

## Minutes of Joint Parish Life Group Meeting for Holy Rood & Our Lady & St James

Held in Holy Rood Parish Room on 25<sup>th</sup> January 2023 @ 7.00pm

### Present

Fr D Humphries, 9 Parishioners from Holy Rood, 3 Parishioners from Our Lady's

### Apologies

Mrs Christine O'Sullivan, Dr John O'Sullivan, Mr Peter Griffiths, Mrs Gillian Griffiths

The meeting opened with a prayer.

### Minutes

The minutes were read and passed as correct.

### Matters arising

There were no matters arising.

### HEALTH & SAFETY/SAFEGUARDING

John O' Sullivan sent an H/S update for Holy Rood covering October 2022 - January 2023

A discussion took place in regard to Counter Terrorism measures. Quotations for suggested work to be collected as soon as possible so that a bid can be submitted should H.M.Government funding become available.

#### **Safety Toolbox Compliance Currently: No red flags:**

**\*\*See attached report**

Sue K-D provided a health & safety report for Our Lady's covering October 2022- January 2023

#### **Safety Toolbox Compliance Currently: One red flag, being actioned by the Diocese.**

**\*\*See attached report**

### Safeguarding

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

Annual Safe Guarding Training Event to be held on Saturday 25<sup>th</sup> of March at St Joseph's Parish, Wath

**\*\*See attached sheet**

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

### FINANCE

<u>Holy Rood</u>	Current Account £41 ,095.70 As at 30 <sup>th</sup> December 2022	Deposit Account - <b>£183,021.39</b> As at 30 <sup>th</sup> December 2022
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<b><u>Our Lady's</u></b>	Current Account £8,097.48 As at 30 <sup>th</sup> December 2022	Deposit Account £104,045.95 As at 1 <sup>st</sup> September 2022
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Significant expenditure at Holy Rood since last meeting has included:

£20k paid from C/A against the parish debt

£6,674.20 for new presbytery boiler

£16,286 for 2022 Diocesan Assessment (an increase on £2.8k on 2021)

Electricity & Gas prices are increasing. The latest costs are shown below.

<b><u>Holy Rood</u></b>	<b>Oct - Nov</b>		<b><u>Our Lady &amp; St James</u></b>	<b>Oct -Nov</b>	
<b><u>ELECTRICITY</u></b>	<b>£425.40</b>	Church	<b><u>ELECTRICITY</u></b>	<b>£132.62</b>	Church
	<b>£132.72</b>	House		<b>£155.43</b>	House
	<b>£372.57</b>	Hall			
<b><u>GAS</u></b>	<b>£3106.10</b>	Church	<b><u>GAS</u></b>	<b>£1,171.09</b>	Church
	<b>£569.36</b>	House*		<b>£1,128.75</b>	House
	<b>£2029.51</b>	Hall**			

*\*effectively one month's charges due to no operational boiler for one month*

*\*\*no timer on Hall boiler - one to be fitted as soon as possible*

V.A.T payable on Gas and electricity is charged at 5%

Heating and lighting in both churches will remain unchanged at this time. Increased costs to be met from parish savings as far as possible. It would be unfair to expect parishioners to contribute more towards church heating/lighting when they themselves are facing rising costs rises at home.

## **Planned Giving**

**\*\* See attached report**

Bank charges are high - c£100 per month at Holy Rood, c£50 per month at Our Lady & St James.

Fr Damian looked into the viability of using 'cashless giving ' as an alternative way of donating to the Parishes , however the scheme would not be cost effective for either church.

Fr Damian also stated that there will be no major building work undertaken at either church in the foreseeable future due to the spiralling energy costs.

## **FABRIC**

**Holy Rood** - The Lady Chapel roof has been repaired. The carpet on the the Altar Rail and steps is to be replaced with the same colour carpet. The Brass rods have been removed to be re-polished. The Diocesan Architect will visit to assess any possible work needed to the flashing.

**Our Lady's** - Two down pipes have been repaired, a slipped tile has been replaced and some pointing to the wall on the drive will be undertaken.

