meeting,

- **Action:** PPC to be updated at next meeting

### **Retreats for Eucharistic Ministers/Readers/Adoration Group**

Fr Alexander will try to make arrangements for retreats but it may be the autumn before these can take place.

- **Action:** Fr Alexander to make arrangements for retreats.

### **Family Prayers for Easter**

The Family Prayers for Easter with details of the Easter Ceremonies were sent out to the schools before Easter.

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

### **Parish Pastoral Plan 2017, PPC Review and Bishop's Report**

The Bishop's Review was sent out and good feedback was received from Bishop Treanor. The Pastoral Plan is now on the Parish website.

- **Action:** No further action required

### **Easter Ceremonies**

The Easter Ceremonies were well attended. It was estimated there were approximately 120/130 at the Dawn Mass. Thanks were extended to everyone who helped out with the Ceremonies and preparations for Easter.

- **Action:** No further action required

## **5. Getting started on our Pastoral Plan 2017**

Some ideas are well under way already:

**Lay Participation:** Morning Prayer, Adoration, Padre Pio Novena and Family Prayer Ministry are thriving well in the Parish. More information will be coming throughout the year regarding the World Meeting of Families and will be passed on where necessary.

**Communication:** Separate A4 Information sheets giving Mass times for Carlin and Ballycruttle are issued each quarter. More info e.g. funeral arrangements, mass times etc. are being posted on the Parish Facebook page. The Parish Website now has the Pastoral 2017 Plan included and all PPC Minutes are up to date.

**Open and Welcoming Church:** Under this theme it was suggested that we should include the names of newly baptised in the Parish Bulletin but we would have to permission from parents for safeguarding purposes first. Fr. Alexander will speak to Amanda about this and possibly review our current Baptism Registration Form.

- Action:** Fr Alexander to speak to Amanda re review of current Baptism Registration form.

Hospitality Group: There are normally 20-30 people go to the Parish Centre after Mass for tea on a Wednesday morning. We could do so much more if we had volunteers and Vivienne has prepared a notice for insertion in the Bulletin requesting volunteers for after Mass on Wednesday and one Sunday morning per month in Saul. If people made a small contribution this would pay for tea, biscuits etc. It was agreed that if this notice was shortened it could be inserted in the bulletin. With regard to Ballycruttle Fr Alexander would be prepared to provide a boiler and cups etc to enable tea/coffee to be served in Ballycruttle Hall after one Sunday morning Mass each month, if volunteers were available. The hall in Ballycruttle has been repainted and we would hope to start in September.

**Action:** Amended notice re Hospitality Group to go in Bulletin

Organize a social gathering for all Volunteers: The purpose of this event would be to allow all volunteers to meet on a social occasion and to show recognition of the contribution they make to the Parish. We need to ensure we have an up to date list of volunteers to ensure no one is left out. It was suggested we should form a sub-committee to plan such an event which we could hold coming up to Christmas. This will go on the Agenda for further discussion at our next meeting and we will try to get a sub-committee together for September.

**Action:** To go on Agenda for next meeting.

Faith Development: To produce a computer based “Memorial Book” for the Dead: It was proposed to have a page for each day in the year but it was felt that perhaps we should have a monthly book that might be easier to keep instead. This could be displayed in the Church and names added as necessary. Who do we include in the booklet and how do we get the names? Members were requested to give this careful thought and bring ideas to the next meeting.

- **Action:** To go on Agenda for next meeting

## **6. Any Other Business**

The June Newsletter has been finalised and will be sent out to members during the next week so that it can go to Amanda to give her adequate time to print it.

- **Action:** Vivienne to send out June Newsletter to Council members
- **Action:** Vivienne to send June Newsletter to Amanda for printing

## **7. Date of next meeting/Prayer Leader**

The date of the next meeting will be: **Wednesday 24<sup>th</sup> May, 2017**. Prayer will be led by Geraldine McVeigh.

## **8. Closing Prayer**

Meeting concluded with closing prayer.