

St Gregory's PPC
Thursday 14th May 2009
7:30pm

Present: Steve Godwin (SG), Ann Burke (AB), Christine Francis (CF), Richard Verian (RV), Helen Burnell (HB),

Apologies: nil

Agenda

1. **Actions from previous meeting.**
2. **Commissioning additional ministers.**
3. **Feedback from Liturgy Group**
4. **Mass at Wilton**
5. **Volunteer Strategy**
6. **A.O.B**

Item 1 Actions from previous meeting

Minutes from previous meeting on 23rd March 2009 accepted by those present as an accurate record of meeting.

Action No.	Minute Item	Action	Person(s) responsible
1	Item 1 Action 1	<u>Baptismal and Marriage Course Parish representative</u> Volunteers from St Gregory's parish to be identified for baptism and marriage courses Steve to approach Cindy Walker.	SG Carried over, Steve to also approach Ken Scutt. Action ongoing
2	Item 1 Action 2	<u>Welcome Pack</u> MD to be given access to website (FTD) Format for hard copy be changed to single sheets so that it is easier to update. (MD)	FTD & MD Action Closed
3	Item 1 Action 3	<u>Questions about Faith</u> BD to identify suitable post box	BD Action ongoing
4	Item 1 Action 4	<u>People of Hope Framework</u> MD to traffic light the sections in the document to ease discussion at the meeting.	MD Action ongoing MD to put spreadsheet on website
5	Item 1 Action 6	<u>Fairtrade status application</u> FTD to Suggest to other PPCs that application be made for single city parish rather than each individual one. POC needed for each parish – this is to be added to lists for volunteers at St Gregory's. SG to speak to Christine Muggleton to add to newsletter.	FTD SG Action ongoing – CF to follow up with Graham Herbert.
6	Item 1 Action 7	electrical people to look at cabinet light in porch	PP Action ongoing RV to contact PP for update
7	Item 1 Action 9	PP to get Electrical people to look at lighting and heating.	PP Action ongoing RV to contact PP for update

8	Item 1 Action 10	CF and AG to sort out office and notice boards.	CF,AT Action Closed
9	Item 2	<u>3 PPCs to meet together socially and in prayer</u> SG to take forward and arrange a date with other PPCs	SG Ongoing SG to select date and venue
10	Item 3	<u>Follow up to parish Meeting</u> Lending Library – BD to ask Christine Muggleton to be person responsible. Lists for volunteers to go on notice board	BD On going bookcase to be set up in porch, RV to provide A3 poster HB ongoing
11	Item 4	<u>Parish Records/computer</u> AT to inform committee whether he has used the computer in the office since Fr Andrew left. Date to be arranged to locate Parish Assets and compile register.	AT Action Closed BD HB Ongoing
12	Item 5	<u>Commissioning additional ministers</u> CRB check forms to be requested from diocese and distributed to those who are to be trained as ministers Follow up on existing Eucharistic ministers not being recommissioned annually. Arrange for more special ministers for SDH on Sundays. Put notice up requesting volunteers to visit elderly	CF ongoing FTD ongoing CMF ongoing HB ongoing
13	Item 6	<u>AOB</u> Key safe for office key to be put in hall. Consider suitable person for MC Organise dates for training altar servers for Easter services. Coach pickup lists to be coordinated with Cannon Michael for induction on 25 th March	BD CF Action Closed All Ongoing HB FTD SG Action Closed SG CMF Action Closed

Item 2: Commissioning of additional Special Ministers.

SG gave an update, Additional ministers now selected and training organized commissioning date Thursday 28th May..

Item 3: Feedback from liturgy group

Liturgy group now active and meetings held after mass on Sunday on a regular basis chaired by Christine Muggleton. Each mass has its own liturgy group Input from parish welcomed.

Item 4: Mass at Wilton To be held on May 19th.

Item 5: Volunteer Strategy

Further effort to be made to encourage parishioners to get involved and help out. More use to be made of notice board.

Volunteers to visit elderly

Volunteers to open repository

Health & Safety Rep required – **Action RV to discuss with MD.**

Item 6: A.O.B

New hooks needed for number boards. **Action BD**

PAT testing needs to be carried out. **Action PP**

Job description for MC **Action CF**

Meeting Closed at 9:00pm.

Date of Next ordinary PPC meeting Thursay 9th July 2009 7:30pm – Anne's House.