

**Sacred Heart – Newhaven**

**Parish Open Meeting – Wednesday 7<sup>th</sup> November 2018**

**Minutes**

**Present:** Fr Ian, David Wolfe (DW), Halden Eady (HE) (Chair), Margaret Slattery (MS), Brian Slattery (BS), Tony Bradbury (AB), John Gravenor (JG), Lyndsey Gravenor (LG), Cora Stinton (CS), Val Booth (VB), Carolyn Orchard (CO), Ruth Hume (RH), Krzysztof Lademann (KL), Normando da Silva (NS), Ilda da Silva (IS).

**Apologies:** Joyce Morgan, Peter Doran, Ann-Marie Brook, Tina McCulloch, Lois Fuller, Ian Farrow,.

**Welcome:** Fr Ian led the opening prayer

**HE: Minutes of previous meeting (26<sup>th</sup> Sept 2018) and matters arising:**

Tony Bradbury (AB) was present at the meeting and his name had not been included – apologies from HE for error. BS requested that copies of the minutes be given to all parishioners – HE confirmed that this is the case.

KL said he would be able to post minutes on the website. A copy will also be left at the back of church for anyone else to access. It was agreed that minutes be circulated as soon as possible after the meeting.

CS and HE attended annual training at Arundel – Safeguarding, Finance, Health and Safety, Gift Aid; feedback to be given during this meeting.

*HE to action.*

**Pastoral Group Reports**

**Stewardship (DW Chair)**

End Oct balance = £5,250.

Insurance due (£2,100) and we still owe monies to Peacehaven parish. It had been reported at the previous meeting we were in debt to Peacehaven parish for £2,000 but we have only one outstanding invoice for £1,000. DW to ask Peacehaven to continue to send us invoices of monies owed, even though, at the moment, we acknowledge that they are not expecting immediate payment. This will enable us to have a clear picture of how much we owe.

*DW to request.*

Thank you to Peacehaven for their patience in receiving payment for outstanding money and to parishioners who have been especially generous. Envelopes for our parish handed in to Peacehaven are returned to us for money still to be paid into our account. When new envelopes issued in 2019, we will need to ensure that people still receive their new envelopes.

Boilers in flat and sacristy have been serviced.

DW completing end of year accounts. He has passed on details of what is needed for the new person who will be taking over as Treasurer in January 2019 (JG).

Health and Safety – CS handed information to AB who will be taking over responsibility for this area. Contact Sue Forrest (Diocesan team) and Peter Doran who will be able to support him in understanding this important role.

Cheques can only be signed by Fr Ian, in his absence, a priest from a neighbouring parish can sign if permission sought from Diocese.

*Fr Ian to ensure this is in place.*

HE gave feedback from Diocesan meeting:

- mass stipends, no longer able to claim Gift Aid as they are given directly to Fr Ian;
- Christmas and Easter offerings - must be clear that they are 'offering in support of the clergy'. If this is made clear, we can still claim Gift Aid.
- Counting money after collections – must always be 2 people present.

BS We are still collecting money for building projects but at this time we do not have any ongoing projects. Should we still be collecting these donations? After discussion it was agreed that envelopes should clearly state 'Maintenance Fund' as this then covers ongoing spending within the parish.

DW confirmed monthly rental money received regularly from Pebbles Nursery.

BS concerned that we are down 35% on numbers from this time last year.

Fr Ian asked each of us to do what we can to bring other people along to church with us each week.

MS reported a new Polish family had come to mass a couple of weeks ago – we need to improve our advertising so that people know we are here...

LG suggested we might be able to use the hall at weekends and on Bank Holidays? LG confirmed she had read the lease and it gives exclusive use to Pebbles from Monday to Friday only. It might not be practical for the nursery to change their set up / move equipment etc.? HE and LG to visit Pebbles and see what the situation is. It would be good to be able to offer tea / coffee every week after mass and ideally the hall would offer a better setting for this.

*HE/LG to visit Pebbles.*

Could we advertise in local papers? We will be included in the 'Churches Together' publication regarding Christmas services this year. (Help might be needed to distribute).

We have an ad in 'Newhaven Matters' – LG has been in touch with them recently to ensure mass times are correct.

### **Communication (CO Chair)**

CO attends Churches Together meetings and will pass on info of our Christmas arrangements once finalised to be included in leaflet to be circulated.

'Wednesday Word' is a free resource that guides us through the readings to be used the following weekend. Very useful for prayer / reflection. It was agreed to provide this for a 3 month trial, starting with the first week of Advent and going through until Lent.

*CO to liaise with LG – photocopying etc.*

CO confirmed copies of minutes would be available for all parishioners after this meeting, also displayed on the noticeboard at the back of church and on the website. Link to Diocesan website to be put on our website too – there are several useful areas that might be of interest to parishioners, eg what is going on in the Diocese and also a resource called 'The art of dying well'. This offers support to people who know someone who is dying or if they have recently lost someone close to them. Weekly newsletters do remind parishioners to look at the Diocesan website regularly.

