

Minutes of Joint Parish Life Group Meeting for Holy Rood & Our Lady & St James
held in Holy Rood Parish Room on 28th September 2022 @ 7.00pm

Present

Fr D Humphries, 8 Parishioners from Holy Rood, 5 Parishioners from Our Lady's

Apologies

Mrs Christine O'Sullivan, Dr John O'Sullivan, Mrs Liz Vigurs

The meeting opened with a prayer.

Minutes

This is the first joint Parish Meeting.

Matters arising

As there were no minutes there were no matters arising.

Health & Safety and Safeguarding

John O' Sullivan sent an H/S update for Holy Rood covering March 2020 - September 2022

Safety Toolbox Compliance Currently: No red flags:

**See attached Sheet

Sue K-D provided a health & safety report for Our Lady's covering March 2020- September 2022

Safety Toolbox Compliance Currently: No red flags:

**See attached Sheet

Defibrillator Training will take place on Saturday January 7th 2023 at Our Lady's, all welcome to attend.

Mrs Christine O'Sullivan sent a safeguarding report covering both parishes.

**See attached sheet

Fr Damian expressed his thanks on behalf of both parishes to John & Christine O'Sullivan for all their hard work.

Finance Report

Fr Damian presented a report on the situation regarding Mass Attendance & Collections

**See attached Sheet

Balance:

<u>Holy Rood</u>	Current Account: £50,832.64 As at 1 st September 2022	Deposit Account: -£183,21.39 As at 22 nd June 2022
<u>Our Lady's</u>	Current Account: £3,891.18 As at 1 st September 2022	Deposit Account: £104,004.95 As at 22 nd June 2022

Standing Order donations have increased across both parishes since the Pandemic.

Standing Order totals are printed each week on the weekly parish bulletin.

Syro Malabar Community are contributing towards the cost of the hall and for use of Holy Rood church.

Electricity & Gas prices are increasing threefold on October 1st 2022. Heating and lighting will be used only during services to keep costs down.

Louise Ward will give a presentation concerning Gift Aid & Planned Giving at Masses weekend of October 1st/2nd.

Priest & Staff Salaries are paid from Our Lady's account, half the costs are then repaid from Holy Rood.

Caretaker's salary is offset by the rent paid for accommodation.

The parishes' banking charges are very high, no help available from the government to defray any of the costs as the church is classed as a business.

Fabric

Holy Rood

The slates on the roof to be checked, also the flat roof of the Lady Chapel. A discussion took place in regard to future remedial work necessary to protect the structure of the church. There are many areas which need attention. The Lady chapel, youth room, the roof and flashing were the main areas of concern. It was agreed that the exterior issues of the building should be prioritised. Fr Damian & Mr Alan Fairbanks to consult the diocesan architect to discuss the work required.

Our Lady's

Contractors are being consulted to give quotations for necessary repairs or replacement of the flat roof .

Social

Holy Rood

Coffee mornings after 9:30am Sunday Mass have resumed and are proving successful. Mrs Sharon Clarke stated that she is seeking more volunteers to be added to the list of helpers.

A discussion took place in regard to having a Table Top Sale on the feast of Christ the King. Mrs Clarke to discuss future planning with Fr Damian.

Our Lady's

Fr Damian stated that the new Sanctuary Crucifix will be blessed during the summer months with a party to follow. (The donors of the crucifix and the ensuing party; Hedley & Eileen Slack. R.I.P.)

Catechesis / Pastoral Care & Liturgy

Holy Rood - First Holy Communion. 26 children have been enrolled for reception of their First Holy Communion.

Confirmation preparations take place across the Deanery. Confirmation is not due to take place this year.

R.C.I.A courses take place annually at Holy Rood. Baptism courses take place quarterly at Our Lady's.

Baptism Parents and Godparents to attend Sunday Mass on the first Sunday after they have completed the course to take part in an enrolment ceremony.

Baptism courses to take place on Sunday afternoons from January 2023

Mrs Christine O'Sullivan provided a report concerning Baptismal & R.C.I.A preparation courses

**See attached sheet

Holy Communion - The Bishops of England & Wales have not changed their instruction in regard to parishioners not being able to receive the precious blood from the chalice at this time. Communicants are encouraged to receive the Sacred Host in their hands, if they wish to receive on the tongue they must queue at the back of the Communion line to prevent risk of infection to other Communicants or to the Priest.

Home Communions - Our Lady's Ministers of the Eucharist visit 3 elderly communicants.

A.O.B

November & December

Holy Rood - Father Damian is looking for a volunteer to organise the November service for remembrance of the deceased of both parishes.

Novena of Masses for the dead will take place as usual during November in both parishes.

	<u>CHRISTMAS MASS TIMES</u>	
OUR LADY'S	Vigil Mass - 5:00pm	Saturday 24 th December
HOLY ROOD	Vigil Mass - 7:00pm	Saturday 24 th December
OUR LADY'S	Early Mass with Lauds - 7:30am	Sunday 25 th December
HOLY ROOD	Mass - 10:00am	Sunday 25 th December

Joint Parish Organist

The folk Group is regularly playing at the 9:30am Sunday Mass. Father Damian expressed his thanks to them all. The 11:00am Mass has no singing other than the Mass Ordinaries. The Vigil Mass at Our Lady's has 3 hymns led by Fr Damian. A Discussion took place about employing a new parish organist.

Father Damian agreed to advertise for new joint organist with specific job specification & negotiable salary.

HR Christmas Flowers

Mrs Sharon Clarke advised that her florist is retiring. Sharon has agreed to organise a new source. Several attendees offered to speak to other florists.

