



Good Shepherd Parish Think Tank Meeting- 3rd June 2023

Attendees: Isaac Amieghemen, Reg Carter, Pat Faulconbridge, Nicky Gudgeon, Liz Hammond, Moira Hodgkinson, Polly Jarvis, Theresa Joseph, Francesca Lynch, Ron Lynch, Fiona Mackenzie, Philip Martin, Janet Myers, Adrian Staiano, David Staiano, Ray Steeples, Michelle Swann, Christine Thomas, Cath Verhoeven and Helen White.

Reg chaired the meeting.

1. Opening Prayer

The meeting opened with a prayer led by Reg.

2. Welcome to new members/observers

A welcome was extended to Liz Hammond, Ron Lynch, Ray Steeples, Michelle Swann and Helen White who were all attending their first think tank meeting.

3. Notes of the previous meeting held on 18th March 2023

The notes of the previous meeting were accepted as an accurate record. No follow up issues were identified. **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.

4. Reflections on Holy Week 2023

Reg outlined the background to the issues that had arisen owing to the lack of planning for the Palm Sunday celebration at Good Shepherd church. The proposed guidelines for the future organisation of such celebrations, which had been circulated with the agenda for the meeting, were approved in principle and will be applied to all future special occasions identified in the parish liturgical calendar.

5. Parish Liturgical Calendar: two monthly review

Consideration was given to the parish liturgical calendar for the next two months or so. No additions were suggested at the meeting but the following points were made:

- a) The 9 day Novena for St Anthony, starting on Monday, 5th June and culminating in a Holy Hour at St Anthony's church at 6pm on Tuesday, 13th June 2023 was noted. The Novena has been publicised in the parish newsletter and a separate leaflet, setting out the prayers for each of the 9 days.

- b) The feast day of St Thomas is on Monday, 3rd July and is of particular significance to the parish's Keralan community. It was suggested that the feast day could helpfully be publicised in the parish newsletter. **ACTION- Theresa** to follow up as appropriate.
- c) The calendar identifies Friday, 4th August as the feast day of St John Vianney and references the possibility of the altar servers organising something for this day. However, in Caroline Smith's absence it was not clear as to the background for this suggestion. **ACTION- Adrian** to follow up to see whether it is indeed appropriate to organise something involving altar servers on that day.

6. Good Shepherd Church Diamond Jubilee

It was confirmed that the Good Shepherd church's diamond jubilee will occur on 23rd July 2024. In recognition of this, Fr Philipp has requested a year of celebration commencing on the 1st Sunday of Advent 2023 (3rd December 2023) and continuing to the beginning of Advent 2024, with a range of events and appropriate publicity.

It has been agreed that an organising committee should be established to oversee and coordinate a calendar of events. Ron Lynch has volunteered to chair the committee which, so far, also consists of Francesca Lynch, Sarah Williamson and Reg Carter. The think tank was asked to consider whether anyone else would like to join the committee and in that event to advise Ron, either direct or via Philip or Reg. **ACTION- All members of the think tank** to consider and advise if they wish to be involved.

An initial discussion identified the following issues to be considered in developing the calendar of events:

- a) Fr Philipp has expressed the hope that the parish is able to hold events each month starting in the 1st week of Advent 2023.
- b) A special Mass, celebrated by the Bishop, will be held in the church in June/July 2024 to which invites will be sent to local dignitaries.
- c) The diamond jubilee should be appropriately publicised and be supported by specific signage. It was confirmed that Julie Rawding was currently drafting a logo for the jubilee.
- d) Fr Philipp is keen that the children's liturgy group and our local Catholic schools actively participate in the celebrations.
- e) Other suggestions currently include:
 - a music festival, led by Rachael Boyce-Steele and the parish folk group, and also involving our schools;
 - a separate music day which Robert O'Farrell has volunteered to organise;

- a flower festival. (Helen explained that she was representing the parish flower group today, but that, owing to other commitments, Rebecca Newell will not be in a position to lead this as she did at the time of the church's 50th anniversary. It will still be possible to have a flower festival but probably on a smaller scale than previously). **ACTION-Helen** to link with Francesca to access the notes about what was done at the 50th anniversary celebration;
- a parish Retreat Day, which -if successful- might then be held annually;
- a celebration of volunteers, past and present, with a focus on encouraging a new generation of volunteers

It was also agreed that we should actively encourage parishioners to support the jubilee and be involved in helping with the different events.

It was requested that the group should reflect on this and email or phone Ron (or Philip) if they had any ideas about anything that could be considered as part of the proposed programme of events. Ron also asked that the group should think about any businesses that might possibly be approached to support/sponsor the jubilee and to let him know so he can arrange for them to be contacted. **ACTION- All members of the think tank** to consider and advise Ron (or Philip) if they can identify any possible areas to be included in the proposed programme of activities and/or any prospective sponsors who could be approached.

7. Draft outreach leaflet

Consideration was given to the latest draft of the proposed outreach leaflet which had been circulated prior to the meeting.