## **SOCIAL**

Mrs Sharon Clarke agreed to organise a joint event involving Holy Rood and Our Lady's to coincide with the King's Coronation,

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

## **CATECHESIS/PASTORAL CARE**

First Holy Communion candidates from both parishes will make their First Confession on 8<sup>th</sup> February.

**Confirmation** - Fr Declan will be organising a course of preparation for Confirmation candidates to take place across the Deanery.

**R.C.I.A** - The last course finished in November, resulting in one reception and one confirmation taking place, with other candidates possibly being received into the church in the future.

**Baptism** - The next Baptism course will be in February at Our Lady's. Parents and Godparents to attend Sunday Mass on the First Sunday of Lent, after they have completed the course, to take part in an enrolment ceremony.

**Sacrament of the Sick** - Fr Damian stated that, if the covid infection numbers allow, communal Sacrament of the sick will restart in Holy Rood after Easter on the first Friday of every month.

## **A.O.B**

### **Parish Pastoral Plan**

Fr Damian stated that there is no pastoral plan in either Parish at this time nor is there one in the Diocese. This doesn't mean that one cannot be developed. A discussion took place in relation to the content of such a plan. Fr Damian outlined a number of caveats with regards to parishioners developing a plan for our two parishes, namely it cannot be binding on a new parish priest should one be appointed and it must cover both parishes and foster collaboration between them. He invited anyone present, if they wished to work on a pastoral plan. They were requested to report back to the next Joint Parish Life Group meeting.

Fr Damian opened the consultation process required by Canon Law regarding the future amalgamation of our two parishes by outlining the benefits to each parish, the work undertaken so far towards this goal and the next steps. Fr Damian stated that there is precedence for this approach both within our own Deanery and wider Diocesan landscape. Fr Damian will report back to the Parish Life Group on his consultations with Bishop Ralph, the Diocesan Chancellor and the Council of Priests.

### **Joint Parish Organist**

There has been no response from the adverts placed by Fr Damian for the role of Parish Organist. Fr Damian expressed his encouragement and thanks to all those in the Folk Group, and encouraged all parishioners to do the same.

### Lent & Easter 2023

Lenten Reflections - There will be an opportunity to take part in Lenten Reflections in both Parishes.

<b>HOLY ROOD</b>		<b>OUR LADY'S</b>
<b>FRIDAY</b>		<b>THURSDAY</b>
3rd March @ 10:45 am		23rd February @ 10:45am
17th March @10:45		9th March @ 10:45am
31st March @ 10:45		23rd March @ 10:45am

MASS on Ash Wednesday - will be at 10:00am at Holy Rood and at 7:00pm at Our Lady's.

Stations of the Cross - will be after Mass at Our Lady's on Mondays throughout Lent. At Holy Rood they will be after Mass at Holy Rood on Wednesdays throughout Lent.

The Syro Malabar community have been invited to have Stations at 11am on Friday mornings during Lent at Holy Rood.

### Holy Week

Stations of the Cross will be on Monday, Tuesday and Wednesday at 12:00 noon at Holy Rood

Stations of the Cross will be on Monday and Wednesday at 10:30am at Our Lady's

Good Friday Stations of the Cross will be at 10:30am in Holy Rood for both parishes.

<b><u>HOLY WEEK SERVICE TIMES</u></b>		
<b><u>TRIDUUM</u></b>		
<b>HOLY ROOD</b>	<b>Maundy Thursday at 7:00pm</b>	<b>Thursday 6<sup>th</sup> April</b>
<b>HOLY ROOD</b>	<b>Good Friday at 3:00pm</b>	<b>Friday 7<sup>th</sup> April</b>
<b>HOLY ROOD</b>	<b>Holy Saturday at 8:00pm</b>	<b>Saturday 8<sup>th</sup> April</b>
<b><u>EASTER SUNDAY</u></b>		
<b>OUR LADY'S</b>	<b>Mass with Lauds at 7:30am</b>	<b>Sunday 9<sup>th</sup> April</b>
<b>HOLY ROOD</b>	<b>Mass at 10:00am</b>	<b>Sunday 9<sup>th</sup> April</b>

### Readers

Fr Damian to liaise with Mr Stephen Parker to arrange a Readers' Session for all readers from both Parishes during Lent.

