****

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

***Meeting Minutes***

|  |  |
| --- | --- |
| **Meeting:** | Monthly Meeting |
| **Date & Time:** | 20th October 2022 |
| **Location:** | St Michael’s |

|  |  |
| --- | --- |
| **Attendees:** |  |
| Andrea Reid (AR) | Helen Sivills (HS) |
| Laura Doyle (LD) | Rachael Scully (RS) |
| Clare Barnes (CB) | Kirsty Seaborn (KS) |
| Liz Sheader (LS) |  |
| Father Steven Parkinson (FrS) |  |
| Julie Greene (JG) |  |
|  |  |
|  |  |
|  |  |

1. **Short prayer**
2. **Apologies for Absence**

Apologies for absence were recorded for Amila Thomas, Sean Thorpe, Angela Still, Gillian Howarth and Clare Colman.

1. **Matters Arising**

* Minutes from the previous meetingwere approved.
* Matters Arising were all items included in the Agenda.

1. **Prayer for Peace**

* Arrangements for the Prayer for Peace Mass, to be held on 4th November at St Michael’s, were confirmed. It will be announced in the next Newsletter and communications will be shared with the Schools.
* Resources and format will be adopted as previously- Templates, colouring pens and Prayer Trees are ready.
* LD will assist with the set up and welcome 3-4pm with JG (3-5pm). KS and HS will welcome as soon as they are able.

1. **Deanery Youth Engagement Event**

* Sister Linda is helping co-ordinate the Deanery Youth (13-17year olds) Workshop on 19th November at St. Gabriels 2-6pm.
  + Several workstations, including Mass, Prayer, Drama, Craft will be available.
  + Food will also be provided.
  + Fr Steven will include notification in the Parish Newsletter and will also produce A5 flyers to help publicise the Event. RS will circulate flyer electronically.
  + Fr Steven will approach Luke to help with music.
  + The High Schools will also be approached to help publicise the event.
  + We should look out for Parishioners to invite/make aware of the event.
  + AR and JG will help with welcoming, collation of consent forms and sign-in as required. Additional volunteers are needed.

1. **Parish Youth Event**

* Scheduled for 2nd December 6-8pm at St Michael’s Archangel Room, also aimed at engaging 13-17 year olds.
* Pizza and refreshments will be provided.
* The objective of the session is to understand how we can best meet the needs of our Parish Youth by understanding their interests and how we might best engage, support and reflect them.
* The agenda will therefore be set by attendees, although the PPT will need a broad structure to ensure thoughts are captured. An Ice-Breaker is also required. These details will be agreed at the next PPT meeting – so we all need to come prepared with ideas.
* LD, KS and HS have kindly volunteered to attend and help facilitation. AR is on “standby”. Fr Steven will approach Andy Holt to assess his interest in being involved.
* We will also need to consider how best to publicise the event and we should all make an effort to identify potential attendees.

1. **PPT Membership 2023**

* AS has confirmed she will be standing down from the PPT at the end of this year.
* CC will also leave the team.
* LS is also likely to leave the team.
* We are therefore in need of attracting new members (6) and initiatives to help raise awareness and interest are welcomed.
* Representatives from the PPT will speak at Masses across the weekend of 19-20th to share our purpose and raise interest- bullet point summaries will be agreed at the next PPT- again come prepared with ideas.
  + JG will speak at 6pm Mass
  + AR will speak at 9.30am Mass
  + KS will speak at 11.00am Mass.
* Potential new members have been identified as we aim to represent our Parish in terms of age, gender and both Churches.

1. **Newsletter Update**

* We have identified a new template we believe we would like to progress.
* Precise content has yet to be decided but Fr Steven and RS will look to protype the new format with existing content and we can build from there.
* Initial suggestions for new content included inviting each Parish Group to write a feature (rotated) and also to include a Prayer for the Week.

1. **AOB**

* Nicole McNoughton and Chris Duffin have agreed to co-ordinate Christingle on Sunday 11th December 3.30-4.30pm. The event will be smaller in scale, with less activity but more “social space”. AR, CB and HS have provisionally agreed to help with set up. We will need to confirm volunteers at the next meeting.
* Initial meetings for the Sacramental Programme are scheduled for 1st November at St Michaels and 3rd November at St Bernadettes- although this may be moved to 9th November. The Welcome to the Sacramental Programme will be held at 9.30am and 11am Masses on the weekend of 12-13th November.
* The creation of a “Warm Bank” facility will be discussed at the next meeting.

**Next Meeting**

* Thursday 17th November at St Bernadette’s 7.30pm