Dates of next Meetings: January 25th and April 26th 2023

Baptism preparation & RCIA

Baptism

Year	Zoom/F2F	Candidates
2020	5 x Zoom meetings	5
2021 (September)	F2F	2
2021 (November)	F2F	9
2022 (February)	F2F	2
2022 (February)	F2F	7
2022 (May)	F2F	6
2022 (August)	F2F	8
2022 (November)	F2F	5 (still open)

RCIA (7 week program)

Year	Applicants
January 2020	3 (all subsequently became full members of the church)
May 2021	2 (both subsequently became full members of the church)
October 2021	2 (both subsequently became full members of the church)
March 2022	Course advertised – no applicants
October 2022	Course advertised – no applicants to date

Christine O'Sullivan & Sue Kerr-Delworth

September 2022

Health & Safety

As a result of the Coronavirus pandemic, this report covers the period March 2020 to September 2022.

- 1 All parish policies up to date – next revision Jan. 2023. No significant changes other than introduction of a coronavirus policy (no longer active).
- 2 All government and Catholic Bishop's Conference of England and Wales advice/legislation relating to coronavirus measures, particularly in places of worship, complied with. Stewards recruited; website booking system implemented (with telephone support); "fogging" system purchased with full disinfection after every service; numbers limited at mass/weddings/funerals; compulsory social distancing on entering/leaving and whilst seated.
- 3 Gutter cleaning completed Monday 28th March. Safety Toolbox stipulates annual cleaning but discussions taking place with diocesan Property Manager to accept a 24 or 36 month schedule.
- 4 The following statutory checks have been maintained with the date of the latest check indicated:
 - a. Portable Appliance Test (PAT) – 11/08/2022 (replacement kettle; new dish washer; cooker removed)
 - b. Fire extinguisher annual check – 09/08/2022
 - c. Fire & intruder alarm 6-monthly check – 22/08/2022
 - d. Emergency lighting annual check – 11/08/2022
 - e. Gas boiler annual service (church & church hall) 24/05/2022

NB Weekly checks carried out on Emergency lighting and fire & intruder alarm (PL). Monthly check on fire extinguishers (PL).
- 5 Checks on flat roofs due March 2023 – seeking advice from diocesan property manager.
- 6 Safety Toolbox – up-to-date – no red flags.
- 7 Following an accident, anti-slip adhesive tape has been placed at the edge of all marble steps on the sanctuary. Advice provided to all those who access the sanctuary regarding suitable footwear.
- 8 Lighting to the Rood and area at the back of the altar improved. Electrician due to return soon to replace driver on sanctuary lighting (Lady Chapel side).

John O'Sullivan
September 2022

Health & Safety

The report for Our Lady's covers the same time period as Holy Rood i.e March 2020 to September 2022.

1. All parish policies up to date – next revision Jan. 2023. No significant changes other than introduction of a coronavirus policy (no longer active).
2. All government and Catholic Bishop's Conference of England and Wales advice/legislation relating to coronavirus measures, particularly in places of worship, complied with. Stewards recruited; website booking system implemented (with telephone support); "fogging" system purchased with full disinfection after every service; numbers limited at mass/weddings/funerals; compulsory social distancing on entering/leaving and whilst seated.
3. Gutter cleaning completed Monday 12th December 2021.
4. The following statutory checks have been maintained with the date of the latest check indicated:
 - a. Portable Appliance Test (PAT) – 11/08/2022 (No replacements necessary)
 - b. Fire extinguisher annual check – 12/08/2022
 - c. Fire & intruder alarm 6-monthly check – 26/04/2022
 - d. Emergency lighting annual check – 11/08/2022
 - e. Gas boiler annual service (church & church hall) 28/06/2022 Repairs carried out to the boiler in the Church)

NB Weekly checks carried out on Emergency lighting and fire rattle. Monthly check on fire extinguishers and full premises check as instructed by Fire Officer during his last visit.
5. Checks on flat roofs due March 2023 – seeking advice from diocesan property manager.
6. Safety Toolbox – up-to-date – no red flags.
7. Electrician due soon to discuss necessary changes to the lighting in the church; Some of the bulbs presently used in church cannot be replaced when they fail as they are no longer available.

Safeguarding report for Holy Rood and Our Lady & St James parishes

March 2020 to December 2020

- No activity in safeguarding as a result of the pandemic.
- All information required to be removed from noticeboards.
- No DBS renewals required in this time frame.
- All stewards given safeguarding awareness training.

January 2021 to December 2021

- In preparation for home visits and church activities resuming, DBS renewals (12 in total: 9 – HR; 3 - OL&SJ) were carried out in a covid safe manner.
- Zoom meetings were held with the Safeguarding staff at the Pastoral Centre and locally with the home visits coordinators and Fr. Damian to ensure a safe return to ministry
- Mandatory safeguarding training was introduced for volunteer positions requiring DBS checks.
- Online training has been made available for those who are prepared and able to access the modules.
- Face-to-face training was suspended.
- Deanery meetings for local safeguarding reps were conducted via zoom where concerns, advice and best practise were shared.

January 2022 to September 2022

- With one exception, all DBS renewals for this time frame have been completed (3-HR).
- We are still awaiting face-to-face training for volunteers to resume – Safeguarding Office to confirm schedule on resumption.
- The first face-to-face Deanery meeting was held in Holy Rood.
- Following a number of resignations, the number of volunteers requiring DBS checks post-pandemic is less than before the pandemic (Altar servers, home visitors) :

Holy Rood post-pandemic 6 resignations
OL&SJ post-pandemic 2 resignations

- Training and chaperoning facilitated for introduction of female altar servers.

Christine O’Sullivan
September 2022