



## **Good Shepherd Parish Think Tank Meeting- 16<sup>th</sup> September 2023**

Attendees: Isaac Amieghemen, Julian Caesar, Reg Carter, Pat Faulconbridge, Caroline Ford, Nicky Gudgeon, Moira Hodgkinson, Theresa Joseph, Francesca Lynch, Ron Lynch, Philip Martin, Fiona Mackenzie, Rebecca O'Connor, Michelle Swann and Christine Thomas.

Ron chaired the meeting as Reg was temporarily delayed on RCIA business and wasn't able to join the meeting until after it had started.

### **1. Opening Prayer**

The meeting opened with a prayer led by Ron.

### **2. Notes of the previous meeting held on 29<sup>th</sup> July 2023**

The notes of the previous meeting were accepted as an accurate record. **ACTION- Philip** to post the notes on the think tank's page on the parish website and on the notice board in the church narthex.

a) **Safeguarding-** Rebecca reminded colleagues that she was hoping for some further volunteers to act as Father Christmas at the annual Christmas Fair so she can expand the pool of volunteers and thus reduce the workload involved for individuals. DBS clearance will be required for any such volunteers. **ACTION- All** to consider and advise Rebecca if they can assist or suggest anyone else who could be approached.

b) **Diocesan Pilgrimage to Lourdes-** Philip mentioned that the parish has recently established the St John Paul II Young People's Foundation to provide bursaries to help support young people from the parish who wish to attend World Youth Day or assist the sick and/or people with mobility issues attending the annual diocesan pilgrimage to Lourdes. To date, donations totalling £200 have been made. The foundation is "ring fenced" in the parish accounts and it is hoped that the parish will continue to publicise the arrangements so that further donations may be encouraged. Ron agreed meanwhile to explore the possibility of some funding for the foundation being made available through the Knights of St Columba. **ACTION- Ron** to follow this up accordingly.

### **3. Parish Liturgical Calendar: two monthly review**

Consideration was given to the parish liturgical calendar for the next two months.

Caroline Smith was unable to be at the meeting but had forwarded an update as follows:

- a) First Saturday Holy Hours will be organised by Caroline for Saturdays 7<sup>th</sup> October and 4<sup>th</sup> November 2023 respectively.
- b) Arrangements are in hand for the Fatima event on 15<sup>th</sup> October 2023 and a schedule will be made available in due course. Meanwhile, Caroline is seeking volunteers to carry Our Lady's statue into church during the procession. Ron (and subsequently David and Adrian Staiano who were in the parish centre for Confirmation registration) offered to help in this respect. **ACTION- Philip** to advise Caroline.
- c) Cheryl Broodryk is organising the "People of Light" event on 31<sup>st</sup> October 2023, as well as two events in November- "All Saints" on 1<sup>st</sup> November and "Plant a Poppy" on 12<sup>th</sup> November 2023. Further details will be provided in due course.

It was suggested that future years' versions of the calendar should include events to recognise Education Sunday, St George's Day and the feast day of St Gregory (Ron agreed to look into planning for this particular feast day). **ACTION- Francesca/Ron** to follow up as appropriate.

#### 4. Good Shepherd Church Diamond Jubilee

Ron tabled an updated version of the calendar of events identified thus far for the Good Shepherd church's diamond jubilee year.

Dates and leads for each element of the programme are still to be finalised.

The following points were covered in the subsequent discussion:

- Handel's "Messiah", to be held on the evening of 16<sup>th</sup> December 2023, is likely to be of great interest and very well attended. It was agreed that Ron and Reg and Fr Philipp, if available, should meet with Greg Treloar, the Nottingham Cathedral music director, to firm up planning for the event. **ACTION- Ron/Reg** to arrange the meeting and advise Philip so he can circulate the date to the think tank in case anyone else would wish to take part in the meeting.