### Easter Flowers

Mrs Sharon Clarke to action. Donations may be made to help affray the cost of the flowers.

**Dates of next Meeting: April 26th 2023**

The Meeting closed with a prayer.

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

January 2022 to December 2022

- With one exception, all DBS renewals for this time frame have been completed.
- 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.
- The annual Safeguarding Training Event will be held on Saturday March 25<sup>th</sup> at St. Joseph's parish, Wath. Further information regarding topics to be included will be available shortly.
- 7 DBS renewals are scheduled for 2023.
- The Safe Recruitment Process for new volunteers working with children or vulnerable adults has been expanded by the regulatory body and consideration should be given to the possible additional time which may be required to obtain clearance.
- Records are kept by the diocese of the approved roles of each volunteer. Coordinators should ensure that where volunteer roles are changed, expanded or resigned from the local safeguarding rep. is informed, allowing parish and diocesan records to be updated.

Christine O'Sullivan January 2023

## H&S report

- 1 All parish H&S policies and procedures revised, updated and approved – 21 in total.
- 2 All statutory checks due in 2022 were completed satisfactorily – see previous report. These continue on a rolling annual program with the exception of the fire and intruder alarm which is serviced every 6 months.
- 3 The following additional checks are scheduled as detailed:

Electrical System Condition Report (5 year) (a) church – 15/05/2024, (b) presbytery – 07/06/2024, (c) hall – 15/05/2024;

**Water Hygiene Checklist (domestic property) – 02/06/2023;**

**Asbestos Monitoring Record** (a) church 02/08/2024, (b) presbytery – 02/08/2024, (c) **hall – 05/06/2023;**

Asbestos Risk assessment – 29/12/2024;

Building Checklist (parish hall) - 24/04/2024;

Energy Performance Certificate (presbytery) 22/06/2025;

In-house Building and Repair Work Risk Assessment – 24/04/2024;

**Lightning Protection Test and Inspection Certificate – 04/09/2023;**

**Flat Roof Checks (a) church 31/03/2023,** (b) presbytery 09/08/2025; (c) hall – 01/07/2024;

**Gutter Checks\*\* (a) church - 28/03/2023, (b) presbytery – 28/03/2023, (c) hall – 28/03/2023;**

**General Work Equipment Risk assessment – 17/11/2023;**

**Office Workplace Risk assessment – 28/01/2023.**

\*\* Extensive cleaning of all gutters took place on 28/03/2022 and a revised schedule/scheme to be discussed with the Diocesan Property Manager.
- 4 Safety Toolbox up-to-date: no red flags.
- 5 Driver on sanctuary lighting replaced (Lady Chapel side).

John O'Sullivan

January 2023

OUR LADY'S

Health & Safety Report

January 25<sup>th</sup> 2023

The report for Our Lady's covers the same time period as Holy Rood  
i.e September 2022 - January 2023

1. All parish health & safety policies and procedures have been revised updated and approved - 19 in total.
2. The 2022 statutory checks have been completed satisfactorily.
3. All statutory checks (as listed in the last H&S report) continue on a rolling programme, the fire alarm checks and certificate are undertaken every six months.
4. The fixed Wire testing for the presbytery has been completed November 2022.
5. Defibrillator and Basic First Aid Training took place on January 4<sup>th</sup> 2023 in Our Lady's Hall. 7 people attended 5 of whom are Fire Marshalls and 2 are reserve Fire Marshalls.
6. The gutter cleaning and checks completed 5/01/2023
7. The following checks are scheduled as detailed.
  - a. Fixed Wire Testing due in April 2023. The Diocese are actioning this check.
  - b. Fire & intruder alarm 6-monthly check – 13/06/2023
  - c. Fire extinguisher annual check – 9/08/2023
  - d. Lightning Protection Test and certification 04/09/2023
  - e. The flat roof check due March 2023 – The diocesan property manager has inspected the flat roof and is actioning any necessary work to be undertaken.
8. Safety Toolbox – One red flag. The Diocese are currently resolving this.