

**St. Peter's Parish Pastoral Team Meeting.
Tuesday 7th February 2023. Started with Adoration in church at 7.00
pm followed by meeting in the Sacristy.**

MINUTES

Present. Fr Peter, Margaret Drury (Chair), Anne-Marie Bailey, Clare Allen, Helen Lyons, Sophie Hourihan, Rachel McKay (minutes).

Apologies; James Walker, Terry Thiele, Alison McGarr, Anne Rogowski, David Small.

1. Minutes of last meeting already accepted.
2. **Come and See Event. Sunday 5th March** – Very positive response to this event. 23 groups have requested tables so far. Good first meeting – variety of groups involved including uniform groups/Little Fishes. Polish/Kerala Community have been invited to have a table. St Philips will be involved. Possible involvement of the schools too. Second meeting quieter. Need to recruit more help for the day. Sophie kindly has offered to source some more tables for the event. The event will run after the 8.30 AM Mass until 1 PM. Set up from 8AM. Unfortunately, there is no access to the hall the night before.

Activities being offered on the day by the choir/music groups; flower arrangers; crafts; Toast; Altar servers. Uniform groups are going to see, if they can cook sausages on the day. Purpose of this event is to raise awareness of what is going on; volunteering opportunities or chance to join groups or establish new groups.

Helen advised that the parish centre will be closed now for 6 weeks from beginning of April. Consensus was to continue with the Come and See event despite this. Organization now in place/ people have now signed up.

B) **Parish Centre Refurbishment.** This will take place from 03/04/23 – 22/05/23. However, it will be made available for the Parish Coronation lunch. The meeting room will be available throughout the refurb. However only the disabled toilet will be available for use. Access may be via the fire doors at times. Refurbishment to include -

- Full refurb of Main Hall and Members lounge – decoration; carpets; curtains; windows.
- New water heater for the kitchen (Urns will still be available for big events)
- Extra storage space to be created.

Questions asked about; -

- Can we reduce the constant shifting of equipment by having a built-in screen/projector up at the stage end?
- Sound system to cover the whole hall.
- Do we still need the curtains?
- Improve the AV equipment available for use across the groups.
- Loop system to cover the whole hall.
- What is the plan for the electrics? Electrics on the stage controlled from behind the bar now due to noise control monitoring system.
- Improved Wi-Fi.
- Heavy tables will continue to damage new flooring – can we have more light weight tables available?
- Create a multi-purpose space for variety of activities.

(Post meeting Addendum received - Maybe these can be used for reference in discussions with the project manager for the refurbishment?)

- What will happen about the heating and ventilation in the main hall?
- Will users be able to adjust heating controls, e.g., dance/exercise classes, who invariably want to leave all the doors open for ventilation as it currently gets too hot. But that means the music penetrates the whole building, including the Meeting Room.
- Would the heating controls for the Meeting Room also be accessible to users? (You currently can get boiled alive some evenings!)
- Is there a way of sound proofing the main hall to protect the Meeting Room users?
- Could the lighting in the toilets be proximity controlled - i.e., they activate when someone goes in and switch off when they go out?
- Could there be a central location in the main hall for the lights, wall lights and the ceiling fan switches (if we'll still have those)?
- We should take advice from our technical experts like James Walker and Kyle Daniels for help with determining computer and projection equipment, wi-fi etc. The church is techno-enabled, so the parish centre should be too.
 - This is our one opportunity to update the parish centre on behalf of all the parishioners - we should be able to determine the detail at the planning stage. Is our Finance Committee involved at all?)

3. New PPT Members. There will be a PPT table at the ‘Come and See’ event to encourage new members. Fr Peter will ask for new people to join so existing people can step down.

Action: - Sophie offered to help with the PPT table.

