

Meeting of Parish Core Team 30 th August 2023 7.30pm	
Present:	Kevin Rourke (KR), Canon Tim Madeley (CTM), Jenny Marsden (JM), Claudine Maude (CM), Denis Woodhouse (DW) Minutes Secretary: Denise Bass (DB)
1.	Opening Prayer
2.	Apologies: Sarah Cooper
3.	Minutes of last meeting: Agreed
4.	Matters arising from the Minutes not on the agenda: - KR to send list of volunteers and their roles to DB to check it is complete and up to date. - KR did offer help B O'Connor with inputting information into Safety Toolbox but He is quite happy continuing alone at present so KR said his offer still stands if his help is needed in the future. - CTM and DB to check the diocesan directory and then select a date for the parish second collection. The proceeds from this would enable the parish to help future requests for assistance with the cost of attending World Youth Day, the diocesan pilgrimage to Lourdes etc. - CTM and DB to check the work on the thermostat in the Hall has taken place. - JM has contacted Rev. Caroline Armitage, curate at St. George's, West Grinstead and St. Michael's, Partridge Green. JM went to a sung Eucharist service and they met and had coffee. JM gave Rev. Armitage her email address but she hasn't heard anything yet. JM will email in a week or two or perhaps go to another service or attend a bible study meeting. Core Team to think of possible small groups that other faiths could be invited to attend. - CTM raised a safeguarding question. A child has shown interest in joining St. Gabriel's choir so would DBS checks be needed and if so on whom? The team felt that the child would need a choir member allocated as a chaperone, parental consent would be required and that all choir related correspondence should be delivered via the church office.
5.	Finance: Gift Aid from West Grinstead will be brought up to date as soon as possible by the current volunteer and then handed over to the volunteer at Billingshurst who will then oversee Gift Aid for the whole parish.
6.	Synod Question 8: Authority & Participation The Core Team examined the summary of responses to this question and made the following observations: - There is a Mission statement which was composed in synodic style but our parish includes West Grinstead and so this statement would need revisiting. - Proposed question in the newsletter. In response to synod feedback would you like a joint Mission Statement for the whole parish? If the response is positive then groups can come together to formulate. - The Parish Day on the 10th September will actively promote various ministries and groups within the parish. It will be proactively encouraging participation. - Canon Law may be changed as a result of the synod. Pope Francis will change it if and when it is appropriate. - The new parish census form includes the following statement to be completed: 'I have the following skills which I wish to use for the parish...' - Good results are often achieved when people put themselves forward for a task. CTM gave two examples of this happening at the moment. Others need to be asked, not necessarily by the parish priest, and then will flourish in what they do for the parish community.

	• CF found a useful document on terms of reference which she gave to KR for possible use in his 2 minute talk on the 10th September. • The Core Team identified communication as a weakness and agreed with the need for transparency. Future meetings will be highlighted in advance. The suggestion boxes will be made more obvious with pens and paper supplied. Communication is a two way process so parishioners will be encouraged to put their written suggestions to the PCT so they can respond and the responses can be recorded in the minutes. • Minutes of the meetings are available for people to take away but in future there will be copies available at coffee time. KR will make a new page on the website for the Parish Core Team and the minutes will be there.
7.	Theft & security measures: The loss of a quantity of cash from St. Gabriel's was discussed and new security measures will be implemented.. CTM will investigate the procedures for dealing with cash at West Grinstead.
8.	Update on developments at Our Lady of Consolation: CTM now has the keys for the containers holding the altars. Contractors are looking at the task of installing the altars and putting in quotes. The roof work is also being looked at by builders. There is scaffolding up at the priest's house in order for the porch and the windows to be repaired. This work on the house is funded by the diocese. The slats on the tower have blown in recently and need putting back in place. G. Callister and C. Conroy are looking into this.
9.	Update on developments at St. Gabriel's: We have a sign on the opposite side of the road indicating the church (completed earlier and not mentioned at a previous meeting). Line painting in the car park will take place on 11 th September. Quotes are coming in for the ramp up to the main door. CTM distributed the Safety Toolbox Progress Report and the number of overdue tasks is now very small. The Core Team wishes to thank B. O'Connor and C. Conroy for all the hard work they put in to achieve this.
10.	AGM Planning: Until the Bishop's new vision for the diocese is published and we have a clear idea of CTM's new duties it is difficult to make plans for the future. KR asked PCT to discuss the points below: a. Policy on hall rentals – This is needed to clarify our position. CTM recommended looking at the policy for Horsham's hall hire for guidance. In order to clarify the availability of the Hall the PCT decided that a monthly calendar showing bookings and availability should be on the noticeboards at both churches and on the parish website. b. Parish Special Interest Groups – it was decided that these are groups within a parish such as a bible study group, a lectio divina group or a sacramental group e.g. 1 st Holy Communion c. Other issues –After the 2 minute talks on the 10 th September after the joint parish Mass there will be an opportunity for people to chat with those with ministries and roles in the parish. These people will have a badge for easy identification. The suggestion box will also be available. Due to circumstances out of our control the finance committee is in a transition period and new members need to familiarise themselves with their roles so an AGM is postponed to early next year.
11.	Christmas Carol Service: A parishioner has requested that the parish has a Carol Service this year. CTM suggested this be held during the week before Christmas at West Grinstead especially as it would be an opportunity to create links with local churches by inviting them to attend.
12.	Suggestion Box Submissions: None
	Date of next meeting 11 th October '23 7.30pm at JM's house