

Meeting of Parish Core Team 9th August 2022 7.30pm

Present:	Kevin Rourke (KR), Canon Tim Madeley (CTM), Claire Fairlie (CF), Robin Landells (RL), Jenny Marsden (JM), Denis Woodhouse (DW)
	Minutes Secretary: Denise Bass
Apologies:	Claudine Maude (CM)

1. Opening Prayer

2. Introduction to Pilgrimages at the Shrine of Our Lady of Consolation:
The Team welcomed Geoff Callister to the meeting to inform us about his role as pilgrimage coordinator and to ask for any support he would like. Geoff said that pilgrimages form a big part of parish life with approximately 1,000 pilgrims visit each year. Geoff gave us an overview of pilgrimages (see sheet) and explained that they can be booked via Our Lady of Consolation's website. Geoff then phones the enquirer for details and further information.
- Help required:
- People to volunteer to help at the pilgrimages. Sign up sheets are at both churches DB & Kate Goddard need to liaise to ensure those who have offered are recorded at both churches.
 - Volunteers to take on roles within the pilgrimages e.g. giving a brief history talk or guiding a visit to the secret chapel.
 - Geoff needs someone with good organisational skills and a thirst for the history of the shrine and why it is here to eventually step into his role.
- KR thanked Geoff for his most informative input and Geoff left the meeting.

3. Minutes of the last meeting: Agreed.

4. Matters arising from the Minutes not on the agenda:
Suggestion boxes: No suggestions have been received from the boxes at both churches or electronically from the website. DB received some suggestions via the parish email:
- Could we have a 'positive' suggestions box? - there are suggestion boxes in both churches and on the parish website where people are asked for suggestions to improve the life of our parish family. DB to advertise in the newsletter.
 - May we return to singing a recessional hymn? - CTM explained that Mass is ended with the dismissal e.g. 'Go in peace, glorifying the Lord by your life' and that the current format of departing with organ music is liturgically correct.
 - Do we need hymn books or an overhead screen? - We have plenty of hymn books but they were put away during COVID. They haven't been reused as not all verses of hymns are being sung and it is felt by the Team that people sing better with everything in front of them on one sheet.
 - The Hall at St. Gabriel's can be very noisy could curtains, material, acoustic paper be added? - The curtains were removed and replaced by blinds, as they are much easier to keep clean with the Hall being used for the playgroup. It was decided that nothing should be added to reduce the size or ceiling height of the Hall. It was felt too that there are times when the Hall is being used for presentations that a loud, bright sound is required.
- DB was asked to email the Team's response to the parishioner who made the suggestions.

5. Finance:

At St. Gabriel's the Gift Aid Coordinator has resigned but has kindly offered to continue until a replacement is found. The chair of finance is leaving the parish at the end of the month so RL will be the chair at both churches with a view to merging both finance committees.

	Gift Aid at Our Lady of Consolation was discussed. The DONA machine at Our Lady of Consolation still isn't working as the wifi connection in the church room isn't strong enough. KR and DW will investigate the problem and come up with a solution to boost the connection to the broadband router in the house. DB will contact diocese to obtain HSBC deposit card for both churches to ease the problem of paying in the weekly collection.
6.	Update on developments at Our Lady of Consolation: CTM composed a document for Historic Churches to support the installation of the two altars. The altars will be stored until the parish can afford to put them in place.
7.	Update on developments at St. Gabriel's: Planning permission for the development at Pulborough has been denied due to the issue of water neutrality. The developers have to manage and find solutions. Selling water credits is still under investigation. So all plans for St. Gabriel's are on hold. The cost of maintaining the site at Pulborough is a demand on the finances at St. Gabriel's.
8.	Audit of signage: A parishioner at Our Lady of Consolation pointed out that there is a sign by a bush for toilets. CTM asked JM with CM to walk around the site at St. Gabriel's with fresh eyes and check the signs and their positioning. CF and DW to do the same task at Our Lady of Consolation.
9.	Synod Question 2 – Listening part 1: After examining the groups' recommendations on '<i>Helps and hindrances</i>' the PCT made the following responses (in no particular order): • PCT is listening to initiatives within the parish, responding to needs of groups where possible • To establish a time of quiet and prayer at St. Gabriel's once the bell in the tower begins, encouraging the end of chat and CTM will ask the choir to make sure they stop rehearsing • At St. Gabriel's Children's Liturgy will begin on 11th September • To look into the provision of 'quiet' toys for small children and/or reinstating the children's area at the back of St. Gabriel's • CTM can be contacted through the parish email or phone. He can now also be emailed at his diocesan email address tim.madeley@abdiocese.org.uk • To have a Parish Day each year with one Sunday Mass alternating between West Grinstead and Billingshurst. Date was set for 18th September a 10.30am Mass at Our Lady of Consolation. Bring your own picnic lunch, tree planting for the Queen's jubilee if feasible, opportunities for visiting the Secret Chapel and a procession in the Rosary Way. Lifts and car sharing will be encouraged. Next year the event will be at Billingshurst • 3 parishioners are members of Billingshurst Churches Together and will be encouraged to make sure events are advertised in the parish and people are encouraged to attend
10.	Date of next meeting: 13 th September 2022 7.30pm
11.	Final Prayer