4. Parish Calendar. Many interesting discussions at the Come and See meeting. Raised need for a coordinator of all the different groups or a means of improving communication between the groups. Clare has produced a detailed document of the group activity across the parish which has been formulated into a calendar. The idea would be to have an online calendar which would be dynamic; ongoing; changeable. Possibly have a link on the website to a Google calendar. Thought needs to go into how this would be kept updated/kept up to date. This would give a year view of what was happening in the parish as well as having a monthly view so that everyone can see what is going on. Further work needs to be done on the calendar before it would be publishable. Helen suggested adding the parish centre activity to the calendar as well. Helen produces a monthly list of the groups using the parish centre.

Action: - Clare will share the document with Helen so that it can be enlarged. Clare will speak to James and Helen re logistics of having the calendar on website/updating mechanism.

Action: - Helen to put Parish centre usage on the website.

B) Shared Contacts list. Come and See planning meetings also identified the need for a shared contact list across the groups. Clare has developed a list to which she is still adding contact details once permissions have been received. This will be a useful document which would only be shared with the leaders of the different groups to improve communication and collaborative working.

Action: - Clare will continue to add details to this document as groups sign in to the Come and See event.

5. Centenary Plans.

- **Thursday 29th June 2023** – Mass for St Peter and Paul at 7.30 PM to launch the year. The children from the Primary schools will be involved in a Mass at church during the day.
- **Boundary Walk - Sunday 2nd July** - **Action:** - Anne Rogowski is leading on this.
- **Saturday 29th June 2024** –**Midday Mass** and garden party for the centenary of the Parish. Invite Bishop and former clergy of the Parish.

This may be combined with a flower festival. **Action: - Fr Peter** to invite Bishop/clergy.

- **St Peter's Centenary Gin.** Can we gather the botanicals from the church garden? Anne-Marie and Terry will design a label. Stockport Gin will produce the gin. **Action: - Anne-Marie** will consult with Terry about the label.
- **Sunday May 7th - Coronation lunch** booked for Parish Centre. Parish centre will be made available for this weekend.
- **Life in the Spirit seminar** – Dates were reserved with the Parish centre – 13th/20th May. Joe has passed these dates to Charis. Situation with parish centre to be discussed with Joe/Charis. Might have to change date or look for another venue.
Action: - Rachel will speak to Joe.
- **February 2024** – Celebration of Marriage and Family Life Service/Day. Fr Peter would like to repeat a similar event to the one held a few years ago. **Action: - David** looking at dates for this.
- **Lent 2024** – Fr Peter is planning to do something extra during Lent next year. He hopes to have a different speaker each week on the Thursday evenings/ plus possibly retreats for the schools of Lent.
Action:- Fr Peter will think about speakers.
- **Faith in Action** - Alison is investigating this.
Action: - Alison will follow up
- **'Come and sing day.'** Clare has spoken to James and Eileen Rigg about this. Possibly this might happen later in May/June 2023 following on from what happens at the Come and See day. Idea is to bring everyone together. **Action: - Clare/James** will investigate the possibility of this.
- **Music Rota** - Helen is going to add the music Rota to the newsletter so that people know who is playing at which Mass **Action: - Helen** will add Rota to newsletter.
- **Rock Passion/Parish Pantomime** - for the Centenary year? Possibly for 2024. Helen has discussed with Julie.

- **24-hour Adoration** – maybe May/June this year when evenings are lighter. Possibly for Corpus Christi 02/06/2024. **Action:** - **Rachel** will organize.
- **Health and safety guidelines for the Parish Centre** – Clare has discussed this with Anne.
- **Parish handbook** – hopefully we will be able to update the online version of this via the groups taking part in the ‘Come and See’ event. It may then be possible to do a small print run for those parishioners without internet access. **Action:** - **Clare** to gather contact details and liaise with Anne-Marie re updating Parish Handbook/small print run.

6. A.O.B.

A) Parish Census – for discussion at the next meeting

Action; - **Alison** - agenda item for next meeting.

Meeting ended with the Parish Prayer.

Date for next meeting: **Monday 20th March 2023** starting at 7 PM with Adoration in church.