

PARISH OF THE SACRED HEART, ST IVES
**Minutes of the Meeting of the Parish Steering Group held on 6th August 2007
in the Hall**

Present: Father Paul, Elizabeth Barker, John Bishop, Ellen Kemp (Chairman), Michael Sanderson, Dot Wade, Bridget Wells, Claire, Veronica Boland (Secretary)

In attendance: Patrick Landucci

1. **Apologies:** Brian O'Hare
2. **Father Paul led the opening prayers.**
3. **Membership - Youth Group/Finance and Building Committee**

A vacancy exists for a second youth representative following Lianne's move from the parish, and Clare will ask a member of the Youth Group to fill the vacancy once the group re-starts in September.

Patrick Landucci, the new Chairman of the Finance and Building Committee, was welcomed to the meeting. Patrick will consider whether he or another member of the Building and Finance Committee will be a representative on the Parish Steering Group. Ellen confirmed that she would send a letter of thanks to Brian O'Hare if he is no longer going to represent the Finance and Building Committee on the Steering Group. **Action: Patrick to confirm representative**

4. **Matters arising from meeting held on 11th June 2007**

4.3. Church Music

Ellen has spoken with Bernadette Milnes, who is managing the rota for organists, Farrell Grey and Tony Talbot. Several parishioners who contribute to the music of the church, including organist Chris Fletcher, are leaving the parish. Ellen hopes to have a meeting with Bernadette Milnes and members of the music team early in September to progress matters.

Bridget noted that her husband Richard had offered his help.

The Committee agreed to Elizabeth's suggestion of advertising for musicians in the newsletter. **Action: Veronica/Ellen**

4.5. "The Grapevine"

John Bishop reported that the next edition was due in November and he will therefore begin to source articles late September/early October. It was confirmed that the closing date for articles will be the 15th day of the month preceding publication (eg 15th October, 15th February, 15th June.)

Father Paul noted a positive feedback for the magazine, from both parishioners and visitors.

6.00 (1) Northstowe - Report from Deanery Meeting 12th June

Father Paul noted that we are looking at the situation with regard to Northstowe falling into the boundaries of this parish.

The clergy asked Fr Paul to convey their thanks to Ellen and John for their valuable and insightful work. They are grateful for being kept informed of the situation and the clergy offered their assistance in any way.

(2) Parish Boundary

Father Paul said that everyone recognised the need to look at the present parish boundaries as there are several anomalies and also Northstowe needs to be incorporated. Father Eugene Harkness and Father Paul will firstly identify the present boundaries and a meeting has been arranged for Friday, 17th August to clarify these. Two or three options will be agreed as to how the boundaries can be best rearranged. These suggestions will then be taken to the next Deanery meeting. After agreement by the Deanery, the matter will go to the Council of Priests, which meets in November, and then to the Bishop and his College of Consultors. It will therefore be early 2008 before a decision is known. Father Paul and Father Eugene will also look at other new developments taking place, for example at Marshalls Airfield in Cambridge, as well as the geographical position of churches.

(3) Parish Leaflet

A first draft of a leaflet for distribution to new homes in the area was tabled, and Father Paul asked committee members to let him have any comments on both text and layout within the next two weeks. **Action: All by 20th August at the latest.**

(4) Revised Flow Chart

This document was tabled by Ellen, showing the developers' timetable and parish agenda with regard to Northstowe. Ellen reminded the Committee that a sub-committee of Father Paul, John Bishop and herself had been formed to oversee the various stages of the development of Northstowe and how these would impact on the parish. There had been various meetings of the sub-committee including one with Bishop Michael Evans and Priscilla Barlow, the County Ecumenical Officer, and in the light of various developments since January, the flowchart had been updated. The revised dates had been derived from one of the public meetings organised by the developers, Gallagher and English Partnerships, in June, which Ellen had attended. She showed the committee a map of the new town and Master Plan, which indicated that by 2016 there would be 4,800 new homes completed at Northstowe. Building will start early in 2009 if all goes to plan.

Patrick asked if a Public Enquiry was likely in light of the size of the new town. The next stage in the planning process involves South Cambs District Council conducting a public consultation exercise over a twelve-week period from the end of the year, at which time the need for a Public Enquiry may become apparent.

