

Sacred Heart, Tisbury and All Saint's, Wardour

PASTORAL COUNCIL MEETING

7th March 2011

MINUTES

Present: Nick Weeks (NW) (chair), Fr Thomas (Fr T) Krystyna Morgan (KM), Mark Shuldham (MS), Philadelphia Whittaker (PW) Patricia Coopman (PC), Mike Montgomery (MM) Felicity MacSwiney (FMacS)

Apologies: Richard Arundell,

Welcome

Opening Prayer

1. *Minutes of last meeting (17th January 2011)*

The Minutes of the last meeting, circulated previously, were approved.

2. *Matters Arising from the Minutes of the last meeting not dealt with below*

(a) Fr T had provided another frame for the Vision Statement for Wardour. PW will check that the Vision Statement is now in Wardour.

(b) Item 8 (b) MS said that he had not yet prepared a programme of maintenance for the Sacred Heart.

3. *Parish Volunteering: Job Descriptions*

NW thanked members for providing job descriptions of roles they undertook in the parish. He had put them all into the same format and had done a little editing. With copies of the 12 provided, there was agreement that it was a useful exercise. NW grouped the roles into 3 categories, - liturgical, pastoral care and stewardship.

It was noted that the fabric of Wardour is the responsibility of Wardour Chapel Trust. Richard Arundell and Lady Talbot arrange readers, Eucharistic ministers, sacristans and servers.

In order to provide a comprehensive collection of job descriptions, there were several missing namely –

MC for Tisbury

PPC member – NW will prepare

Treasurer – but this was included in Assistant Treasurer's job description

Responsibility for the Presbytery garden and the grounds of the Sacred Heart.

TCSG member

Parish secretary

Catechists

Youth Ministry

CAFOD

Contact for help with, inter alia, transport to church and for the housebound.

Tisbury Church cleaning

Tisbury church flowers

MS would prepare a detailed job specification for the role of buildings adviser.

Members noted the job descriptions, most of which had an open-ended commitment, the question of whether there should be a periodic review of all roles would be considered at the next meeting. NW would collate the job descriptions and draft a preface with a view to providing a booklet. It was decided that those undertaking the roles for which there were no job descriptions would not be asked at this stage to provide them.

4. *Papal Visit Legacy*

Fr T had received information about this initiative but felt that the parish was not in a position to take on yet another initiative, members agreed. Copies of the leaflet would be available at

the back of both Churches. The speaker and subject matter at the Parish General Meeting, (see next item), would be part of the legacy.

5. *Date/Speaker for Parish Annual General Meeting*

It was agreed that Joyce Sugg be invited to speak about Blessed John Newman at the meeting. Provisionally the date of the meeting would be 10th June, subject to Joyce Sugg's availability, (but see change of date below).

Once the date of meeting is confirmed, notice of the meeting will be put in the Bulletin.

Action PC

6. *AOB*

Fr T provided copies of an article in the Pastoral Review "Managing Parish Transitions" for members to read. He said that following his observation at the 2009 Parish General Meeting about the fact that 2011 would see his 70th birthday – the usual age for retirement of priests in Clifton Diocese - he had as yet nothing to announce.

7 **Date of next meeting: Monday 9th May at 7pm in the Presbytery**

8. *Closing prayer*

Please note that Joyce Sugg has agreed to speak on 3rd June so Parish General Meeting will be on 3rd June.