

St. Thomas More Church, Hartley Wintney

Minutes of Good Shepherds' meeting number 6 held on Tuesday 19th January 2010

Present:

Bill Bishop (chairman), Alan Bannon, Carole Johnson, Dcn Dave Morgan, Fr Dominic Adeiza, Louise Poulter, Marian Sandle, Marie Linscott, Pat Paul, Paula Simcoe, Stephanie Bannon, Viviane Faye, John Marcotti (minutes),

Apologies:

Anne Stanley, Janine Kilroy, June Walsh, Kath Budd, Margaret Jennings, Richard Bannon, Rosemarie Cooke

1. *Previous minutes*

Previous minutes were agreed.

Nobody owns the action about updating the opening and closing instructions, nor indeed the instructions themselves. John will update the instructions, and then ask June Walsh if she could take ownership if the instructions, as she already owns the Openers' Rota. **Action 6.01 John Marcotti**

2. *Supporting charities*

It was suggested we could affiliate ourselves with a parish in Africa. A contact of Paula's is currently working in a parish in Tanzania. Paula will provide more information. **Action 6.02 Paula Simcoe**

Fr Dom recommended that the project we support should have a fixed lifespan i.e. it should not be open ended.

We will ask parishioners for their views. **Action 6.03 unassigned**

3. *Old lectern*

Now that we have a new lectern, what should we do with the old one?

Suggestion to use it as a 'prayer station' in connection with Stewardship and for a parish remembrance book.

It should be positioned beside the votive candles.

4. *Parish remembrance book*

Fr Dom will obtain a parish remembrance book... **Action 6.04 Fr Dominic**

... and will explain at Mass how it works. **Action 6.05 Fr Dominic**

5. *Lent*

House groups will meet throughout Lent and up to Pentecost. Carole to tell people at Mass. **Action 6.06 Carole Johnson**

The parish will pay for the prayer packs for all who participate.

Fr Dominic will celebrate Mass at St Thomas More on Ash Wednesday at 11a.m.

Stations of the Cross will be held in the church after Mass each Sunday during Lent, led by Carole Johnson.

There will be a service at St Thomas More on Good Friday at 3p.m.

We will not have a reconciliation service at St Thomas More, nor an Easter Vigil.

6. *Newsletter*

We discussed the contents of the newsletter. It should contain the names of the readers, cleaners etc. for the current week. Should also contain the mass attendance.

John to send a note to Carole Williams that all rotas are on the website.

Action 6.07 John Marcotti

Preferably, all rotas should contain people's full name, not just a surname or a surname and an initial. Most of our rotas are already like this. John to ask the owners of any rotas that are not. **Action 6.08 John Marcotti**

7. *Living our Faith*

Father Dominic asked for two volunteers to attend a meeting about fundraising in the diocese, but unfortunately none were forthcoming.

8. *Golden Jubilee*

Our golden jubilee is next year. We discussed how it should be celebrated. There should be both a spiritual and a social aspect.

There was a suggestion of holding a flower festival in connection with the Hartley Wintney festival.

We will add a note to the bulletin to ask for suggestions... **Action 6.09 unassigned**

... and discuss it more fully at the next meeting.

9. *More cleaners required*

Fr Dominic will ask at Mass for some volunteers. **Action 6.10 Fr Dominic**

10. *Appeal for any decorators in the congregation*

We felt the church was in need of redecoration, but it would have to wait until we had learned more about the crack in the floor. When the time comes, we'll ask if any parishioners are decorators and would be prepared to quote for the job.

11. *Remind people about gift aid*

People should be reminded to use Gift Aid if possible. **Action 6.11 Louise Poulter**

Also, we could do with some spare envelopes for visitors and *ad hoc* collections.

12. *Other business*

Remind all cleaners that the new lectern should NOT be polished. **Action 6.12 Margaret Jennings**

13. *Dates of next meetings*

Meetings will be on:

- Tuesday 23rd March
- Tuesday 25th May
- Tuesday 20th July
- Tuesday 21st September
- Tuesday 23rd November

14. *Open items*

| Action number | Description and update | Actionee | Status |
|----------------------|---|-------------------|---------------|
| 6.01 | Ask June to be responsible for the Openers' instructions | John Marcotti | Open |
| 6.02 | Provide details of the parish in Tanzania | Paula Simcoe | Open |
| 6.03 | Ask parishioners for their views on adopting a charity | unassigned | Open |
| 6.04 | Obtain a parish remembrance book | Fr Dominic | Open |
| 6.05 | Explain at Mass about the parish remembrance book | Fr Dominic | Open |
| 6.06 | Tell people at Mass about the house groups | Carole Johnson | Open |
| 6.07 | Tell Carole Williams where to find all our rotas | John Marcotti | Open |
| 6.08 | Ask rota owners to include people's full names | John Marcotti | Open |
| 6.09 | Ask in the bulletin for suggestions for our golden jubilee | unassigned | Open |
| 6.10 | Ask as Mass for more cleaners | Fr Dominic | Open |
| 6.11 | Remind people about Gift Aid | Louise Poulter | Open |
| 6.12 | Remind all cleaners that the new lectern should NOT be polished | Margaret Jennings | Open |
| 5.01 | check whether the chalices are – or ought to be – listed in the insurance policy | Richard Bannon | Open |
| 5.04 | Update Opening and Closing instructions to include turning the heating up or down | unassigned | Open |
| 4.02 | Insurance valuation for new chalices and ciborium | Richard Bannon | Open |

| Action number | Description and update | Actionee | Status |
|----------------------|--|---------------------------------|---------------|
| 4.04 | Order a death register | John Marcotti | Open |
| 4.06 | Provide keys for the church to all openers and to St Swithun's | Carole Johnson | Open |
| 4.07 | Provide suggestions for wheelchair access | Richard Bannon | Open |
| 3.07 | Obtain a book for names of deceased parishioners | John Marcotti | Open |
| 3.09 | Present a financial update to the parish after the financial year ends | Louise Poulter | Open |
| 2.03 | Provide a list of internet links for potential replacements for the homily section of the newsletter and website | Alan Bannon | Open |
| 2.05 | Quarterly financial update for the parish | Louise Poulter | Open |
| 2.06 | Produce an inventory of items owned by the parish | Richard Bannon | Open |
| 1.02 | 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 | John Marcotti | Open |
| 1.05 | Investigate whether Fr Dominic could have a lapel microphone | Richard Bannon | Open |

15. *Closed items*

| Action number | Description and update | Actionee | Status |
|----------------------|--|-----------------|---------------|
| 5.02 | Speak to Trish at Hook about sourcing a Christmas tree | Pat Paul | Closed |
| 5.03 | Ask Viviane to co-ordinate the Christmas social | John Marcotti | Closed |
| 1.01 | Rota for altar servers | Ruth Hudson | Closed |