### **Community Development (Chair - vacant)**

We have someone we will ask to consider taking over this role as 'Chair' Fr Ian to contact when available.

Tea / coffee served every week starting in Advent. Rota to be set up... HE to prepare rota and VB to encourage people to sign up to offer their services.

### **Youth (AB Chair - apologies)**

Youth team to lead two masses – Christ the King (25<sup>th</sup> November) and Christmas Eve Children's mass (time to be confirmed).

Discussion about Christmas arrangements – is the Carol Service recently planned for 23<sup>rd</sup> Dec at 3pm too close to the carols that will be shared at the Christmas eve mass? It was agreed to go ahead with both as planned. All services to be advertised in newsletter and open invite to Peacehaven parish and anyone else from the wider community that might like to attend. AMB will confirm time of Christmas eve carols / mass once she has met with her team on Friday.

*AMB to confirm time asap.*

### **Liturgy (HE Chair)**

Full memorial mass to be held Sunday 11<sup>th</sup> Nov at 9.00am. Peter Doran (ex Army) to read poem by Laurence Binyon – 'Ode to Remembrance' before the start of mass.

Training for new Eucharistic Ministers: Peacehaven 14<sup>th</sup> Nov at 7.30pm, Newhaven 15<sup>th</sup> Dec at 10.00am.

Training for Presiders: Peacehaven 8<sup>th</sup> Nov 7.30pm – 9.30pm, Newhaven 17<sup>th</sup> Nov 10.00am – 12.00pm (if priest not available to say mass – must not be the same person as Eucharistic Minister).

Services of Reconciliation before Christmas: Peacehaven – Thurs 13<sup>th</sup> Dec at 7pm, Newhaven – Sun 16<sup>th</sup> Dec at 3pm.

Reorganisation of piano / organ in church – further discussion has resulted in agreeing to move the piano to the back of the church, but to leave the organ where it is at the front.

*HE to action.*

Funeral of Michael Blakemore Tuesday 13<sup>th</sup> November at 1.00pm – Sacred Heart Church.

**Formation:**

Christingle Service at Pebbles 19<sup>th</sup> Dec at 11.15am. Other nurseries in the area invited, and parents. All welcome. MS would like to offer a similar event to schools in the area – possibly Easter. Further discussion needed.

**Mission (LF Chair – apologies given)**

Mission boxes due to be collected. MS to continue to count money and send off.

**Sick / Housebound**

IS continues to take Holy Communion to 3 people and has been approached by another person too. IS will liaise with Fr Ian about this.

**Comments / Updates:**

Ashdown Singers concert – St Thomas More, Seaford Sun 3<sup>rd</sup> Dec at 2.00pm. In aid of Homelink charity. Help needed with refreshments, please speak to MS if you are able to help.

**AOB**

Fr Ian has written to Deaf community, informing them of Bishop Richard's plan for the Diocese.

There are still 2 sessions remaining of 'The Gift – A Life in the Spirit' course being held Tues evenings at 7.30pm. Between 15 – 20 people have attended the sessions and they have been most successful. Not too late to come along to final two sessions. It is possible that we will run the course again in the new year – invite more people to attend.

RH is taking over as 'Chair' of the Liturgy Committee – thank you.

CO has taken over responsibility for organising rota of mass duties each week – thank you.

Our parish to join with Peacehaven in 2019 (probably Sept 2019). Fr Ian will be receiving minutes of meetings from January to familiarise himself with Lewes Deanery workings.

It is likely that our Committees will start joint working with Peacehaven early in 2019. This will help joint working, avoid confusion and enable both parishes to share expertise and experience.

BS has tracked down 5 more names of those lost when the SS Maine was sunk. These names to be read out by Fr Ian on Remembrance Sunday (11<sup>th</sup> Dec) after Bidding Prayers. Peter Doran will still read poem before beginning of Mass. MS proposed that at some stage, we read out the names of those who have died in our parish in the last year. Agreed to be done during a November mass.

**Dates of forthcoming meetings:**

Parish Open Meeting	Wednesday 9 <sup>th</sup> January 2019 7.30pm.
Liturgy Meeting	Wednesday 12 <sup>th</sup> December 7.30pm <b>(NB change of time)</b>
Stewardship meeting	Wednesday 19 <sup>th</sup> December 7.30pm
Annual Review/Training day at Arundel:	Saturday 2 <sup>nd</sup> November 2019
(Finance, Gift Aid, Health and Safety, Safeguarding).	

**Sincere Thanks to David from Fr Ian...**

**Sincere thanks to David Wolfe for all his hard work and dedication as Treasurer over the last 15 years. He has been a great support and has shown concern and respect, both for Fr Ian individually and for the whole parish. A HUGE thank you to him...**

\*\* Fr Ian to give CO final details of which priest will be leading which Christmas service asap.

\*\* Additional people willing to help with counting: Kamilla Lademann, John Gravenor, Cora Stinton, Carolyn Orchard.

Many thanks.