There will be a meeting of Cambridge Ecumenical Council on 18th September 2007 of which both and Bishop Michael and Priscilla Barlow (County Ecumenical Officer) are members. In addition to Northstowe, the

group will look at other new developments in Cambridgeshire. A copy of the minutes of the meeting will be made available to the Steering Group.

The committee agreed to Ellen's proposal to remove Northstowe as an agenda item for PSG meetings until there is anything further to report.

8.2 Training of Altar Servers

Father Paul reported that two parishioners had agreed to assist him in the training of altar servers. A rota will be prepared in September for serving at the 11 am Mass.

Bridget told the committee about the Altar Servers Guild of St Stephen and its Medal Scheme, used at her former parish in Oxford, and noted that when the training of servers has been completed the parish will apply to become a member of the Guild.

Father Paul noted that a similar training programme is used here and social activities are arranged for the altar servers twice a year.

8.3 Webmaster

Father Paul reported that a parishioner had volunteered and would 'shadow' Peter Fletcher for a month before taking on the post.

5. Contact with Steering Group

John noted the difficulty of volunteers such as the music co-ordinator and webmaster having contact with the Steering Group. It was not practicable for them to attend meetings and it was agreed that committee members should liaise with the volunteers to facilitate communication.

Michael volunteered to be the link with the parishioners training the altar servers, and Clare with the new webmaster. Ellen will continue to liaise with the Music Co-ordinator.

6. Reduction of Morning/Evening weekday services

A letter from Brian O'Hare was read to the Committee by the Chairman and a discussion took place regarding the attendance at weekday Masses and Eucharistic Services. It was noted that attendance at 7 pm Tuesday Mass increases during the periods when talks (Advent, Lent, ABC) take place throughout the year. The Monday, Wednesday and Friday morning Masses are usually well attended.

It was agreed that the times and frequency of Masses will remain unchanged and Elizabeth will organise an audit of attendance at Eucharistic services for the next eight weeks. A report will then be taken to the next open meeting. **Action:**
Elizabeth

7. Parish Plan

Ellen noted that although this document has been our point of reference, it did not, at present, include all policies and recommendations from the Diocesan Pastoral Plan 2004 (DPP) (tabled), and which the parish should be implementing. It might

therefore be opportune to re-format our Parish Plan as the DPP will be subject to a radical review in 2009.

Ellen tabled a summary of the mandatory policies from the Diocesan Pastoral Plan as listed in the Diocesan Year Book. It was agreed that a sub-group be established to re-format the Parish Plan to include all mandatory policies and this will then be copied to all PSG members. **Action: Dot, Elizabeth, Michael and Ellen volunteered.**

Ellen reported that the next Council of Laity meeting is in Norwich on 10th November (Topic - Implementation on Clustering and Merging.)

8. Date of next Open Meeting

To be confirmed.

Draft Agenda: Northstowe; Parish Plan; Eucharistic Services; Building Works and Finance.

9. Any Other Urgent Business

1. Father Paul asked if the Parish Press Officer had been invited to attend a meeting of the Steering Group. Ellen has spoken with Diane Grant, who, although finding it difficult to attend meetings, continues to keep informed of what is happening in the parish and to publicise events in the local/Catholic/national press as appropriate. Ellen will liaise with Diane for the Steering Group.
2. John Bishop expressed his concern that the parish's voice would not be heard at the public consultation meetings with respect to Northstowe. Father Paul explained that the developers have a statutory obligation to consult the County Ecumenical Council, which will look at all matters impacting on the churches. Our interests are handled through that Council, but Fr Paul stressed also the need to keep "eyes and ears to the ground" and read the local press.
3. Dot asked if a display cabinet for the Youth Group's trophies and medals could be placed in the Hall. This will be carried forward to the next meeting. **Action: Dot to provide details of cabinet requested.**
4. Bridget requested an appeal for more readers and Eucharistic Ministers, especially at 8 am Mass. Ellen noted that an item from the Diocesan Pastoral Plan was to conduct a "Needs and Skills Audit". Therefore this item will be carried forward to the next meeting. **Action: Bridget/Ellen**
5. Father Paul requested that a photo board of PSG representatives be re-introduced. **Action: Ellen Kemp**

10. Date and time of next meeting

Monday, 8th October 2007 at 19.30

The meeting closed at 20.55