



Christ Centred Compassionate Respectful Generous

Responsive

Way Forward Group
St Margaret Clitherow and St Paulinus



MINUTES OF THE MEETING HELD AT ST MARGARET CLITHEROW AT 1900 HOURS ON 27 APR 22

<p>Present: Sue Black (SBI) Kath Campbell Sue Ellis David Farnsworth (Chair) Liz Farnsworth Marie Harrison Pat Keenan Mike Parish (Minute Taker) Bob Parr Chris Perry (Secretary Finance Committee (Sec Fin Ctee))</p>	<p>Apologies: Shirley Bamford (SB) Ros McMullen Shona Paterson Brian Rockcliffe (Chair Finance Committee (Chair Fin Ctee)) Freda Rockcliffe Fr Kevin Trehy</p>
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Item	Agenda Issue	Action
1.	Welcome and Opening Prayer. Apologies noted. SE led opening prayer.	Nil
2.	Chair and Secretary. DF Chair. MP Minute Taker. Minute Takers should be identified before the meeting. Anyone providing detailed verbal input to the meeting should provide the Minute Taker with their speaking note.	Chair + All
3.	<p>Minutes of the Last Meeting. Chair read Minutes. Actions completed. Groups Folder now in Church Foyer. He noted that the Minutes had not yet been published on the website. He undertook to arrange for copies of the Minutes and the TOR to be displayed on the main Noticeboard.</p> <p>St P had nothing significant to report. Content with work ongoing at St M C and involvement in WFG. This is seen as progress. Consideration should be given to holding a similar style of meeting at St P.</p> <p>SE noted need to add Belated Entry to Minutes of 3rd Meeting. Action Point – SE to contact 1833 SVP Group at Univ of York to identify if any students available for choir participation. Action had been completed. SE met Chaplains (Elaine Wright and Liam Page) at All Saints' School on 18 May with blessing of Sharon Beardsley, the Head Teacher. Aim to see if Youth SVP Mass could be held at either St M C or St P. Asked if any Youth SVP member from either Parish would like to lead the Liturgy. All Saints' School pleased with contact as they had been concerned about the falling attendance at Church. Date and format of Service to be decided. SBI offered to assist and requested that SB be involved. SE would keep WFG informed of developments.</p>	<p style="text-align: center;">Chair</p> <p style="text-align: center;">Chair/SB</p> <p style="text-align: center;">SBI/SB SE</p>

	Minutes Approved	Chair + All
4.	<p>Any Matters Arising.</p> <p>Finance Committee (Fin Ctee). Sec Fin Ctee was asked to explain processes of Fin Ctee and to provide information how it functioned. Canon Laws 532 and 1282 indicated that guidelines for these processes should be documented and that financial reports should be available to all parishioners on an annual basis. Few of those present had seen financial reports for St M C in recent years. Sec Fin Ctee stated that the Fin Ctee was responsible to the Bishop and Parish Priest. There was no real history of explaining their processes to Parishioners nor of providing written documentation to a group such as WFG. Fin Ctee operated under Diocese Guidelines. He noted that BP attended Fin Ctee and had pointed out to the Fin Ctee that the existing Diocese documentation was 10 years old and needed updating. A series of anticipatory maintenance funding had been agreed on BP's recommendation. On current Diocese guidelines the Parish Priest had a spending limit of £5K. He stated that BR had recently been appointed Chair Fin Ctee by the Parish Priest and would provide the link between the Fin Ctee and WFG. The Chair commented that if Parishioners were to have greater responsibility for the running of the Parish, we would need more information on how the Parish's finances were managed.</p> <p>CP agreed to produce a crystallised version of Fin Ctee's processes. It was noted that better accountability and transparency regarding finances is the norm these days and this is likely to have a beneficial impact on a community's willingness to give time, talent and money.</p> <p>Parish Secretary/Admin Worker. SE updated WFG on progress with the Job Specification for the Parish Secretary (PS)/ Admin Worker. Deacon David Cross had forwarded a copy of the Draft Job Description which had not yet gone forward to the Council of Priests. A meeting had taken place with Rev Tony Lester and Sue Parkes, PS of Our Lady's (OL) to obtain further information about the responsibilities of the PS. A list of the PS OL responsibilities had been compared with the list of duties carried out by BP at St M C and St P. This was the first time the WFG understood the scale of the responsibilities covered by BP. While he carried out financial responsibilities for the Parish Priest which included attending Fin Ctee meetings, they did not fully overlap with those of PS OL, particularly in terms of accounting for Stole Fees and Mass Stipends. However, it was noted that BP carried out many more administrative and maintenance tasks than the PS OL. A list of his responsibilities was circulated. BP stated that he had carried out these responsibilities unpaid for 12 years out of a sense of duty and service to God. WFG thanked him for his work and dedication.</p>	<p>Chair + All</p> <p>CP/Chair Fin Ctee</p> <p>All</p> <p>All to note</p>
5.	<p>Remit of WFG and Terms of Reference (TOR). Chair stated WFG TOR needed an Aim. He proposed, "To help prepare St M C and St P for an exciting future as Catholic communities without a resident priest". This was agreed.</p>	<p>MP</p> <p>All</p>

