St Luke’s RC Church, Peterborough
Minutes of Parish Pastoral Council
Thursday 15 January 2015

1. In Attendance:
   - Ex Officio: Fr J Minh (priest in charge), Joan Longstaff (secretary).
   - Council members: Roy Dunn (vice-chair), Shaun Noyes, Tony Stefanelli,
     Angela Turner, Barbara Looby (chair), Joan Longstaff, Tony Walsh.

2. Welcome and opening prayer: The chair welcomed everyone and thanked Roy Dunn for running the previous meetings in her absence. Fr John said the opening prayer.


4. Non-attendees: Eddie Kelly (treasurer), Philip Parrish.

5. Minutes from previous PPC meeting:
   5.1 (Action 5.2) Eddie to propose the process for taking any potential changes to the building. OUTCOME: Eddie is still working on this and will meet with Fr Paul Maddison when he is back from Rome after 11/11/14. ACTION: Eddie to report back to the PPC after this date. OUTCOME: Carry forward.

   5.2 (Action 5.4) Tony W to take the request for the purchase of an electric block paving weeder to the Finance Committee. OUTCOME: Tony W to find suitable weeder then approach the finance committee with the cost details. Completed.

   5.3 (Action 5.5) ACTION: JL to put Evangelisation onto the agenda for next PPC meeting in January 2015. OUTCOME: Completed.

   5.4 (Action 5.15) Care Reserve, I Am Connected project. (NB: The decision was also taken to defer any further action on the course starting until the New Year).
   ACTION: Roy to ask Kindness for interest on the computer course where interested people from St. Luke’s may have already responded. OUTCOME: At the time of the meeting, Roy had not received a response from Kindness on this matter. However, on Sunday 18 January, Roy met with Kindness before Mass and he confirmed that no one had contacted him in relation to the course although he stated that if we did find someone who wanted help using a computer the offer would still stand. The requirement from Kindness is that a mutual time for the
learning to take place would need to be agreed. All equipment would be provided by Care Reserve, and after seeing the meeting room he said it would be more than adequate in terms of space required. It is much bigger than other venues he has been using.

**ACTION:** Fr John to amend the bulletin to ask people to contact a member of the PPC if they are interested in taking up the course.

**OUTCOME:** Completed.

**ACTION:** JL to put on as agenda item for the February 2015 PPC meeting. **OUTCOME:** Completed

5.5  (Action 6.1a) Re Planning Application for Herlington House: **ACTION:** PP to draft a letter to Amanda Spencer, Company Secretary for Quest Science Services Limited re the situation. **OUTCOME:** Philip spoke to QSS and they apologised for the tone of their letter, therefore, no letter has been sent by PPC.

5.6  (Action 6.1b) Re Planning Application for Herlington House: **ACTION:** JL to put this item on the agenda for February 2015 PPC meeting. **OUTCOME:** Completed.

5.7  (Action 6.2) Improving Mass attendance during summer: **ACTION:** PP to create a short leaflet detailing Mass Times and distribute to hotels and B&B’s by email. **OUTCOME:** Carry forward.

5.8  (Action 6.3) St Luke’s Car Park: **ACTION:** Roy to obtain a price for the mesh topping and feedback to the PPC. **OUTCOME:** It is approximately £500 per 10x20m sheet of mesh topping. With the area that is likely to be required for covering, an estimate of the total cost would be in the region of £7,000. **ACTION:** JL to put this onto the agenda for the February 2015 meeting as part of the buildings project.

5.9  (Action 6.4) Liturgical Celebrations and Devotions within the Parish: **ACTION:** Fr John to put the suggestion of changing Mass Time for Midnight Mass into the bulletin and ask for parishioner feedback. **OUTCOME:** Completed.

5.10  (Action 6.5a) Recruitment of Fetes and Fayres Organiser: **ACTION:** Fr John to put this as an item in the bulletin after the Christmas Fayre. **OUTCOME:** Carry forward. [Please note also on this topic, Tony W has priced up the cost of gazebos for such events, which the parish could purchase if required.]

5.12  (Action 6.6) Bring and Share Supper Events: Following the success of the Anniversary Event, Fr John had received a suggestion to hold more Bring and Share Suppers to bring our community together. **ACTION:** JL to put
this item on agenda for the February 2015 PPC meeting. OUTCOME: Completed.

5.13 (Action 6.8.2) Additional Appeal requests – Survive MIVA: ACTION: Fr John to contact Survive MIVA regarding the decision and arrange for a date for the appeal. OUTCOME: Fr John has let them know that we are happy, just need to arrange a date.

5.14 (Action 7.1a) Church Cleaning at St Luke’s: ACTION: Fr John to place appeal in the parish bulletin for cleaners. OUTCOME: Completed. Angela reported that we have got 3 new volunteers (though have also lost two due to retirement).

5.15 (Action 7.1b) Church Cleaning at St Luke’s: ACTION: Roy to contact All Souls to ask which company they use, how it is going and the cost involved. OUTCOME: Roy has had no reply from All Souls. Shaun commented that Kings Church uses a cleaning firm. ACTION: Fr John to contact All Souls directly.

5.16 (Action 7.2) Leak in toilet in presbytery: ACTION: Eddie to speak to Willie with regards to fixing the toilet at the front of the church. OUTCOME: Angela spoke to Willie and he could not find the source of the leak.

5.17 (Action 7.3) Repositioning of the Tabernacle: ACTION: Eddie to contact Patrick Limacher with regards to re-sighting the Tabernacle within the church in an appropriate place. OUTCOME: Carry forward.

