

St. Thomas More Church, Hartley Wintney

Minutes of meeting held on Tuesday 3rd March 2009

Present:

Bill Bishop (chairman), Fr Dominic Adeiza, Dcn Dave Morgan, Carole Johnson, Marie Linscott, June Walsh, Viviane Faye, Louise Poulter, Anne Stanley, Richard Bannon, Alan Bannon, John Marcotti (minutes)

Apologies:

Paula Simcoe, Janine Kilroy, Marian Sandle, Rosemarie Cooke, Pat Paul, Margaret Jennings

1. *Reassignment of all the tasks that used to be performed by Geoff*

Fr Dominic said that a great many tasks had rested on Geoff's shoulders, and now we should try to get more people involved in parish activities.

Bill had spoken to Margaret Jennings and had produced a list of the tasks that Geoff used to perform (although this list is not necessarily exhaustive). We discussed these tasks and tried to re-allocate them. As part of this exercise, we also tried to identify any other tasks that people are responsible for.

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| Good Shepherds chairman | Bill Bishop |
| Good Shepherds secretary | John Marcotti |
| Treasurer | Louise Poulter |
| Parish secretary (dealing with mail, bookings of the church for e.g. baptisms) | Viviane Faye |
| Church supplies (wine, hosts, candles etc.) | Marie Linscott |
| Openers, Closers and Counters | June Walsh |
| Hymn numbers | Carole Johnson |
| Second collections | Kath Budd |
| Cleaners | Carole Johnson |
| Upkeep of the church | Richard Bannon |
| Transport | Carole Johnson |
| Eucharistic ministers | Carole Johnson |
| Readers | Kath Budd |
| Garden | Nicky Stevens * ¹ |
| Flowers | Carole Johnson |
| Liturgy | Kath Budd * |
| Welcoming and Greeters | Kath Budd * |
| APF boxes | Margaret Jennings * |
| Web site | John Marcotti |
| Ushers | John Marcotti |
| CAFOD | Ruth Hudson * |
| Justice and Peace | Janine Kilroy * |
| Christian Aid | Carole Johnson |

¹ Those assignments and reassignments marked with an asterisk have not yet been confirmed with the person named.

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| Representation on NEH PACT | Bill Bishop |
| Coffee | ?? |
| Churches Together | Nigel Beazley * |
| Organist | Janine Kilroy |
| Cantor | June Walsh |
| Social | ?? |

The person named against each task in the table above is responsible for that task and should perform it in the manner that works best for them: the Shepherds group is not concerned with how the task gets done, only that it does get done. This does not necessarily mean that they have to do it themselves; they could for example enlist support from other parishioners, or form a rota.

There was then a short discussion on the specifics of some of the tasks:

- Purchasing of supplies for the church – Marie will monitor the levels and notify Carole Williams at Yateley when supplies get low.
- Until now, a sheet for the Counter to record the amount of the collection has been prepared by the Opener and left in the sacristy for later use. In future the Opener will not do this, and the Counter should take a sheet from the filing cabinet.
- Counters should take the collection to Louise, who will record it in the accounts and then bank it.
- There was a suggestion of a rota for altar servers. We will ask Ruth Hudson.
- Alter serving could be seen as a natural progression for those children doing FHC. Mari will follow this up with Rosemarie Cooke.
- When new people come to the church, if possible Fr Dominic would like to be informed so that he can greet them. If the Greeters see anybody they have not seen before they should notify Fr Dominic.
- We are in serious need of another organist to help Janine. Janine is prepared to train somebody who is already able to play the piano to transfer their skills to the organ. We will put an appeal in the newsletter.

2. *Planned giving*

We would like more people to join the planned giving scheme. We should make an appeal from the pulpit or in the newsletter.

Fr Dominic suggested we produce a welcome pack for new parishioners.

This welcome pack would contain various items of information about the parish, one of which would be a leaflet about the benefits of planned giving.

3. *Pastoral Area Council Team (PACT)*

The intention of the bishop is that ultimately the whole LPA should be a single parish. Within the cluster we share with Yateley, while we are currently two separate parishes, the distinction between them will soften over time.

John told the meeting about the PACT, which was formed at the same time as the LPA and on which we have until now been represented by Geoff, Carole and himself.

The focus of the PACT is to work on bringing the parishes closer together in accordance with the bishop's intention. To date this has taken the forms of coordination of mass times, clustering, joint meetings of finance committees, and combined communications. In future it is to be expected that we might have – for example – a single newsletter, a single website, a single PPC, and so on (however, because of the distances involved and the bishop's desire to maintain the different worshipping communities, this does not necessarily mean a single church).

Currently, the PACT is working on 'stewardship' which means encouraging everybody to identify their talents and use them to the best advantage of the Church; the idea is to get more people involved. A team consisting of one person from each community will be trained in stewardship and should then take the knowledge back to their community. Marie Linscott expressed an interest and Carole will obtain some more information for her.

4. *Lent, Holy Week and Easter*

During Lent, Carole is holding Stations of the Cross each Sunday at 3 pm.

On Good Friday, Dcn Dave will celebrate Solemn Liturgy in the church at 3 pm. Dcn Dave will also take part in Churches Together's Walk of Witness, which starts at the Causeway Pond at 11 am.

For Easter, Fr Dominic is investigating whether we could have an Easter Vigil Mass. In any case, we will have a Mass at 9.15 am as usual, and Easter eggs will be distributed to the children.

Fr Dominic asked if we can produce a leaflet listing all the Lent, Holy Week and Easter services.

5. *Bidding Prayers*

We discussed the arrangement, where people just call out their intentions. It works well and all were in favour, but there is an issue where some people might feel a bit shy. We decided to make some post-it notes available on which such people could write their intentions and which they can then stick on the notice board at the front of the church. Fr Dominic will collect them and then read them out himself.

6. *Other business*

Fr Dominic asked whether we could provide a lapel microphone. Richard will investigate.

7. *Next meeting*

The next meeting will be on Tuesday 28th April at 7.30 pm.