	<p>The communities needed to understand that the WFG was a transitional group which might, in future, evolve into a Parish Council led by the Parish Priest or a Parochial Parish Council which was lay led. SE noted that OL had a Parochial Parish Council and that its constitution was being updated and would be forwarded to SE and MP once completed. It was noted that at OL, the Parochial Parish Council had no responsibilities for administration and that OL did not have a Finance Committee as all financial responsibilities were covered by the Parish Priest and PS.</p> <p>Chair stated that he wished the TOR to be shorter. MP stated that the purpose of the length was to expose how St M C worked in detail and to do this all the component elements needed to be identified and explained. It was the duty of the WFG to understand what it was being asked to do and all its members needed to work through the TOR.</p> <p>At this stage it was agreed that the TOR would be titled Interim, publicized and placed on the Noticeboard. The aspiration was that this would help begin the process of demystifying how the WFG and St M C worked. Afternote: After the meeting the Chair reconsidered the earlier decision and requested that detailed requirements in the TOR were placed in annexes to make a shorter document. The TOR would then be brought forward to the next meeting for endorsement.</p> <p>It was noted that the Booklet produced in 2012 by Bill Bamford needed updating to reflect all the work being undertaken by Groups within both St M C and St P. MP pointed out that this was covered within the TOR. The WFG saw no difficulty in making such information available across both communities. MH recommended that a cooperative document link be created to allow group leaders to fill in basic information about each group in a pre-standardised format. This was agreed and would assist this process. At a minimum the format should include what the group did, when and where it met and how to contact the Group lead(s).</p>	<p>MP/Chair</p> <p>Chair MP All</p> <p>Chair Future Lead to be identified</p>
<p>6.</p>	<p>Feedback from Groups.</p> <p>Better internal coordination within St M C was needed. KC asked that people be made aware of the need to fill in details of meetings and events on the calendar on the Noticeboard. In particular, decisions needed to be made about what St M C was doing for HM The Queen’s Jubilee, for a Parish Barbeque and for the Christmas Fayre.</p> <p>Bereavement Group. The group had met twice. It was a very successful innovation. It was to meet every fortnight on a Wed pm and the next meeting was Wed 4 May 22. It was agreed that the group should be advertised in both communities and participation from both was welcomed and encouraged.</p> <p>Choir. As a result of SE contact with SVP Univ of York, a volunteer organist had been identified for the period until September. MH had still to meet the volunteer organist but this had been arranged.</p>	<p>All</p> <p>All</p>

	<p>The need to plan music for post Sep 22 and for a future without a Parish Priest remained. It was agreed that music added a great deal to the services within the Churches. It was a major attraction. Contingency planning needed to look at the options available should the choir not be available for funerals, weddings and baptisms. This meant reviewing financial commitments to music and looking at the provision of electronic sound systems, including options for electronic accompaniment. Although both the piano and organ were excellent, the latter needed refurbishment. SBI offered to assist with her choir and the provision of sheet music which she had found at St P. MH was keen to encourage people within the community to come forward to play the piano and asked for WFG help with this.</p>	<p>Fin Ctee SBI MH All</p>
7.	<p>Next Meeting. 1900 hours 24 May 2022 Meeting Room St M C.</p>	<p>All</p>