



Good Shepherd Parish Think Tank Meeting- 29th July 2023

Attendees: Isaac Amieghemen, Julian Caesar, Reg Carter, Pat Faulconbridge, Caroline Ford, Nicky Gudgeon, Theresa Joseph, Ron Lynch, Philip Martin, Janet Myers, Rebecca O'Connor, Caroline Smith and Christine Thomas.

Reg chaired the meeting.

1. Opening Prayer

The meeting opened with a prayer led by Reg.

2. Welcome to new member

A welcome was extended to Julian Caesar, the Good Shepherd parish safeguarding representative, who was attending his first think tank meeting.

3. Notes of the previous meeting held on 3rd June 2023

The notes of the previous meeting were accepted as an accurate record except that it was noted that the safeguarding item should have said that no safeguarding issues were identified. **ACTION- Philip** to amend/post the notes on the think tank's page on the parish website and on the notice board in the church narthex.

a) **Good Shepherd Church diamond Jubilee-** Reg reported that the parish flower group had now advised that they were not able to mount a flower festival as part of the parish jubilee programme. Fr Philipp was still keen to have a flower event and Reg and Ron are therefore looking for sponsors and to see whether a team can be formed to progress this.

b) **Defibrillator-** in Fiona Mackenzie's absence, Philip advised that Fiona had obtained some information about the provision of a defibrillator for the parish but further work was needed by someone more expert to advise which type to purchase, where it should be located and any training that might be necessary regarding its use. Rebecca volunteered to advise on this if Fr Philipp hasn't already identified someone in the parish with the necessary expertise. **ACTION- Philip** to confer with Fr Philipp to see whether Rebecca's assistance is needed.

4. Parish Liturgical Calendar: two monthly review

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

The following points were made:

- a) The Novena for Our Lady of Knock will now run from 9th-17th August, culminating in a Holy Hour at the Good Shepherd church at 6pm on Thursday, 17th August. A leaflet will be produced to support the Novena.
- b) The relics of three Scottish saints (St Andrew the Apostle, St Margaret of Scotland and St Columba of Iona) are to visit our parish on Sunday, 27th August as part of a national tour organised by the Knights of St Columba. There will be opportunities to venerate the relics after each Mass that day. A prayer card is being produced to support the visit and it is also hoped that the Bishop might be able to attend. Ron has been in touch with Fr Simon Gillespie with a view to the visit being profiled more widely in the diocesan "Roundup". It was also agreed that Ron would link with the parish stewards and altar servers to support the visit. **ACTION- Ron** to action accordingly.
- c) It is proposed to arrange a special Mass on the Baptism of the Lord feast day on 7th January 2024. Maggie Tempest is to invite the parents and children from the previous year's baptismal programme. It will also provide an opportunity for parishioners more generally to renew their baptismal promises.

5. Good Shepherd Church Diamond Jubilee

Ron provided an update and tabled a draft calendar of events identified thus far for the Good Shepherd church's diamond jubilee year.

Dates and leads for each element of the programme will be confirmed in due course.

The think tank suggested a range of additional events that might perhaps be included in the programme, including:

- A Day of Recollection facilitated by the Dominican sisters who had successfully supported the recent parish Confirmation programme. **ACTION- Theresa** to make the initial contact with the sisters about this.
- An event to celebrate St Anthony, if possible to include veneration of St Anthony's relics. **ACTION- Ron** to check with the Franciscan friars about the availability of the relics.
- A special event for the bereaved to be held in November (the month of the Holy Souls). **ACTION- Rebecca** to consider organising this.
- A Rosary Congress, ideally involving other parishes as well as our own, to be held in October 2024, with a similar event to be trialled if possible in October 2023. **ACTION- Caroline (Smith)** to follow up.
- An event organised by the parish's Keralan community to celebrate St Thomas, the Apostle. **ACTION- Reg** to speak with Jilson Joy in the first instance about this.

- The involvement of the Mansfield Male Voice Choir.

Ron will incorporate these and the other suggestions made at the meeting into the draft programme and thereafter provide Philip with a copy so it can be circulated with the minutes of today's meeting. **ACTION- Ron** to action accordingly.

It was reiterated that each activity in the programme will need to have an identified lead person who will have responsibility for ensuring the activity is delivered.

As the programme evolves and is progressively firmed up it will need to be issued as a parish calendar so that dates can be circulated and anchored in parishioners' diaries.

