

# Parish Pastoral Team – Minutes

Thursday 25<sup>th</sup> September 2025 7:30pm, St.

Bernadette's

| Agenda Items                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                               |
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| 1. Prayer                                                                                                                    | Meeting was opened with a prayer                                                                                                                                                                                                                                                                                                                                                              |
| 2. Apologies                                                                                                                 | Roxanne<br><br>Edward<br><br>Chiara                                                                                                                                                                                                                                                                                                                                                           |
| 3. Approval of June minutes                                                                                                  | All – 5 minutes                                                                                                                                                                                                                                                                                                                                                                               |
| 4. <u>Matters Arising</u> <ul style="list-style-type: none"><li>Reflection on Mass for the Sick and Silver Jubilee</li></ul> | All – 10 minutes <ul style="list-style-type: none"><li>Father's Silver Jubilee was a wonderful celebration and attendance was great. Father Steven, Parish and the visiting clergy thoroughly enjoyed the celebration.</li><li>Mass for the Sick was beautiful and well attended. Supported by the IMPACT group- next year consider refreshments for the children.</li></ul>                  |
| <ul style="list-style-type: none"><li>Jewish Congregation at Hillock</li></ul>                                               | Father Steven- 5 minutes <ul style="list-style-type: none"><li>Father Steven has been invited to a service on November 8<sup>th</sup> at the Synagogue. There will also be a meeting with the synagogue committee, during which Father Steven can use this opportunity to build relationships for a possible visit later in the year. This is to be revisited at a further meeting.</li></ul> |
| <ul style="list-style-type: none"><li>Website, Facebook page and Booklet</li></ul>                                           |                                                                                                                                                                                                                                                                                                                                                                                               |

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|  | <p>All – 10 minutes (including RM feedback from Sean Thorpe)</p> <ul style="list-style-type: none"> <li>• The new website is now live and the new parish booklet is proving popular, with several copies already distributed.</li> <li>• Grace has dedicated considerable time to supporting these initiatives and the Parish Team thanked her.</li> <li>• Newsletter links have been added to the website.</li> <li>• It was suggested to advertise the new website in the parish newsletter to increase awareness.</li> <li>• The booklet should also be promoted in the newsletter, emphasizing that it is free.</li> <li>• Grace and Rachael have volunteered to continue updating the website. The newsletter will be sent to both, as they both have website access.</li> <li>• Regarding the parish database form, options include using a Google Form with an associated privacy policy. It's necessary to confirm if there is a Data Protection Officer and clarify how the parish should securely store this information. Father Steven will gather information on recommended data storage procedures, and this topic will be revisited. Guidance from the diocese on collecting data via</li> </ul> |
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|                                                  | <p>Google Forms or the website is also needed.</p> <ul style="list-style-type: none"> <li>• Discussion about the Facebook presence is ongoing: should the parish maintain both a Facebook page and a Facebook group? A phased transition towards having a single Facebook page was proposed. The Facebook page should be advertised in the newsletter. Further discussion with Sean will continue and be brought back to the agenda.</li> <li>• Grace will draft a paragraph for the newsletter to advertise the website, Facebook page and booklets.</li> <li>• This topic will remain on the agenda for future meetings.</li> </ul> |
| <b>5. Confirmation 28<sup>th</sup> September</b> | <p>All – 10 minutes</p> <ul style="list-style-type: none"> <li>• Confirmation service will take place on 28/9/25 @2pm, 26 attendees from Whitefield and 11 from Radcliffe are expected. The parish team will be on hand to support, as the Bishop will be visiting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| <b>6. AOB</b>                                    | <ul style="list-style-type: none"> <li>• Rachael has decided to step down from the Parish team. We sincerely thank her for her dedicated service to the Parish Team and community.</li> <li>• The group also discussed the use of the parish facilities for children's parties, including considerations around cleaning, revenue, and volunteer support. At presents children's parties cannot be facilitated for a number of reasons.</li> </ul>                                                                                                                                                                                    |

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| <b>7. Date and venue of next meeting (&amp; YCW)</b> | Thursday 16 <sup>th</sup> October IMPACT group @ 6:30pm followed by Parish Team @ 7:30 pm |
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