

**Minutes of the Poole Unit Steering Group Meeting
Held at St Mary's, 7th June 2010**

Present:

Nigel Waite (Chair), Father Keith Collins, Father Peter Webb, Father Mark Skelton, Lynne Condon, Mary Rafferty, Chris Turner, Phil Willis, Reg Grimston, Sue Fernley and Dorothy Brant.

Apologies: Cecilia Grimston, and Father Barry Hallett,

Father Keith opened the meeting with a prayer.

Action

1 Matters Arising from meeting of 15th May 2010 which are not on the Agenda

1.1 Reg expressed concern that at the last meeting, which he had been unable to attend, we had decided not to consider the idea of a single church for the Poole community. It was explained that at this point we thought such an idea was too big a leap requiring too much effort and we had more immediate pressures on our time.

2 Update from the Priests' meeting re mass times

2.1 Father Barry had sent Nigel the minutes of the Priests meeting, however Nigel had been unable to open the document, so we received a verbal report from the three priest present.

2.2 The meeting was seen as important, wide ranging and beneficial but they did not make a decision to reduce the number of mass times on a Sunday morning. They felt they needed a reason to do this, rather than just doing it for the sake of doing it. They did decide to encourage clustering between St Anthony's and St Mary's and between Our Lady of Fatima and St Joseph's eg the priests will occasionally say mass in the other parish. Father Peter and Father Keith will talk further about reducing their number of masses.

Fr Keith/Fr Peter

2.3 It was also decided that, on the weekend of the Bishop's visitation in October/November it would be appropriate for each parish to have just one mass for that Sunday only. St Mary's will have two masses.

2.4 It was noted that the neighbouring Parish of the Holy Family (formerly the two parishes of St Bernadette's and Christ the King) have successfully changed their mass times. It was thought that in the future perhaps we should invite the Parish Priest and a lay person from the Parish of the Holy Family to one of our meetings to share their experiences.

Agenda

3 Planning re Bishop Christopher's Visitation

3.1 As Father Peter hoped to speak to the Bishop on Tuesday it was agreed he should try to get 1½ hours set aside in the Bishops diary, for the PUSG to meet with him during the Visitation. Ideally this would be 6:00pm on 16th October, whilst he is at St Anthony's.

Fr Peter

3.2 We thought the briefing should consist of a half hour presentation telling the Bishop about our processes, and the Development Plan. What the Development Plan consists of and where we have got to. Mentioning outstanding issues and challenges. This would leave an hour for the Bishop to discuss issues and advise us.

PUSG

4 Discussion on the Draft Development Plan

The Draft Development Plan itself has not been changed since the last meeting. It is hoped that the current outstanding documents will be incorporated into the Plan by the next meeting.

RG

4.1 Sacramental Preparation

Father Peter introduced Lynne to the meeting who will be helping to update the information on Sacramental Preparation.

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4.2 Administration Group

The working party had met earlier in the day, and they are still gathering information. Their next planned meeting is 11th July, when, as part of the SWOT analysis they will be discussing their strengths and weaknesses.

4.3 Financial Resources

- (a) Sue is hoping to have a meeting of the Financial Resources working group before the next meeting on the 8th July.
- (b) It was suggested that the working group should provide the PUSG with details of the cost of running the four separate locations ie an Income and Expenditure analysis for each location.
- (c) The PUSG also asked what number of parishioners (or percentage) used the Planned Giving envelopes or the direct debit scheme.
- (d) Our Lady of Fatima said that they are going to employ Eunice, (Administration, St Mary's) for a couple of hours a week to do the data entry for the new OPAS system.

Sue

4.4 Asset Management Group

The Asset Management working party have recently met. They will be providing Valuations and the cost of running the various premises.

4.5 Governance

It is hoped to convene a meeting shortly.

Fr Mark

4.6 Organisations

- (a) Phil provided the group with a document which gave relevant details of all the Organisations operating within the four parishes.
- (b) It was noticed that the Cafod Youth Group was missing, Sue will provide details. Also, the Young Adults Group is actually called INSPIRE. Sue will provide details of the leader of this group.
- (c) Discussion took place on how the proposed booklet should be organised. One suggestion being that it should have two sections, one showing organisations which relate to a single parish with a single contact which is currently offered on a cross parish basis eg Catenians, Marriage Care, Justice & Peace, Mother & Toddler and one where the organisation is in more than one parish. The more formal organisations in this group eg APF, KSC, SVP, Cafod could also have an introductory overview about their organisations (Who we are and What we do).

Sue

4.7 Youth Ministry

Another meeting of the Poole Youth Project is going to be organised shortly which will be across the four parishes and will involve the four Parish Priests.

Sue

5 Communication with Parishioners

It was felt we should try to communicate more effectively with our Parishioners.

- (a) Currently Dorothy writes an article about the work of the PUSG in the Poole4News, which is published quarterly. If necessary reference to this article could be made in the newsletter, so people would know where to look.
- (b) It was suggested that we make a few copies of the PUSG minutes available at the back of Church, All parishes and this fact should be publicised.

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(c) Father Keith then offered to investigate the possibility of the minutes being published on St Anthony's website making them available to anyone with internet access.

Fr Keith

6 AOB

(a) Following on from point 5(c) above, we had a lively discussion about what is available to anyone (eg a visitor to the area) 'Googling' Catholic Churches Poole looking for the location of a church and the times of mass. It was thought that we needed a 'Portal' that, maybe, would give basic information relating to our four parishes and point to our individual Parish websites, where available.

(b) It was felt that Internet access fell within the remit of the Administration working party and Reg Reg/Cecilia agreed to speak to Cecilia about this. The PUSG would, of course be consulted about the design and content of the Portal, and Father Keith said he thought Herman, who designed St Anthony's website, may be happy to set up the Portal. Father Keith will speak to Herman. It was also noted that Eunice is already tasked with populating St Mary's website.

Father
Keith

Next Meeting

Thursday, 8th July 2010 at Our Lady of Fatima 7:00pm to 9:00pm
Reg has kindly volunteered to Chair the meeting in Nigel's absence.