

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

**Held in Holy Rood Presbytery on 11<sup>th</sup> September 2024 @ 7.00pm**

## **Present**

Fr D Humphries, Deacon Paul Green, 13 Parishioners from Holy Rood, 2 Parishioners from Our Lady's

## **Apologies**

Mr Peter & Mrs Gillian Griffiths, Mr John O'Sullivan, Mrs Alison Bluett. Mrs Liz Vigurs

Deacon Paul opened the meeting with a prayer.

## **Minutes**

The minutes were read and passed.

## **Matters arising**

Fr Damian stated that Mrs Rosemary Ward had retired and that Mrs Angela Bamforth is replacing her. Her allocated weekly hours are 4½ for Holy Rood and 2½ for Our Lady & St James.

Appointed safeguarding representatives are Mrs Emily Vickers for Holy Rood and Mrs Sarah Redhead for Our Lady & St James. This information will be updated on the web-site. Mrs Vickers & Mrs Redhead and Deacon Paul Green attended the recent Annual Diocesan Safeguarding meeting.

The Sacrament of Confirmation was celebrated in Holy Rood Church on June 12<sup>th</sup>. Father Damian expressed his thanks to Deacon Paul and Lee Redhead for all their work in preparing the candidates.

Father Damian also stated that Barnsley Youth Choir had been advised that refreshments can not be served in the church.

## **AGENDA ITEMS**

### **HEALTH & SAFETY/SAFEGUARDING**

#### **Holy Rood Health & Safety covering April 2024 - September 2024**

Mrs Angela Bamforth has been appointed as the new Health & Safety Representative from 1<sup>st</sup> August.

#### **Safety Tool Box Compliance - Currently 4 Red Flags**

The four red flags relate to Flat Roof and Gutter checks. The drone inspections have been cancelled twice due to high winds. All visible debris is being removed prior to the next inspection which should take place, weather permitting, on 14<sup>th</sup> September.

The Lady Chapel Roof is still leaking despite work being carried out.

Emergency Lighting - Mr John Whitmore booked to carry out the emergency lighting test in early October.

P.A.T - The Diocesan engineer has been booked to carry out the test on October 11<sup>th</sup>

Prams - A discussion took place in regard to the continuing issue of prams being parked in the side aisles.

It was agreed to put a notice in the bulletin advising against leaving prams/pushchairs in the aisles.

A notice has been put in the bulletin regarding the safe use of kneelers in both churches.

An additional votive candle stand has been installed. Permanent safety notices will be placed alongside each candle stand.

Car Park Notice - A sign stating 'No responsibility' to be arranged concerning the use of the car park.

CHURCH HALL A review will be carried out concerning the Church Hall Food Hygiene policy & any training needed will be carried out, the review will also cover terms conditions for hiring the hall for Parish events.

**\*\*See attached report - for a more detailed update**

## Our Lady's Health & Safety covering January 2024 - April 2024

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

Mr Andrew Ridgeway has installed safety rails for the Bell Tower steps. The rails match all the exterior iron furnishings and provides a safer exit for the congregation in the event of an emergency.

Fire risk assessments for the church and meeting room have been carried out by the Diocese.

An update to the Lightning conductor has been recommended by W E Harrison who carried out a recent inspection. A date for the work to be undertaken will be arranged shortly.

PAT testing has been booked for 11<sup>th</sup> October.

The Emergency Lighting test will be carried out at the beginning of October. Date to be verified.

**\*\*See attached report** - for a more detailed update

### Safeguarding

Mrs Emily Vickers stated that 5 DBS checks had been completed for Holy Rood Parish and that a further 5 will be carried out shortly. Emily also stated that she and Mrs Sarah Redhead and Deacon Paul had attended the recent safeguarding A.G.M.

Mrs Sarah Redhead stated that all DBS checks for Our Lady's are up to date.

### FINANCE

**Quarterly Planned Giving figures** for both churches are available on attached report.

<b><u>Holy Rood</u></b>	Current Account <b>£31,351.70</b> As at 1 <sup>st</sup> September 2024	Deposit Account <b>-£142381.43</b> As at 1 <sup>st</sup> September 2024
<b><u>Our Lady's</u></b>	Current Account <b>£1,514.41</b> As at 1 <sup>st</sup> September 2024	Deposit Account <b>£123,751.15</b> As at 1 <sup>st</sup> September 2024

Father Damian stated that the re-charge cheque has been deposited into Our Lady's account from Holy Rood. Fr Damian also said that Holy Rood Church Hall will be undergoing a review to cover all aspects of hiring the hall, including a risk assessment. A new price structure will be implemented when the review and any necessary changes have been made.

<b>HOLY ROOD CHURCH HALL</b>	<b>HOURLY HIRING COSTS</b>
<b>HALL</b>	<b>£20.00</b>
<b>MEETING ROOM</b>	<b>£12.00</b>
<b>MEETING HALL &amp; MEETING ROOM</b>	<b>£25.00</b>
<b>KITCHEN</b>	<b>£5.00 an hour extra</b>
<b>HALL &amp; KITCHEN &amp; MEETING ROOM</b>	<b>£30.00</b>

Registered permanent users of the hall will be charged the discounted rate of £17.50 per hour.

There will be no charge for parish groups who hire the hall.

Father Damian said that heating the church is extremely expensive.

## **FABRIC**

**Holy Rood** - The redecorating of the church doors has been completed. The internal doors to be inspected and assessed for possible repainting.

The plans for the Portico have been resubmitted, but not yet approved by the council.

The car park has been improved and anti-social behaviour has decreased. Moss continues to be a problem in the car park, moss killer will be applied. There is graffiti on the step by the main doors.