The following comments were made:

- Adrian has been in touch with the NG5 magazine and advised that they are prepared to circulate our leaflet with their publication at a subscription cost of £150 for inclusion in one quarter's edition or £300 for inclusion in two quarters. The magazine targets 25,000 homes in the NG5 area. Deadlines for copy apply. **ACTION-Adrian** to confirm this by email to Philip and include details of what he has already produced for the NG5 magazine production team; **Philip** then to circulate this to the think tank for information.
- The use of the NG5 magazine for the purpose of publicising our outreach arrangements has been considered at a recent meeting of the parish pastoral team and agreed in principle. Fr Philipp agreed the costs involved can be met from parish funds.
- The current draft leaflet could perhaps also include reference to the Little Lambs Group and the parish uniform groups. It was recognised however that these groups already publicise themselves through the NG magazine and other means and given there is limited space available in the draft leaflet not all parish groups can be fully profiled.

- Pat requested that the text about the Friday soup arrangements be amended to avoid giving the mistaken impression that they are available during school holiday periods.
- A QR code should be included, linking to the parish website. **ACTION- David** to produce the QR code and send it to Philip by email.
- If possible, the leaflet should be produced in tri-fold format, with a supply of hard copies to be made available at both churches.
- We should also consider asking our schools to circulate the leaflets to their parents- this might be done electronically depending on each school's preferred method of communication.
- The leaflet should as a minimum be made available in large print if requested. It was suggested that it would be more problematic to make it available in different community languages given the logistical and cost implications of such arrangements.

Subject to consideration of the above comments, it was agreed that Philip will progress this and arrange for the leaflet to be produced/circulated in due course with support from Adrian. **ACTION- Philip** to action this accordingly in liaison with **Adrian**.

8. Use of the parish centre by parish groups

Francesca and Ray explained that some parish groups were using the parish centre at weekends for parish related activities but were not cleaning up afterwards, causing problems for subsequent users of the centre. It was confirmed that the parish did not employ staff to clean at weekends.

Although it was recognised that this was a parish management issue and, as such, not a matter with which the think tank would normally be involved, it was agreed that the think tank would offer a view for the parish management team to consider. It was noted that the issue had already been identified in the parish newsletter.

The think tank recognised that it would probably not be appropriate for financial reasons for the parish to employ a cleaner on an ad hoc basis to cover such situations. With that in mind, it was suggested that there was a need to raise the awareness of parish groups about their responsibilities in this respect and to that end the parish should consider providing a checklist for user groups, clearly setting out the expectations. This would be somewhat similar to the terms and conditions of use which are applicable to commercial hire of the centre at weekends and other times. Repeat "offenders" should be contacted individually to remind them of their responsibilities and, if necessary, as a last resort, Fr Philipp's intervention might have to be sought. **ACTION- Francesca** to follow up accordingly.

9. Safeguarding

No specific safeguarding issues were raised.

Reg mentioned that the parish's health and safety inspection had raised issues concerning our fire precaution/evacuation arrangements. It was noted that the church stewards will play an important role in this respect and will need to be briefed as to what to do to ensure the prompt and safe evacuation of the church in the event of a fire or other emergency. Reflecting this, the stewards will probably be asked to wear something which clearly identifies them as stewards for our parishioners to facilitate situations when they have to issue instructions about the evacuation of the church etc.

10. Defibrillator

Fiona reported back on this issue which had been discussed at the group's previous meeting. She advised that she had pursued the possible provision of a defibrillator with the department of health and social care but they had been unable to help. She had subsequently approached the British Heart Foundation and the St John's Ambulance organisation, both of which are prepared to provide a defibrillator for a charge which ranges from £775-£990 plus VAT. In either case, the defibrillator would have to be located on an external wall of the church building.

It was agreed that Fiona would email the details to Philip so he can confer with Fr Philipp to seek approval in principle. If agreed, Fiona would then progress this and arrange for the defibrillator to be installed. **ACTION- Fiona** to email the details to Philip to follow up in the first instance.

David offered to undertake a sponsored sporting activity to help raise the necessary funds if Fr Philipp approves the proposal.

11. Any Other Business

- a) **St Anthony's anniversary-** Christine advised that the 30th anniversary of St Anthony's church will occur on 15th December 2023. The Bishop is to be invited to celebrate Mass to recognise this. Other celebratory events will be considered. It was agreed that if any help in this respect is needed from the think tank Christine should let Philip know so the group can be canvassed accordingly.
- b) **Diocesan Pilgrimage to Walsingham-** It was confirmed that this will take place on 17th June 2023. It was agreed that Francesca would check with Fr Philipp about the pilgrimage being publicised in the parish newsletter. **ACTION- Francesca** to follow up accordingly.

12. Date of next meeting

It was confirmed that the group's next meeting, originally scheduled for 15th July 2023, will instead now take place from 11.00am-12.30pm on Saturday, 29th July

2023. This is because the date of the original meeting coincides with the diocesan pilgrimage to Lourdes in which several members of the think tank are participating.
ACTION- All think tank members to note the change of date for the meeting.