

Meeting of Parish Core Team 22nd February 2023 7.45pm

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

1.	Opening Prayer
2.	Apologies: Claudine Maude
3.	Minutes of the last meeting: minutes were agreed.
4.	Matters arising from the Minutes not on the agenda: • A replacement Gift Aid coordinator for St. Gabriel's was discussed • The wifi at Our Lady of Consolation was fine when checked in the wet weather by KR. He has asked Kate Goddard to take her own devices into the parish room to see if they continue to work when the DONA machine isn't working • KR did notice that the wifi hub not working in the church and thought it might be a problem with the electrics. RL will flag this problem up with Geoff Callister • The trip hazard going into the sacristy at Our Lady of Consolation has been sorted • The tree stumps in the garden at the priest's house in Billingshurst have been removed for a very reasonable price and the fencing can now go ahead • DB ordered a fire blanket for St. Gabriel's and it is located on the wall just outside the servers' sacristy. She also ordered A frames for both churches. The frame at St. Gabriel's is in use each Sunday and KR observed that it seems to have increased the number of people going to coffee in the Hall. DB is to make posters for the frame at Our Lady of Consolation • DB has added the word 'pause' to the end of each bidding prayer and it has made some difference to the way they are read • KR, CF and DW researched materials for Lent groups and this was emailed to possible group leaders. There might be 2 Lent groups running in the parish • Chris Bass has ensured all the CCTV cameras are working at St. Gabriel's but the cameras do need updating • DB distributed Mass attendance figures from 2016 to 2022 for the Core Team's perusal
5.	Correspondence: As Safeguarding Officer KR has received information from the diocese about a Diocesan Safeguarding Audit. It will be rolled out over 3 years and the parish will have 3 months to complete the process once it is initiated. There is a good practice report which needs to be examined and will be on the Core Team's agenda in the future. KR mentioned it says safeguarding should be raised in prayers, liturgy and homilies. The Core Team felt it is already raised in prayer but were not certain of its place in liturgy or homilies. DB to download the safeguarding poster for both churches. We already have safeguarding mentioned on the website and newsletter.
6.	Finance: CTM reported that there has been a very generous donation of £3,000 to go towards the organ debt at Our Lady of Consolation and a further gift of £2,000 has been promised at the start of the new financial year. With Gift Aid added to the sums this will half the £12,000 debt. CTM will meet with Sarah Kilmartin diocesan COO to get advice on how to proceed. Should the amount be paid in a lump sum or paid monthly from a ring fenced amount in the church's account? RL stated the end of year finance statement was almost complete for Our Lady of Consolation. Core Team asked DB to get end of financial information for St. Gabriel's from the bookkeeper and pass this on to RL.
7.	Update on developments at Our Lady of Consolation:

	The 3 altars remain in shipping containers in the back car park. The parish is unable to access them as no one has the keys. CTM has asked Chris Dobbe to look at the driveway to the back car park at Our Lady of Consolation as it is mossy and can be very slippery. He pointed out that a car park sign is rotting and needs to be replaced. He has asked Kate Goddard and Geoff Callister to investigate.
8.	Update on developments at St. Gabriel's: There has been a water meter installed in the Hall by the developers of the Pulborough site to provide concrete evidence of water usage. CTM has found a possible artist for the proposed icons for St. Gabriel's. CF raised the issue of the white lines in the car park being very hard to see now and as a result parishioners are parking very poorly. DB to email Brian O'Connor about the problem.
9.	Synod Question 5 – Co Responsibility in our Common Mission: The Core Team had the following thoughts on the responses: • Mass always ends with the priest proclaiming - Go and announce the Gospel of the Lord or Go in peace, glorifying the Lord by your life. Therefore, we are sent on our mission. • We have made huge strides with Churches Together in Billingshurst. The Catholic presence on the committee is the largest. There is a Churches Together section on the noticeboard at St. Gabriel's and Lucy Cooper has begun to display minutes of the meetings there. • The very successful ecumenical service for Christian Unity Week proved we can show welcome to others. The next step is to ensure that we then go out and show support to others for example at the next Christian Unity Week we need to go to the host church. • KR told the team that the Walk of Witness will start at St. Gabriel's Church this Good Friday. Subsequently the start time was confirmed as 11am. • JM and others from Our Lady of Consolation are attending an interdenominational Lent group. • Initiatives need to come from and be supported by the parishioners. It isn't CTM's role to 'nobble' people into doing things. • Factors working against lively and active participation are age of parishioners and distances to be travelled in the widely spread parish. • Plans need to be made for a 'new' parishioners evening possibly in April. • Perhaps one Sunday everyone should wear a name badge. • A request could be put in the newsletter to see if anyone knows of the details of national Catholic groups that support different professions. • Our September Parish Day will allow us to discover the different roles and talents of the parishioners. • A Mass could be dedicated to those who serve us e.g. nurses. • A copy of the Core Team minutes will be put on the website. • When the synod documents come out it will be a good opportunity to look at where we were as a parish and where we have got to.
10.	Suggestion box: The parish office received an email from a parishioner who had attended the recent Formation Social at St. John's Horsham. They found the experience very good and wished for more people to have the same experience of faith sharing and exploration so could something be established in our parish. The Core Team felt that for now as part of the same cluster of churches we should continue to support the events at St. John's and DB will continue to advertise in the newsletter so all parishioners are aware.
11.	Date of next meeting: 29 th March '23 7.30pm at JM's house
12.	Final Prayer