

**Minutes of the Poole Unit Steering Group
Held at St Joseph's Sacristy, 12th April 2010**

Present:

Nigel Waite (Chair), Father Keith Collins, Father Barry Hallett, Father Mark Skelton, Reg Grimston, Cecilia Grimston, Chris Turner, Phil Willis, Sue Fernley and Dorothy Brant.

Apologies: Father Peter Webb, and Mary Rafferty.

Father Barry opened the meeting with a prayer.

Action

1 Matters Arising from meeting of 11 March 2010 which are not on the Agenda

1.1 Mary has sent an email highlighting errors in the 11 March minutes:

- (a) The new finance package is OPAS not OPUS.
- (b) Under Item 2.1 – Mandate. Mary does not think the abstentions were because they could not understand the benefits of working together, rather that they could not understand what the PUSG was actually doing.

2 Signing of Mandate

- 2.1 Our Lady of Fatima – Father Peter signed the mandate at a Sunday mass.
- 2.2 St Anthony's – the mandate was signed by Father Keith and Philomena at the 5:30 Saturday mass and by Dorothy at the 10:00am Sunday mass. Philomena and Dorothy were available after their masses for questions and further discussion. St Anthony's signed mandate was passed to Father Barry.
- 2.3 St Joseph's - Father Barry said he would sign the Mandate at mass this coming Sunday and he will pass it to Father Mark for signature. Fr Barry
- 2.4 The mandate has not yet been signed at St Mary's. Fr Mark

3 Draft Development Plan

3.1 General

(a) It would be appreciated if the Champions would submit their reports to Reg for inclusion in the draft Development Plan in Word (rather than Excel) as the document is a word document. Champions

(b) Considerable debate took place on the wording in the Draft Plan on point 7. Point 7.1 says 'consider the possibility of a 'joint' Administrative Team, Finance Committee' etc and point 7.2 says the Working Groups are free to determine their own brief, bearing in mind the Unit Principle. It was felt that more guidance should be given somewhere in point 7 as to the terms of reference of the Working Groups. We aren't only looking at 'joint' teams, we should consider what services and activities are carried out within the existing separate groups. Who is responsible for the activities, what is the purpose of the activities etc. We were reminded that although the working group may define a new procedure, it is not a 'done deal'. The Working Groups are to discern a way forward and **advise**. During the discussion it was highlighted that the Mandate refers to the possibility of 'Joint' teams and groups. Unable to agree, the draft Development Plan was left unaltered within point 7.

3.2 Sacramental Preparation

- (a) Father Peter has emailed details relating to Sacramental Preparation for inclusion in the draft plan, but these were received too late for this meeting so will be included in the next version ready for the meeting on the 15th May. Reg
- (b) Father Peter also mentioned that Lynne Condon, a parishioner of St Mary's, had kindly offered to help with the work on Sacramental Preparation. The PUSG would be very happy for Lynne to attend our meetings, and Father Peter should invite her to attend on 15th May if she is available. Fr Peter

3.3 Administration Group

(a) The results to date of the working party are described in the draft plan. Cecilia mentioned that she has enlisted the help of Ana. The next meeting of the Secretaries will be on 11 May and at this they will be doing a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).

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- (b) Cecilia stressed that she doesn't know what the outcome of the Secretaries meeting will be but she and Ana will try to analyse it and there may or may not be a need for change.
- (c) General discussion took place on the advantages of a joint website (providing it is kept up-to-date.) The Portsmouth Diocesan website which has links to all the parishes, was referred to as an excellent example.

3.4 Financial Resources

Unfortunately because she has been away Sue has been unable to convene a meeting of the appropriate people for her group. She agreed she would endeavour to have a meeting before the 15 May and if she found she was unable to do so she would meet with the people individually.

