

Cathedral Church of St Marie Parish Pastoral Council

Minutes of the Parish Pastoral Council meeting held on Tuesday November 13 2007	
PPC Members Present:	Michael Connell, Mavis Hamilton, Paul Helliwell, Margaret O'Malley, Bob Rae, Fr Desmond Sexton, Colin Taylor, Frances Taylor, Cathy Wilson
In Attendance:	Sue Markham, Laurencia Maroney
Apologies:	Hugh Finnegan, Joshua Nem

MINUTE	DETAIL	ACTION
1) Opening prayer and Welcome	Margaret O'Malley opened the meeting with a prayer. Sue Markham and Laurencia Maroney were welcomed to their first meeting.	
2a) Minutes 06/07-01	The minutes of the September meeting were accepted as a true record	
2b) Matters Arising		
01/07-05	Deanery Youth Worker: A timetable has been drawn up for the appointment of a Deanery Youth Worker. The post is to be advertised in January, interviews are to take place at the end of April and the successful should be in post by September 2008.	Discharged
03/07-04	Pentecost Event: Plans had been made for a street festival in Barkers Pool on the Saturday before Pentecost (Saturday May 10 2008). Attempts were being made to find a suitable street theatre. A major celebration is due to take place at the Salvation Army Citadel on the Sunday.	Discharged
03/07-05	Interfaith Meeting: Nothing to report	DS
04/07-03	PPC Retreat 2008: Adrian Scott has agreed to lead the retreat, which will take place on Saturday May 10 or 17 at Bamford. A date is being confirmed with Sr Marie.	FT
04/07-09	Celebrating Parish Groups: PPC members will be commissioned at Christ the King (Saturday November 24/Sunday November 25). Readers will be commissioned at Masses during the weekend of the second Sunday of Advent (Saturday December 8/Sunday December 9). Remaining groups will be commissioned at Epiphany (Saturday January 5/Sunday January 6)	Discharged
05/07-03	Social Gatherings: Four PPC members had been able to attend the PPC members social gathering.	
05/07-05	Deanery Pastoral Council: The DPC was restructuring itself and seeking two representatives for each of the interest groups it had identified. It was AGREED to set up a small group, comprising Fr Desmond and two PPC members to discuss who might represent the parish on the various DPC groups. Colin Taylor volunteered to join the group.	

	As there was a further vacancy to be filled, it was further AGREED to contact all members to seek an additional representative. It was NOTED that a mini Deanery day was planned for April.	BR
3) Correspondence	None	
4) Finance	Fr Desmond reported that the Finance Committee had allocated a £1,000 budget for the forthcoming year.	
5) PPC Elections and AGM 06/07-02	It was REPORTED that, in accordance with past practice, since there was only one more nominee than vacant places all nominees had been invited to join the PPC as full members. It was NOTED that only five PPC members and one parishioner had attended the AGM. It was AGREED to look at ways of encouraging more parishioners to attend the Parish AGM and increasing the profile of the PPC at the PPC's January meeting	BR
6) Justice and Peace	Frances Taylor reported that a high proportion of people who had responded to the survey distributed at Mass had provided detailed information on their areas of interest, together with many details of their interests, in the Justice and Peace field. Some had been very clearly described their hopes to be involved, while others had been very open about the problems they faced in fulfilling their desire to assist. Some visitors to the Parish had asked for copies of the questionnaire for use in their parishes. It was SUGGESTED that a thank you message be placed in the Parish bulletin at an early opportunity in advance of a report back to the Parish and further development of the initiative in January.	
7) Meeting Dates for 2008	It was AGREED that PPC meetings would be held on the dates outlined below: Full PPC Meetings During 2008 Tuesday January 15, March 11, May 13; July 15, September 16, November 11. All meetings will commence at 7:30pm and be held in the Houlden Hall. Annual Meeting To be decided at the January 2008 meeting. Provisional date: Saturday October 4, at 1:30pm in the Houlden Hall.	
	Election Timetable Nominations Open: Saturday October 4 Nominations Close: Sunday October 20 Elections Commence: Monday November 4 Elections Close: Sunday November 9	

