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**St. Michael’s and St. Bernadette’s Parish Pastoral Team**

***Meeting Minutes***

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| **Meeting:** | Virtual Meeting 3 |
| **Date & Time:** | 28 April 2020 (8pm) |
| **Location:** | Zoom |

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| **Attendees:** |  |
| Clare Barnes (CB) | Jane Reynolds (JR) Secretary |
| Claire Coleman (CC) | Rachael Scully (RS) |
| Laura Doyle (LD) | Ben Shatliff (BS) |
| Dan Jones (DJ) | Liz Sheader (LS) |
| Benjamin Imafidion (BI) Chair | Angela Still (AS) |
| Father Steven Parkinson (FrS) | Sean Thorpe (ST) |
| Andrea Reid (AR) |  |
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| *Apologies – Peter Purdue (PP)* |  |

**Agenda**

1. Check in.
2. Matters Arising
	1. Newsletters
	2. Facebook Update
	3. Website Profiles
3. Virtual Coffee Mornings
4. Decorating the Church door
5. WhatsApp group
6. AOB

**Minutes**

1. **Checking In**. All OK.
2. **Matters Arising**
	1. **Newsletters** – on website and on Facebook, St Michael’s and St Bernadette’s school offices have both sent out a message to all parents inviting them to sign up for newsletters. A post can be put out on Facebook to invite people to sign up.
	2. **Facebook Update** – page set up with info about the Church, daily Gospels and newletters etc. Also, another page for people to post and comment. We have 123 active members and 77 posts in the last week. All content must be ‘accepted’ before it is posted to ensure security.
	3. **Website Profiles** – template received by all to complete and return for posting on our website. To JR by weekend.
3. **Virtual Coffee Mornings.** Suggestion to use Zoom ‘virtual’ coffee mornings as a way for parishioners to stay connected. Start with small group and if successful maybe move to a Parish virtual quiz. Put information on Facebook to gauge interest. Maybe run it after 12 noon on a Sunday (when coffee would be on after Mass). LD and ST to co-ordinate.
4. **Decorate the Church Doors.** Suggestion to decorate the Church doors with children’s pictures of flowers or of Our Lady, to welcome in May. Then take photos of the doors and post on our website. Maybe do Sacred Hearts theme in June. CB to co-ordinate.
5. **WhatsApp group for Parish Pastoral Team**. ST to set up a WhatsApp group for the team to aid communication. All to text ST with our mobile number by weekend.
6. **AOB.** Keep on being connected and keep the great ideas flowing.

**DATE OF NEXT MEETING:** Tuesday 12 May 2020, 8pm