It was also agreed that elements of the programme would if possible be shared with St Anthony's to help support their 30th anniversary celebrations which occur on 15th December 2023. In order to help facilitate this proposed approach it was agreed that representatives from St Anthony's should be invited to the next jubilee committee meeting in September 2023. **ACTION- Ron and Christine** to link on this.

Reg mentioned that he was intending to organise a meeting in August 2023 with the parish ministry leads to keep them informed about the jubilee programme as it develops and to improve communications more generally. **ACTION- Reg** to action accordingly.

Reg advised that some confusion had arisen recently about the use of the parish centre by different groups owing to a lack of clear communication about the different activities which were taking place at broadly the same time in different areas of the centre. A checklist for such events, drafted by Ron, was tabled. It was suggested that this could helpfully be modified to include mention of users' safeguarding responsibilities.

6. Parish outreach leaflet

Philip provided an update on progress:

- The leaflet has been updated to reflect the issues raised at the last think tank meeting and has been signed off by Fr Philipp.
- It is currently with the printers. 33,500 copies are to be produced, by the beginning of September 2023.
- The NG magazine, disappointingly, declined to circulate the leaflet owing to its religious content.
- Estimates for delivering the leaflets to up to 32,000 residential properties in the parish catchment area were therefore obtained from the Royal Mail and a private delivery company. It was subsequently agreed that the private delivery company should be engaged as it was less expensive and more flexible in terms of delivering the leaflet within postcode sectors in the parish catchment area. Philip is to meet the managing director of the company next week to

finalise the arrangements. It is envisaged that the leaflets will be delivered over a four week period starting in early September.

- Copies of the leaflet will also be made available to parishioners at the Good Shepherd and St Anthony's churches. It was agreed that the parish stewards/welcomers would distribute the leaflets to parishioners at Good Shepherd after each Mass on a date to be determined.
- Our local Catholic schools have agreed to circulate the leaflets to their parents/pupils electronically through their normal communication channels.
- The total printing/distribution costs are £3,081, which Fr Philipp has agreed can be met from parish funds.

Reg tabled a document, including maps, showing the parish catchment area (including St Anthony's) divided into different geographic areas. This is a work in progress but it is hoped that in due course a lead person, supported by a team of volunteers, will be identified for each geographic area to facilitate future parish engagement with its local communities.

7. Safeguarding

Julian and Christine advised that they had recently participated in diocesan safeguarding training events. Nothing specific was identified in terms of feedback to parishioners.

It was confirmed that a diocesan led safeguarding audit is expected before the end of the year. Meanwhile the parish has coordinated its own self-audit and Julian explained the need to ensure all volunteer activities were captured in our parish records, including those for which DBS clearance is not required but for which completion of a separate registration form is necessary in accordance with diocesan requirements. It was confirmed that the forms will also need to be completed as and when new volunteers are recruited by the parish. **ACTION- Philip** to provide Julian with details of all members of the think tank and the parish finance committee so he can arrange contact as necessary to ensure their details are appropriately registered.

In the absence of a parish council, it was agreed that Julian and Christine would continue to link with the think tank with a view to discussing safeguarding policy/practice issues of a non-confidential nature. It may be appropriate in due course to extend this to link with the parish leadership team.

Potential safeguarding issues in relation to the arrangements for accessing the parish keys were discussed and will be followed up in due course. **ACTION- Julian** to consider this as appropriate.

Julian also mentioned that several parish related casework issues had been identified recently and although the details are necessarily confidential he confirmed that they have been followed up appropriately.

Rebecca asked that anyone who is interested in volunteering to play Santa at the parish Christmas Fayre could contact her. DBS clearance would have to be arranged. **ACTION- All** to consider and advise Rebecca if they wish to volunteer.

8. Diocesan Pilgrimage to Lourdes 2023- feedback

Reg tabled a paper setting out his reflections on the pilgrimage. This will be shared more generally with parishioners through an insert in the parish newsletter.

It was suggested that perhaps the parish might wish to consider organising its own pilgrimage to Lourdes as part of the jubilee programme and this will be considered further at the appropriate time.

Meanwhile it was mentioned that there are two events taking place shortly- a pro-life pilgrimage to Walsingham on Saturday, 5th August 2023 and the March for Life which is to take place in London on Saturday, 2nd September 2023. Details of both events have been given in the parish newsletter.

9. Any Other Business

Nothing was raised under this agenda item.

10. Date of next meeting

It was confirmed that the group's next meeting will be from 11.00am-12.30pm on Saturday, 16th September 2023.

11. Closing Prayer

The meeting closed with a prayer led by Reg.