<p>8) Reports a) Fr Desmond</p>	<p>Fr Desmond presented a written report covering: Work and Maintenance, City Centre Ministers Meeting, Commissioning and Renewal of Parish Ministries, Keeping in Touch, Justice and Peace, Fr Craig's arrival, Advent.</p> <p>Work and Maintenance</p> <p>Toilets Work is to start in January to avoid a two week break over Christmas and the New Year.</p> <p>Reordering Following a successful meeting with the Diocesan Trustees more detailed plans could now be prepared, with the aim of securing permission before the summer of 2008, going out to tender in the autumn and work starting in the winter.</p> <p>It was AGREED to stage a meeting for parishioners in the Cathedral on Saturday January 19, at which the Cathedral Architect would outline the plans and the thinking behind them could be explained.</p> <p>Organ The organ needs to be dismantled and completely restored. The best time to do this would be to coincide with the re-ordering.</p> <p>Christian Unity The weekend celebrating Christian Unity will take place on January 19 and 20, during which, Ministers from other denominations will preach at the 10:30am and 6:30pm Masses in the Cathedral.</p> <p>Cathedral Budget Central administration of parish funds throughout the diocese had resulted in higher returns and reduced the need to increase the annual Parish assessments. The Cathedral was on target to pay its assessment of £36,000. Around £500,000 was available for reordering.</p>	<p>BR/DS</p>
<p>b) Everybody's Welcome Working Group 06/06-07</p>	<p>Three people had attended the meeting. Those attending had agreed a series of priorities for the coming year and had decided that, in the light of new initiatives and the numbers attending Everybody's Welcome meetings, it would cease holding formal meetings, but would meet on an ad-hoc basis and continue to keep interested parishioners involved by e-mail.</p>	<p>Discharged</p>
	<p>Top priority would be given to creating a Welcome Pack and Welcoming Process for new parishioners. The Pack would include a welcoming leaflet and information leaflets on Cathedral services, groups and pastoral care.</p>	
	<p>It was agreed to:</p>	

	<ol style="list-style-type: none"> 1. Investigate the availability and content of the Parish Directory to ensure the information was as up to date as possible and copies were available. 2. Investigate the possibility of combining the various parishioner databases held by the Cathedral and PPC. 3. Suggest that the PPC takes an in depth look at raising its profile through improved publicity. 	
06/07-03	It was AGREED that the topic for discussion at the next PPC meeting would be raising the PPC's profile and improving links with the parish.	BR
c) SVP Meeting Keeping in Touch 05/07-04	Around five people attended the meeting, which focused largely on the Keeping in Touch initiative. They would be involved in attempting to build a bigger team, to take the initiative forward. A further meeting would be organised to discuss ways of mitigating the impact of the demise of the SVP at the Cathedral.	MOM
9) Other Business Ethical and Ecological Husbandry of the Cathedral	<p>A group including representatives from the PPC and Cathedral Finance Committee had toured the Cathedral to look at opportunities for reducing its environmental impact.</p> <p>The group had focussed on lighting, heating, recycling and cleaning.</p> <p>It was NOTED that moves were already being made to introduce low energy lighting where possible and the reordering of the Cathedral would create more opportunities.</p> <p>The possibility of introducing underfloor heating as part of the re-ordering was being considered and the group had suggested that it might be possible to reduce heat loss through the Cathedral's windows.</p> <p>Suggestions for reducing paper use included filing and re-using multilingual readings and orders of service specially printed for specific occasions.</p> <p>Greater recycling of plastics and green waste was a possibility and more eco-friendly cleaning products might be used.</p> <p>The Cathedral had joined the Christian Ecology Link which might provide assistance with further reduction in the Cathedral's environmental impact.</p>	

Deacon Bill	It was agreed to write to Deacon Bill, thanking him for all that he had done for the Parish.	
10) Closing Prayer	Margaret O'Malley led the closing prayer	

The meeting closed at 21:40

Next Meeting: Tuesday January 15 2008, 7:30pm in the Houlden Hall

Signed as a true record of the meeting by

_____ Position _____ Date _____