**Our Lady and All Saints Parbold**

**Minutes of the Parish Meeting**

**held in the**

**Church Meeting Room**

**7pm Wednesday 20 November 2019**

**Present:**

Father Michael Thompson (Parish Priest)

Retired Deacon David Bennett

Stephen Marston

Ged Tromp

Joan Trevelyan

Sue Mellor

Jim Mellor

Sue McCluskey

Janet Decamp

Tony Charnock

Celia Charnock

Dot Snead

Jonathon Snead

Richard Charnock

Clare Cook

Gabrielle Hardman

Jean Robinson

Ian Robinson

Lorraine Cook

Jane Singh

Caroline Marston

1. Former Chair of Parish Pastoral Advisory Group, Stephen Marston welcomed all present to the Meeting and Opening Prayer said by Fr Michael.

2. Roll Call: Sheila Ward and Julie Tromp sent apologies.

3. According to Cannon Law, a Council is consultative – priest and people together. The group will be known as a Parish Council. Its purpose will be to support the Parish Priest and provide for the formation of parishioners.

4. Stephen Marston was proposed for the position of Chair by Sue Mellor and seconded by Joan Trevelyan. He accepted. Jane Singh was proposed as Vice Chair by Ged Tromp and seconded by Stephen Marston. She accepted.

5. Discussion around the proposed structure, membership and vision of the Parish Council and the Ampleforth Trusteeship. It was clarified that Ampleforth Abbey Trustees still have legal and financial responsibilities for the Parish, whilst Archdiocese of Liverpool have pastoral responsibility.

**Action: Richard Charnock to propose a Parish Vision at the next Meeting.**

Regarding structure and membership, it was proposed that the Council consist of representatives of the Parish Groups.

**Action: attendees to suggest such representatives to the Chair over the next few weeks.**

5a. Fr Michael proposed that a Finance section be included within the Parish Council, rather than being a separate Body.

**Action: Stephen Marston to contact former Finance Committee members to recruit a volunteer(s) to represent finance on the Parish Council.**

Clarity of procedures regarding large capital expenditure was requested and it was confirmed that the Ampleforth system will continue for the present time.

6. Thanks was expressed to Helen Jones for 12 years’ service as Parish Secretary.

**Action: Caroline Marston to place an item in the Parish Newsletter and purchase a gift for Helen**

7. Agreed that the Parish Council should have a presentative from Our Lady and All Saints School.

**Action: Clare Cook to liaise with Head teacher.**

8. A request to have a Eucharistic Service at OLAS on a Monday when there was no Mass available in either Our Lady and All Saints or St Richard’s Parishes was agreed by Fr Michael *in principle*. However, he would prefer parishioners attended a Mass in another Parish in the Pastoral Area instead.

**Action: Caroline Marston to put times of Masses held on a Monday in other Parishes, in the Our Lady and All Saints Newsletter.**

9. Discussion around the requirement for more Extraordinary Ministers of the Eucharist.

10. Discussion regarding Extraordinary Ministers of the Eucharist visiting the Sick/housebound from Saturday evening Mass.

**Action: Jim Mellor, David Bennett and a small representative group to meet and bring back proposals for Agenda items 9 and 10, to include suggestions of suitable candidates whom Fr Michael may wish to approach to become Extraordinary Ministers of the Eucharist.**

11. **Action: Fr Michael will speak to the Priests who regularly serve at Our Lady and All Saints re Dismissal of Extraordinary Ministers of the Eucharist at end of Mass.**

12. Eucharistic Blessing for non-Catholic sick in the parish was discussed and not considered applicable.

13. Where necessary, due to high a volume, Mass Intention requests could be said on a Sunday, or a number of Intentions said at the same Mass.

14. The issue of the outside toilet not being locked after use during Mass was highlighted because, as a consequence of it being left insecure, members of the general public were occasionally using it and causing unpleasant and extra work for our Cleaner.

15. Gabrielle Hardman was thanked for recently volunteering to become the new Parish Co-ordinator for APF. Joan Trevelyan was thanked for undertaking the role for so my years.

16. Richard Charnock explained the general process for formulating and submitting Parish Proposals to the Synod.

**Action: for all members that the Synod should be a springboard to the formulation of the Parish Vision.**

17. It was proposed that the Parish Council meet three times per year and meet again soon to discuss the Vision and secure membership.

18. Date and time of next Meeting to be decided and emailed to interested parties.

19. Concluding Prayer and Blessing given by Fr. Michael.