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

***Meeting Minutes***

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| **Meeting:** | Virtual Meeting 6 |
| **Date & Time:** | 9 June 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) Vice Chair |
| Benjamin Imafidion (BI) Chair | Angela Still (AS) |
| Andrea Reid (AR) | Father Steven Parkinson (FrS) |
| Sean Thorpe (ST) |  |
| ***Apologies*** |  |
| Dan Jones (DJ) | Liz Sheader (LS) |
| Peter Purdue (PP*)* |  |

**Minutes**

1. **Check in**
2. **Short prayer**
3. **Matters Arising**
	1. **Newsletters**: distribution is going well and the list of recipients is growing. This service has been very appreciated. If people outside the Parish wish to have a copy posted to them this is also possible.
	2. **Facebook Update**: going well, posts still going on, Gospels shared every day and Diocesan social media is also shared. Most popular posts are community-based messages.
	3. **Website Profiles**: One left outstanding, once all complete, RS will put on the Parish website.
	4. **Virtual Coffee Mornings**: Going well each Sunday, parishioners seem to enjoy it. RS will produce an easy to use guide to Zooming to help users.
	5. **Decorating the Church door**: This month’s focus is The Sacred Heart. Very visually appealing for people walking by, who have enjoyed looking at the children’s work. Next month, July, suggestion to ask children to draw a picture of their favourite memory from the school year and put the picture on the door. We can advertise this via the Newsletter, Facebook and the website.
	6. **WhatsApp group**: Group is a good way of communicating between the group members.
	7. **List of achievements**: have the list of achievements ready for the meeting.
	8. **St Bernadette’s Social Centre**: work being carried out to spring clean the centre. Moving forward, a sub group will meet separate to report back on progress with regards to the social centre.
4. **The Opening of Churches for Private Prayer.**

Nationally from 15 June 2020, Churches will begin to open for private prayer. FrS has received an update from the Bishops’ Conference which will be shared on the Parish website. Two churches in each Deanery will open on Monday 15 June and they will be contacted about this directly. Our Parish Churches have not been included in this initial group at this time.

However, we can prepare for when our turn comes to open. A small number of our team will meet up with FrS to map out the signage and spacing in the Churches to prepare the buildings to open for private prayer. Two teams to scope the separate buildings with FrS: Ben S and Andrea for StM’s and Benjamin and Laura for StB’s.

1. **Social Media Time Table**

This has been shared with the team as a space to collect ideas around what content we place on our social media feeds. Discussions took place around how we use this. Suggestion was to ask schools what they are doing for the transition years (those leaving school), maybe add music that would have been played at the Leavers Mass and post on website to let the children and their families know that they are in the thoughts of the Parish.

1. **PPT Champions – review / update**

List was reviewed to check that team members could still assist with their nominated groups.

**DATE OF NEXT MEETING:** Tuesday 23 June 2020, 8pm