5.18 (Action 7.4) CAFOD’s diocesan office: Fr John had received a letter from CAFOD regarding their need for a new diocesan office, proposed in Peterborough. ACTION: Louise to email a copy of the letter to PPC members. OUTCOME: Completed 4.4.11. ACTION: PPC members to read and provide feedback to Fr John no later than the end of November 2014. A non response will be taken as accepted. OUTCOME: CAFOD are going to use the meeting room at the back of the church up to 2 days a week. On other days of the week they will be using facilities in Ipswich and Newmarket. They will need a cupboard and a key. Precise arrangements still to be made closer to the time they will be leaving their current premises.

6. Evangelisation at St Luke’s

6.1 Our Diocese has begun its first Year of the New Evangelisation and in this first year, each one of use is asked to seek personal renewal or evangelisation – resulting in a more personal connection with God. We have been making progress with reaching more people over the last few years, with Mass attendance increasing slowly over the last three years, and the number of
children attending Mass, First Holy Communion Programmes, and Confirmation programmes is also improving. However, we are still losing parishioners, particularly amongst the younger generation. For instance, we may see a child baptized, but then don’t see that child, or their parents again. Similarly with children put forward for First Holy Communion. For adults, especially those new to the parish, there needs to be better routes of communication to help everyone feel that they are a valued and important member of the family of the church. We need to encourage those who come to our parish to become full members of our church community.

6.2 A general discussion was held to put forward ideas to support a personal evangelisation amongst parishioners, which will, in turn lead us to be able to plan for the future. We are being challenged to put into place new ways in which we can hand on the faith to the next generation.

6.3 **Ideas to improve communication within the parish:**

6.3.1 Promote a more welcoming atmosphere at services – with more meeters and greeters at the door, or a friendly chat to a new face or an invitation to share a cuppa after a service. [Do you know more than 20 people in the parish that you are on first name terms with?]

6.3.2 Have important announcements before Mass starts at the weekend – this will help to impart useful information and to focus the attention of parishioners, who will then have a couple of minutes to quietly reflect and pray before Mass begins. The announcements could be given verbally, or via a projector that would disappear just before Mass.

6.3.3 At the Mass following each PPC meeting, a member of the council should give a 5 minute presentation on the key discussion points and agreed actions of the meeting and refer parishioners to the minutes/website/themselves/council member for fuller details.

6.3.4 Produce a set of cards to be distributed on behalf of the parish to those who have been Baptized, taken their First Holy Communion, have been Confirmed or Married, or attended a Funeral. This could provide people with a remembrance of the event, show them that the parish is behind them in their commitment to God and that we are all here to provide support.

6.3.5 Retain the contact details of people who have been Baptized (or their parents), had First Holy Communion, been Confirmed or Married. Follow up with them after the event to help them feel part of the parish community and encourage them to fully participate.

6.3.6 Social Functions – to bring people together, such as bring and share events.

6.3.7 Move the PPC Annual General Meeting to May, so that it is a more sociable date – and combine it with a social event.

6.3.8 Social Media – Could St Luke’s have a Facebook Page or Twitter account?

6.3.9 Set up an email address for the PPC for parishioners to send ideas and queries to. This should feed the agenda for the meetings and the actions taken. A feedback loop would have to be set up so that the outcomes are made known.
6.3.10 Set up a quarterly “Parish News” – around 2 sides of A4 which gives a round-up of things that have happened and things to come, particularly regarding actions coming out of the PPC.

6.4 Ideas to provide opportunities for personal evangelisation:

6.4.1 Devotional trips and pilgrimages – increase the amount of trips/pilgrimages on offer to help bring people together for a shared experience, both of faith and socially. Trips would be free to attend.

6.4.2 Run New Evangelisation Workshops – to provide people with the opportunity to learn about and share their faith.

6.4.3 Encourage those who are Readers or Ministers of Holy Communion to be ambassadors/examples for those seeking ways to deepen their faith, and to inspire others to volunteer for these ministries. This will include preparing readings ahead of each service, attending the service you are scheduled to perform your ministry, and if you are unable to attend, ensure that you arrange for someone else to cover for you.

6.4.4 Youth Reader’s Group – ideally, we would like to have the younger generation reading at least one reading each weekend Mass. This could be a great opportunity to offer children post First Holy Communion a specific role other than serving on the altar. They would need to be supported and encouraged all the way to increase confidence.

6.4.5 Church Youth Group – run monthly social group for those who have been Confirmed (ages 12-18) – for parishioners and their friends. This is due to start on 3 February, run by Shaun Noyes. ACTION: Shaun Noyes to place an announcement in the bulletin and arrange for announcements in church ASAP. ACTION: Shaun Noyes to contact Tony W regarding the possibilities of help with funding.

6.4.6 Funding for new priests – we hope that the New Evangelisation will help to attract people to the priesthood, but when they do come along even now, the Diocese is struggling to fund their training. We need to look at how we can support the training of new priests to help us share our faith and continue to grow as a community.

ACTION: All to review the ideas above and agree what ones to try and how to present them to our parishioners.

7. Date of next meeting: This will be the AGM followed by a standard meeting. It will take place on Thursday 19 February 2015, starting at 7PM (please note earlier starting time to usual). The AGM will provide the parish with a review of the previous 12 months and highlight any future activities planned for the next year. It will give the council the opportunity to look at its Terms of Reference and Structure to ensure that it is still fit for purpose.

8. Closing prayers: Fr John led the closing prayers and the meeting ended at 9:20pm.