

Meeting of Parish Core Team 11 th October 2023 7.30pm	
Present:	Sarah Cooper (SC), Claire Fairlie (CF), Kevin Rourke (KR), Canon Tim Madeley (CTM), Claudine Maude (CM), Denis Woodhouse (DW) Minutes Secretary: Denise Bass (DB)
1.	Opening Prayer
2.	Apologies: Jenny Marsden
3.	Minutes of last meeting: Agreed
4.	Matters arising from the Minutes not on the agenda: The parish is doing an internal audit of its safeguarding checks and procedures. KR sent DB the list of parishioners with DBS checks and safeguarding training. She identified that the list needs updating. KR informed the team that DBS checks and safeguarding training need renewing more often than in the past. There will no longer be any paper certificates issued and there is a shorter time period in which to get registered with the online service. CTM attending safeguarding training at the Amex tomorrow so may have more guidance. KR will send a copy of the Hall bookings and availability to be displayed on the noticeboards at both churches.
5.	Finance: SC now receiving communication from the St. Gabriel's property manager so is aware of expenditure required. She wishes to call a meeting of the finance team before Christmas so DB will provide her with the contact details of those involved. CTM said that Horsham parish went through the diocesan fundraising process and it was very successful. Crawley parish are keen to participate and it seems like a good thing for our parish to be involved in possibly during Lent 2024. The chair of the Finance Team at St. John the Evangelist Horsham has offered to explain the process so the Core Team will invite him to a finance meeting early next year. CTM distributed the most recent Safety Toolbox progress report. Our parish report is very good again. Many thanks to Brian O'Connor and Carl Conroy who make this possible. KR raised the question - could some of the tasks involved be undertaken across the deanery thereby easing the burden for each individual parish?
6.	Synod Question 8: Authority & Participation Part 2: The Core Team examined the summary of responses to this question and made the following observations: • The parish now has a Core Team and a Finance Team • The diocese must align with Canon Law • The spiritual side of parish life centres around the parish priest but due to its legal status there must be a Finance Team. In future the finance elements of Core Team meetings will be reduced as they will be dealt with in Finance meetings • The vision statement was discussed at the last meeting • A variety of social events have taken place this year thanks to a dedicated and hardworking group of parishioners. There is one more to come in November and this programme can be built on for the future. Events around the diocese are advertised each week in the newsletter • In the future lay leadership will go along the avenues of acolyte or lector and catechist. These roles already exist within the church and have been used especially by the Church in the developing world where there has been a shortage of priests. These roles are all callings and are quite different to the roles we attach to the titles today and would be a life long commitment
7.	Update on developments at Our Lady of Consolation: CTM reported that there is water coming through the roof and pouring down the walls of the church. The architects have received some quotes for the work involved and are awaiting others. A parishioner at present has kindly offered to investigate possible grants towards the work as the church is a listed building. She has made good progress but actual sums of money required are now needed in order to progress any further. SC suggested that one way to fundraise might be to ask parishioners to take on an extra, short term standing order to help pay specifically for the roof repairs. This could also be Gift

	Aided. CTM has already had some offers of financial help from individual parishioners. Mgr. Ewing has been asking when the parish will start to pay for the containers in the car park holding the new altars. A space has been created for the wooden altar to be stored inside the church building. The plan is to investigate to see if the other two altars will fit into one container thus reducing the cost.
8.	Update on developments at St. Gabriel's: There is no progress on the development at Pulborough. In the church the repair of the broken window, caused by a ball, is in hand.
9.	Advent: The parish census will take place on the first two Sundays of Advent along with a second collection to fund help e.g. towards the cost of going on the diocesan pilgrimage to Lourdes or attending World Youth Day. The second collection on the third Sunday of Advent will be for Christmas flowers for the churches. On 20th December at 7pm there will be a Christmas Concert in Our Lady of Consolation. Will ask JM if there might be a possible link with St. George's West Grinstead and St. Michael's Partridge Green. On 23rd December there will be a Christmas Procession in Billingshurst, an ecumenical event on similar lines to the Walk of Witness on Good Friday. The Synod responses reflect a desire for small groups within the parish so the Core Team would like Advent groups to take place this year. An initial request will go out for parishioners to sign up if they wish to run, host or participate in an Advent group. SC suggested that there be Children's Liturgy each Sunday in Advent. She offered to lead one, DB already leading one and will see if the other leader could do the third.
10.	Suggestion Box Submissions: Each is summarised below: <i>Would it be helpful to refer to the diocesan guidelines for the prayer of the faithful as currently the prayers are so long that it is hard to remember their focus?</i> CTM referred to his missal where the prayers are very general and the team felt that a balance needed to be struck between general and particular. DB to locate a copy of the guidelines for CTM. <i>May we have a parish rounders match followed by a BBQ?</i> The team thought this was a good idea for yet another type of parish social event. DW to investigate a suitable venue for this to take place possibly Spring/Summer 2024. <i>Could we create a summary of the talks given at the parish day for all parishioners and to be included in a new parishioners' pack?</i> The team thought this was a great idea. Each participant could be asked to create a very brief summary. This could be put on the website. The 'welcome' pack is a good idea and could also include the census. <i>Would it be possible at Communion time in the Mass at St. Gabriel's to have a time of quiet, could the choir join the congregation and receive Communion downstairs and may we revert to saying the Our Father?</i> Perhaps Advent might be an opportunity to have some quiet during Communion followed towards the end by something sung. The choir requested receiving Communion in the choir loft as some experience difficulties with the stairs. CTM referred to his missal and said anything within it containing music notation should be sung. We will ask the choir to sing the Russian Our Father during Advent and we will say the Our Father during Lent and at weekday Masses which are not feast days or solemnities. <i>Could second collections be advertised in advance and could a fund be set up for flowers?</i> Second collections are usually advertised in the newsletter the week before they take place and DB will try to ensure this happens every time. Collections for church flowers will be taken each Lent and Advent. DB received a verbal request for the Book of Remembrance at St. Gabriel's to be reintroduced and updated. The team will try to find a calligrapher who is willing to update the book with information from the parish office and then keep it up to date. Initially there will be a request in the newsletter.
	Date of next meeting 22nd November '23 7.30pm at JM's house (venue tbc)