



*Christ Centred Compassionate Respectful Generous Responsive*

### **Minutes of meeting held on 9<sup>th</sup> March 2022**

**Present:** Sue Black, Sue Ellis, Bob Parr, Kath Campbell, Kath Spence, Shirley Bamford, Mike Parish, Ros McMullen, Father Kevin, Shona Paterson, David Farnsworth, Liz Farnsworth, Marie Harrison, Sue Hudson

**Apologies:** Freda Rockcliffe, Brian Rockcliffe, Kate Buy, Pat Keenan

David agreed to chair **this** meeting; Ros agreed to minute **this** meeting

Unanimous agreement that the ‘synod meetings’ had been very successful and thanks was expressed to those who had facilitated this process and written the final report.

Kath, Mike and Sue E gave a written and verbal report on a meeting with Deacon David who is happy to meet with us again. He seemed pleased with our progress and advised we “organize, communicate and task”. **Kath and Mike will now have a follow-up meeting with Fr Kevin.**

In papers for this meeting there had been an ‘Issues for the parish’ paper and the meeting expressed concern about a paragraph contained in this which it was not felt to be appropriate. In discussion about this, it was agreed that there was a need to communicate the work of this group and **Ros volunteered to write ‘a script’ which would be delivered by her after mass on Saturday 19<sup>th</sup>, by Marie after mass on Sunday 20<sup>th</sup>**, and St. Paulinus would use it as a base to use for their parish in the future.

Sue E reported that the Diocese now had a draft job description and person specification for a parish administrator and that this will go to the Council of Priests before Easter. Peter Warren (Deacon at Our Lady’s) will be our HR support on this when we decide the need to recruit. **Sue E is to contact Fr Tony about how his support worker operates as a further information gathering exercise.**

The meeting was informed that Deacon David is ensuring Fr Bill has the sacramental provision for us on the Deanery agenda, as they need to begin to think about this which will be their responsibility.

The meeting agreed that we should ensure 2 things: that all who had put their names on the lists at the back of church had been contacted (and if not, ensure they were), and that all rotas were available in folder at the back of church. **David to coordinate these actions.**

Sue B has compiled a list of all the tasks, groups and key contacts for St Paulinus. The meeting agreed that at some point in the future the two parish lists may need to come together, and that for sustainability / succession planning the two parishes will need to work together with shared roles, shadowed roles and easy ‘cover arrangements.



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Marie reported that First Holy Communion classes had started and also raised issues of concern about sustainability of the choir, particularly in view of the retirement of our organist.

Shirley reported on the 'Churches Together' current plans, including the Scarecrow Festival and planned celebrations for the Queen's Jubilee.

Holy Week service planning is underway.

**Sue E suggested we consider holding a 'Youth SVP mass' here and the meeting agree that she should begin by contacting the local headteachers.**

The meeting discussed the informal and voluntary nature of this group and agreed that at this stage there was no need for a formal structure, but that there will be at some point. In the meantime, it was agreed to set **Terms of Reference. Kath and Mike to take this forward** following their meeting with Fr Kevin.

### **Summary of Actions**

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|-----------------------|---|
| <b>Kath and Mike:</b> | <b>Meet with Fr Kevin following meeting with Deacon David<br/>Prepare Terms of Reference.</b>                               |
| <b>Ros:</b>           | <b>Prepare 'a script' for delivery after masses 19/20<sup>th</sup></b>  |
| <b>All:</b>           | <b>Comments / amends back to Ros by end of 13<sup>th</sup> March</b>  |
| <b>Ros and Marie:</b> | <b>Speak after masses on 19/20<sup>th</sup></b>   |
| <b>Sue E</b>          | <b>Contact Fr Tony about how his support worker operates.<br/>Contact local heads regarding Youth SVP Mass potential</b>    |
| <b>David</b>          | <b>Ensure all those volunteering had been / will be contacted<br/>All parish rotas compiled in folder at back of church</b> |

**Date of next meeting Wednesday 27<sup>th</sup> April 7pm**