At least 6 people from the parish will be needed to support the event on 16th December to ensure it runs smoothly. **ACTION- Reg** to mail the parish stewards to seek their involvement.

The pricing structure for the event needs clarifying. **ACTION- Ron** to discuss with Fr Philipp.

We need to ensure the event is widely publicised- Ron agreed to speak to Fr Simon Gillespie about advertising it in the diocesan "Roundup" publication and also to consider circulating details to other Christian churches in the area, as well as exploring advertising through Radio Nottingham. **ACTION- Ron** to follow up.

Rebecca offered to contact a friend at “Nottingham Post” to see if the event could also be publicised through that medium. **ACTION- Rebecca** to pursue and advise Ron.

- The Day of Recollection facilitated by the Dominican sisters was now likely to take place in May, not September 2024 as originally envisaged.
- A special Mass on the Baptism of the Lord feast day on 7<sup>th</sup> January 2024 is to be organised by Maggie Tempest and needs to be profiled in the calendar.
- The Christmas Tree festival 2023 needs to be firmed up- Michelle agreed to check who organised it last year. **ACTION- Michelle** to pursue. It is envisaged that the parish will source the tree itself this year but with the cost to be reimbursed by a local funeral director. More generally, Reg/Rebecca/Francesca will lead on this. It was agreed that in due course we need a note for the parish newsletter publicising the arrangements. **ACTION- Rebecca** to draft this.
- The calendar should also include details of the Christmas Tree festival in Calverton organised by *Calverton Churches Together*. **ACTION- Christine** to let Ron have details.
- Michelle advised that June 2024 would be the best time for the proposed flower festival to be held. Ron mentioned that Anne Verdon, who had helped organise the flower festival at the Cathedral, was prepared to help with our arrangements. It was agreed that Michelle and Ron would meet with Anne to progress this. **ACTION- Ron** to arrange the meeting.
- Ron will speak with Lymns about the possibility of them providing flowers/displays for the event. **ACTION- Ron** to action.
- Our Catholic schools’ involvement in the flower festival should be encouraged- for example by growing flowers from seed. **ACTION- Reg** to email CTK and Good Shepherd schools about this. Rebecca mentioned in this respect that parents already help out with gardening at Good Shepherd school- Ron to ascertain the details. **ACTION- Ron** to pursue.

The next step will be to update the calendar of events and include it as an insert in the parish newsletter so that parishioners have early information about the Jubilee programme. **ACTION- Ron** to follow up.

Ron tabled copies of some suggested logos for the Jubilee. **ACTION- Ron** to seek Fr Philipp’s approval/view with regard to the preferred design.

It was suggested that receptacles for donations should be considered being made available at relevant events in the Jubilee programme. **ACTION- Philip** to speak to Fr Philipp to seek agreement in principle to this proposed approach.

It was also suggested it would be helpful for the Jubilee to have its own stall at the forthcoming Christmas Fair in order to market items related to the Jubilee (eg

Jubilee mugs and such like?). **ACTION- Rebecca** to raise this with Sarah Benedek at the Christmas Fair planning meeting on 18<sup>th</sup> September; **Philip** to let Christine have Sarah's contact details so she can explore the possibility of "Mary's Meals" also being allocated a stall at the Fair.

Finally, Reg mentioned that we don't currently have a full Jubilee organising committee- meetings to date have only involved Ron and Reg, along with Michelle and/or Helen White from the perspective of the flower festival. Members of the think tank are encouraged to join the committee. **ACTION- All** to consider and let Philip know (for onward transmission to Reg/Ron) if they wish to be involved

## 5. Provision of a defibrillator

Rebecca advised that she is a trained intensive care nurse and as part of her current NHS role teaches people about the use of defibrillators. In view of her expertise, she had been asked to provide the parish with advice about the proposed provision of a defibrillator on parish property, as previously discussed at the think tank.