**Our Lady's** - Fr Damian said that safety hand rails have been fitted on the bell tower door steps. Lighting Protection improvements to be made in the near future. A gardener is being sought, as the present gardener has not worked on the garden for some weeks.

**Holy Rood & Our Lady's** - Quinquennial Inspection will take place shortly at a cost of £3-4,000.

## **SOCIAL**

### **Holy Rood -**

Sharon Clarke said that hopefully the kitchen would be back in use for the Diocesan Missio Mass refreshments on September 21<sup>st</sup>. Fr Damian expressed thanks to Sharon and Angela for all their hard work in cleaning the hall ready for possible future use.

A McMillan coffee morning will take place on October 6<sup>th</sup>, subject to all the recommendations of the upcoming review having been completed.

An evening event featuring information about John Gregson organised by John Gregson will take place on 11<sup>th</sup> of October.

A table top sale is being arranged for 24<sup>th</sup> of November 2024 (The Feast of Christ the King)

Fr Damian stated that Oliver Bullock will lead the music at the 11.00am Mass on December 1<sup>st</sup> ( 1st Sunday of Advent) A possible evening concert may also be arranged for that date.

Deacon Paul stated that Ruth Lisko, a popular local singer, has offered to sing at church. Deacon Paul to follow up and make any necessary arrangements.

Jubilee 2025 - An Altar Servers' Mass will take place on September 20<sup>th</sup> 2025 at 10:30am

Jubilee Booklets will be available at the end of September.

Sharon agreed to look into the possibility of holding a Beer Festival.

**Our Lady's** - A very successful summer event took place after Mass on July 27<sup>th</sup> 2024. Similar events may take place in the future.

## **CATECHESIS/PASTORAL CARE**

Father Damian said that new Lectionaries have been ordered for use from the beginning of Advent. He thanked those who have donated very generously towards the costs of the new books.

Readers will be given copies of the new Mass sheets so that they can familiarise themselves with the format of the readings etc. A sample copy of the new Mass sheets was provided for the meeting.

The Magnificat will also be updated with the new wording for the Liturgy of the Mass.

**First Holy Communion.** There are 19 candidates registered and they have received their cards for signing at the Mass they attend. First Confession will take place on February 12<sup>th</sup> 2025 and First Holy Communion will be celebrated on June 21<sup>st</sup> 2025. Four of the candidates are from Holy Rood School. Enrolment to follow shortly.

**May Procession** - A May Procession will take place at Holy Rood on Sunday May 4<sup>th</sup> 2025.

**Children's Liturgy** - Sharon Clarke said that Children's Liturgy at 11:00am Mass continues to be generally well attended. Advent planning is underway. Sharon thanked those who help out including Nayomi Nareshkumar Mrs Sharon Furtado who is undergoing her DBS check. Mrs Sue K-D has a DBS certificate and Mrs Angela Bamforth who offered to cover as and when necessary. The children enjoy their special Liturgy.

**Confirmation** - The new Confirmation course will begin in February. Fr Damian thanked Deacon Paul and Lee Redhead for their work in preparing the candidates. The Deacon also stated that he organises assemblies in Holy Rood School.

**R.C.I.A** - The new course will begin on Wednesday October 16<sup>th</sup> Four people are registered to attend. Deacon Paul and Lee redhead will lead the sessions. Fr Damian thanked them for their work.

**Sick and Housebound** -Sick and housebound visits for Holy Rood to be organised by Deacon Paul, Mrs Emily Vickers, Mrs Emma Green, and Mrs Alison Bluett. Mrs Sue K-D to help with arrangements for Our Lady & St James when required.

**Baptism** - Mrs Christine O’Sullivan said that the course continues to be well received. The next Baptism course will be on Sunday 17<sup>th</sup> November 2024, future courses will be on 23<sup>rd</sup> February 2025 and 18<sup>th</sup> May 2025.

**November Memorial Service** - Fr Damian said he hoped that, as in previous years, Holy Rood will hold a Deanery Memorial/Commemoration service . Mrs Emma Green, and Mrs Angela Bamforth agreed to consult with Mrs Alison Bluett to hopefully coordinate the service, which would include readings and music.

#### **A.O.B**

**Parish Consultation** - The Bishop’s response to all the consultations which have taken place will be made public by the end of September.

**Fr Peter CM** will be moving shortly to pastures new. Fr Stephen Ssekiwunga will replace Fr Peter at Cudworth, Darton and Athersley South. He will also be the Hospital Chaplain, there will be no Hospital Mass until Father S Stephen is in post.

### **Christmas Mass Times**

<b>Our Lady &amp; St James</b>	<b>Christmas Eve</b>	<b>5:00pm</b>
<b>Holy Rood</b>	<b>Christmas Eve</b>	<b>7:00pm</b>
<b>Our Lady &amp; St James</b>	<b>Christmas Day</b>	<b>7:30am</b>
<b>Holy Rood</b>	<b>Christmas Day</b>	<b>10:00am</b>
<b>Holy Rood</b>	<b>Boxing Day</b>	<b>10:00am</b> <b>Altar Servers’ Mass</b>

**Parish Bulletin** - A discussion took place about the cost and time involved in producing a weekly bulletin. It was agreed to address this issue further at the next meeting.

**Volunteers** - Fr Damian stated there will be an appeal for volunteers to come forward for various roles within the parishes, ie Welcomers, Tea & Coffee providers, Collection Cashiers, Cleaners, Readers, Collectors at Mass.

**Dates of Next Meetings: 15<sup>th</sup> January 2025, 30<sup>th</sup> April 2025, 10<sup>th</sup> September 2025**