

St. Thomas More Church, Hartley Wintney

Minutes of Good Shepherds' meeting number 4 held on Wednesday 2nd September 2009

Present:

Bill Bishop (chairman), Carole Johnson, Dcn Dave Morgan, June Walsh, Pat Paul, Marian Sandle, Louise Poulter, John Marcotti (minutes),

Apologies:

Fr Dominic Adeiza, Alan Bannon, Anne Stanley, Janine Kilroy, Kath Budd, Margaret Jennings, Marie Linscott, Paula Simcoe, Richard Bannon, Rosemarie Cooke, Viviane Faye

1. *Previous minutes*

Previous minutes were agreed.

2. *Chalice*

We still need new chalice. Viviane has the gold. If more is required, several parishioners have offered to underwrite it. Dcn Dave will progress it with the jeweller. **Action 4.01 Dcn Dave**

We should obtain an insurance valuation for the new chalices and ciborium. **Action 4.02 Richard Bannon**

We noted that we don't really have anything to store them in. As a temporary measure we will use a collection bag. **Action 4.03 Louise Poulter**

3. *Death register*

We will order a new death register. **Action 4.04 John Marcotti**

4. *Welcome pack*

We want to produce a welcome pack for new parishioners. We will clone the one from St Swithun's. Dcn Dave will get us one from St Swithun's. **Action 4.05 Dcn Dave**

5. *Lessons learned from the recent First Holy Communion programme*

We should try to schedule the lessons so they don't clash with the children's sporting activities.

Some aspects of the ceremony worked well, others – such as the Communion procession itself – did not. We should involve more people in the rehearsal so that everybody knows what to do during the ceremony.

Also, parts of the ceremony – such as the Communion procession – would have benefited from some guidance from the altar so that the congregation would know what to do.

6. *Keys to the church*

Everybody who is on the list for opening the church should have a key. Also, a key should be kept at St Swithun's. **Action 4.06 Richard Bannon**

7. *Access for wheelchairs*

At the recent FHC Mass, one member of the congregation was in a wheelchair. We managed to get him into and out of the church without too much trouble, but this highlighted the fact that we do not have a ramp. Richard Bannon to provide suggestions. **Action 4.07 Richard Bannon**

8. *Newsletter editor*

Unfortunately June will not be able to continue with the newsletter past the end of this year, and Viviane has said that she would like to stand down s secretary. We noted that ideally both these posts should be occupied by the same person. Bill has an idea of somebody who would be suitable and will approach them about both jobs. **Action 4.08 Bill Bishop**

9. *Treasurer's report*

Louise will present an explanation of our incomings and outgoings and prepare a budget forecast. **Action 4.09 Louise Poulter**

10. *Christmas social*

Pat will check with Anne and Chris to see if we can book the cricket club for a Christmas social, preferably one Saturday in December. **Action 4.10 Pat Paul**

11. *40th Anniversary*

This is coming up soon. Carole will check when the church was opened. **Action 4.11 Carole Johnson**

12. *Next meeting*

Next meeting will be on:
Wednesday 4th November

13. *Open items*

Action number	Description and update	Actionee	Status
4.01	Follow up with the jeweller to get a new chalice	Dcn Dave	Open
4.02	Insurance valuation for new chalices and ciborium	Richard Bannon	Open
4.03	Provide a bag for temporary storage of new chalices	Louise Poulter	Open
4.04	Order a death register	John Marcotti	Open
4.05	Get a sample welcome pack from St Swithun's	Dcn Dave	Open

Action number	Description and update	Actionee	Status
4.06	Provide keys for the church to all openers and to St Swithun's	Richard Bannon	Open
4.07	Provide suggestions for wheelchair access	Richard Bannon	Open
4.08	Shoulder-tap somebody for secretary and newsletter editor	Bill Bishop	Open
4.09	Treasurer's report	Louise Poulter	Open
4.10	Book the Cricket Club for a Christmas social	Pat Paul	Open
4.11	Check when the church was opened	Carole Johnson	Open
3.07	Obtain a book for names of deceased parishioners	unassigned	Open
3.09	Present a financial update to the parish after the financial year ends	Louise Poulter	Open
2.01	Dcn Dave to provide us with a list of social events currently planned for St Swithun's	Dcn Dave	Open
2.02	Provide a list of internet links for potential replacements for the homily section of the newsletter and website	Fr Dominic	Open
2.03	Provide a list of internet links for potential replacements for the homily section of the newsletter and website	Alan Bannon	Open
2.04	Obtain a quote for new chalices and ciborium	Dcn Dave	Open
2.05	Quarterly financial update for the parish	Louise Poulter	Open
2.06	Produce an inventory of items owned by the parish	Richard Bannon	Open
1.01	Rota for altar servers	Ruth Hudson	Open
1.02	See if FHC children would like to serve on the altar	Marie Linscott, Rosemarie Cooke	Open
1.03	Appeal for more people to join the planned giving scheme.	Louise Poulter	Open
1.04	Produce a welcome pack for new parishioners	unassigned	Open
1.05	Investigate whether Fr Dominic could have a lapel microphone	Richard Bannon	Open

14. *Closed items*

Action number	Description and update	Actionee	Status
3.01	Find out who at the diocese deals with churches that are closing, with a view	Dcn Dave	Closed

Action number	Description and update	Actionee	Status
	to seeing if we can acquire their mass books. <i>We won't need the same books next time, so the action can be closed.</i>		
3.02	Find out from Fr Mike at Fleet where Fleet's lectern came from <i>We have arranged that David Sexton will make a lectern for us. Margaret is dealing with it. Action closed.</i>	Viviane Faye	Closed
3.03	Check out our microphone and if necessary buy a new one <i>The microphone is OK so a new one is not needed. Action closed.</i>	Richard Bannon	Closed
3.04	Put appeal for new sacred vessels into newsletter <i>Done</i>	June Walsh	Closed
3.05	Appeal at Mass for new sacred vessels <i>Done</i>	Fr Dominic	Closed
3.06	Inform the local funeral directors know that we are now clustered with Yateley, not with Hook <i>Done</i>	Dcn Dave	Closed
3.08	Set up a book for birthday presents for children <i>Done</i>	Rosemarie Cooke	Closed
2.07	Obtain a new glass holder for the altar candle <i>Done</i>	unassigned	Closed