Rebecca explained that a defibrillator is a simple but vital piece of equipment in terms of addressing cardiac arrest and saving lives. CPR is not an alternative from a medical perspective as it only effectively prolongs the time window for ventricular fibrillation to be carried out.

There was an extensive discussion on the issue, with unanimous agreement that the parish should purchase a defibrillator. The following approach, recommended by Rebecca, was agreed:

- Rebecca will in due course link with Fr Philipp and Francesca to purchase an appropriate defibrillator. The parish would have to find the funds for its purchase as previously agreed in principle by Fr Philipp.
- The defibrillator would be accessible to the wider community and we will need to register it accordingly.
- Subject to Fr Philipp's agreement, the defibrillator would need to be placed in a visible location, probably on the outside wall of the front of the parish centre. The equipment would be securely located in a lockable box and only accessed via a code known to the parish and emergency services.
- Rebecca will provide training for the parish, probably on a 6 monthly or 12 monthly basis, on the use of the equipment and will also take responsibility for its ongoing maintenance.
- The training will typically involve a 2/3 hour session for six people at a time, targeted at parish employees, parish ministry leads and any parishioners who may be interested. Rebecca's NHS colleagues may be prepared to help support the training programme.
- It was agreed it would also be helpful to publicise in due course the equipment's availability, locally as well as with our parishioners and users of the parish centre.

**ACTION- Philip** to report back to Fr Philipp for formal approval of the proposal and the cost involved. Thereafter, **Rebecca** to progress the proposed approach in liaison with Fr Philipp and Francesca.

The situation at St Anthony's was also discussed. It was suggested that for the sake of consistency we should consider providing St Anthony's with its own defibrillator, although its location and a source of funding would need to be identified. In the first instance it was agreed that the representatives from St Anthony's on the think tank would give consideration to the issue and provide feedback to Rebecca.

**ACTION- Christine/Moira/Nicky** to consider and feedback to Rebecca in due course.

## 6. Parish outreach leaflet

Philip tabled copies of the recently produced parish outreach leaflet. It was confirmed that arrangements were now underway to deliver 32,000 copies of the leaflet to residential properties within the parish catchment area over a four week period.

Copies of the leaflet have also be made available to parishioners at the Good Shepherd and St Anthony's churches. Our local Catholic schools have agreed to circulate the leaflets to their parents/pupils electronically through their normal communication channels.

It was suggested that it would be helpful if Fr Philipp could mention the availability of the leaflet to parishioners from the pulpit at week-end Masses. **ACTION- Fr Philipp** to consider.

## 7. Safeguarding

Julian provided feedback concerning the arrangements for DBS renewals and for other volunteer activities to be captured in our parish records, including those for which DBS clearance is not required but for which the completion of a registration form is necessary in accordance with diocesan requirements.

DBS clearance will need to be sought as appropriate for those parishioners who are leading events in the parish Jubilee programme.

Julian confirmed that a risk assessment of lone working by parish employees had recently been carried out. The risk assessment has identified some issues which need to be addressed and recommendations will be produced for consideration by Fr Philipp. **ACTION- Julian** to progress this accordingly.

It was advised that, in accordance with GDPR requirements, the parish needs to exercise greater discipline in circulating email addresses in correspondence. As a matter of principle email addresses shouldn't be widely shown in group emails.

**ACTION- All** to consider/action accordingly.

Christine mentioned a diocesan facility to provide identity cards, incorporating digital photographs, for parish staff and volunteers.

## **8. Any Other Business**

**a) *Parish engagement with its schools-*** in response to a query raised by Isaac there was a short discussion about the current interactions between the parish and its schools. Reference was made to the recent pastoral letter from the Bishop which encourages parishioners to play a more active role in the management of our Catholic schools by volunteering to become school governors.

## **9. Date of next meeting**

It was confirmed that the group's next meeting will be from 11.00am-12.30pm on Saturday, 18<sup>th</sup> November 2023.

## **10. Closing Prayer**

The meeting closed with a prayer led by Ron.