Sue

3.5 Asset Management Group

(a) The results of the Asset Management working party meeting are described in the Draft Development Plan. In summary the Unit Parishes' assets are in good order and all parishes are financially sound. To introduce a Unit Premises group to coordinate Cleaners, Handymen, Gardeners, Caretakers etc would introduce an additional layer of management.

(b) The Steering Group thought it would be useful to understand what the running/maintenance costs of the various parishes are.

Reg

3.6 Governance

As mentioned at the last meeting Peter Moody is happy to chair a working party on Safeguarding. It was stressed how important it is that the first meeting takes place soon ie before 15 May so the results can be reported at that meeting. (St Mary's has lost three Safeguarding people but four new people have been found.)

Fr Mark

3.7 Mass Times

Father Peter was unable to attend the meeting

3.8 Organisations

The results of Phil's efforts to date are detailed in the Draft Plan. Phil still requires a volunteer from St Joseph's, St Mary's and Our Lady of Fatima's to assist in collecting and co-ordinating information from their parish prior to publishing details of the Organisations available within parish and cross parish.

St Josephs/
St Marys/
OLF

3.9 Outreach Activities

When trying to identify the key areas for Outreach Activities the only existing activity which readily came to mind was Churches Together. The Steering Group therefore decided to remove Outreach Activities from the Scope of our activities.

Dev Plan

4 Sections missing from Development Plan

4.1 Ministries

Cecilia presented us with a paper listing the 30 ministries analysed under various headings. After discussion we decided we could manage without a separate Champion for Ministries as the various ministries could be handled as follows:

Dev Plan

(a) The sacramental ministries are *Baptism, Confirmation, First Holy Communion Preparation, Funeral Preparation, Marriage Preparation and RCIA*. The Group thought these ministries logically fall within the scope of Sacramental Preparation and should be championed by Father Peter.

Fr Peter

(b) The ministries which the Group class as Laity Ministries Within the Church are *Altar Linen, Children's Liturgy, Choir, Church Cleaning, Extraordinary Ministers of HC, Flowers, Musicians, Offertory Collectors, Readers, Sacristans, Servers (Altar), and Welcomers*. It was decided that these ministries were from within the laity of the individual parish and although there may be benefits from working together (ie cross fertilisation of ideas) we would leave this in abeyance at the moment, as it was thought there would be very little opportunity to make changes.

(c) The third group was Church related Ministries: *After Mass Refreshments, Offertory Counters,*

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Repository Staff, and Liturgy Group. The comments on this group were similar to b) above, there would be very little opportunity to make changes so no Champion is required.

(d) The final few ministries would be handled as follows: *Fabrics /Premises Committee* will be included in Asset Management. *Finance Committee and Fund Raising* are part of Finance. *Hospital Visiting* could be included in Organisations. Of the named ministries in the questionnaire this just left *Pastoral Council, School Governors, Administrative/Office Help and Gardeners* and it was agreed that these will either be covered elsewhere or are outside the scope.

Reg
Sue
Phil

4.2 Contingency Plan

It was felt that Contingency Planning should be a section in the Draft Plan. This could show a number of different scenarios on how we would propose to provide the sacraments and pastoral care etc if we only had, say, two priests for the four existing parishes. The Bishop will obviously make any decisions but we should have some ideas on how we would like to operate if we had fewer priests. This subject will be discussed in more detail at the next meeting.

Agenda

As a reminder current mass times are:

Saturday vigil mass: 5.30pm St Anthony's

5.30pm St Joseph's

Sunday

8.00am Our Lady of Fatima

8.30am St Mary's

9.45am St Joseph's

10.00am St Anthony's

10.30am St Mary's

10.30am Our Lady of Fatima

5.30pm St Mary's

5 AOB

Would the Champions please submit 'short, sharp reports' to Reg, if possible by the 8th May so he can include them in the draft Plan and then issue the Draft Plan to the Group before the 15th.

Champions
→Reg
→PUSG

Next Meeting

Saturday, 15 May, 9.30am – 12.30pm at St Edwards School