

**Minutes of the Poole Unit Steering Group
Held at St Mary's Meeting Room, 11th March 2010**

Present:

Nigel Waite (Chair), Father Keith Collins, Father Peter Webb, Reg Grimston, Cecilia Grimston, Mary Rafferty, Phil Willis, Sue Fernley and Dorothy Brant.

Apologies: Father Barry Hallett, Father Mark Skelton, Chris Turner, and Sean Rolston

Father Keith opened the meeting with a prayer.

Action

1 Matters Arising from meeting of 12 February 2010 which are not on the Agenda

1.1 Although an updated PUSG Meeting Schedule has been issued twice since the original issue, it was suggested that we issue it again as a separate document.

Dot

1.2 Nigel highlighted that we are now in March, and the Development Plan is to be presented to the Bishop in October, so therefore should be finalised in September. Nothing has been added to the Development Plan since our January meeting. It is very important that we identify the individuals who will fulfil the roles as Champions and that these people start adding detail to the Plan.

All/
Champions

2 Mandate

2.1 The Mandate has now been presented to all Parish Councils and has been approved by all. Nigel confirmed his intention to include the "What If" scenarios raised by St Joseph's last month, in the Contingency section of the Development Plan. Our Lady of Fatima voted unanimously to approve it, with some abstentions. Those who abstained couldn't understand the benefits of working together. Something we need to demonstrate in the Development Plan. St Anthony's Consultation Group unanimously approved the mandate, they were especially happy to note the flexibility which appears to be built into the Plan with the word *possibility* repeatedly appearing under Current Initiatives. St Mary's presented the plan at their PPC. There were no objections at the meeting although someone thought 'Volunteers' should be mentioned in addition to laity. (Not all laity are volunteers.) St Mary's PPC were then given time to reflect on the Mandate at home and to contact Sue if they had any objections. No one has contacted her so the Mandate is approved.

2.2 Discussion then took place on who and how the Mandate should be signed. It was agreed that there should just be one document which should be signed by all four parishes. Father Peter now has this document. Father Peter suggested that the document should be signed formally by the PPC or the Priest at a Sunday Mass. Other's felt that this was too formal a process. It was agreed that it was up to the four priests to decide, either collectively or individually, how to sign the document.

Fr P/
Fr K/
Fr M/
Fr B

2.3 Father Peter reminded us that we must at all times remember that within a parish there is very often a natural instinct to defend ones own. We must be aware of this and sensitive to it.

3 Action Plan

3.1 Sacramental Preparation

(a) At a previous meeting Father Peter presented the outline and scope of his thinking on Sacramental Preparation. This document was not passed to Reg – so hasn't been incorporated into the draft Plan. (There are quite a few areas in Sacramental Preparation where we are already working together and these should be mentioned in the plan.)

Fr P→Reg

(b) Father Peter would like additional help in his role of Champion of Sacramental Preparation.

All/agenda

3.2 Premises

(a) Reg has not yet called a meeting of the people responsible for Premises in the four parishes but he expects to do so within the next two weeks. Once he has held the meeting he hopes to be able to write up the 'scope' of the Premises Working Party.

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3.4 Financial Resources

- (a) At the meeting Sue ensured she had the correct contacts from each parish for Finance, Health and Safety and Safeguarding.
- (b) As Champion of Financial Resources she is in the process of drafting a letter inviting the Finance contacts to an initial exploratory meeting to see how they can help and support each other. She plans it as a fact finding meeting.
- (c) (During the meeting mention was also made of the recent OPUS training day and it was noted that OPUS will become mandatory in all Parishes within the Diocese in April 2011.)

3.5 Governance

- (a) Sue will provide Father Mark with the information from this meeting. Peter Moody is happy to head a working party on Safeguarding.

3.6 Administration

- (a) Since the last meeting Cecilia has met with the Parish Secretaries. She reported that the Secretaries have a variety of skill levels and each Secretary provides administrative support for their Parish in their own way. This could restrict the introduction of a more common approach. At the Secretaries meeting they discussed the concept of a shared diary for priests – the initial feeling was that it would be very difficult and maybe even impossible to implement.

3.7 Organisations

- (a) The work Phil described at the last meeting is ongoing. To date she has contacted 20 of the 35 people responsible for organisations in the various Parishes. She has a control sheet which she completes when she speaks to a contact. Phil hopes to publish a booklet which gives details of the organisations across the four parishes. The details of the Organisations will also appear in the Plan.

4 Action Plan – General Discussion

- 4.1 We are very aware we have no Champion for Ministries. The Questionnaire listed 32 ministries, and during discussion we realised that many of these ministries are what make a parish work. We wondered if they could be devolved over the four Parishes. It was decided, because of lack of time, we would leave this question until our next meeting when we will look at each of the 32 ministries individually and decide how to progress. Agenda
- 4.2 a) Nigel again stressed how important it is that we start to build the Plan, and how time is slipping away (we only have four meetings before the Plan is finalised!!) All
- b) We need to build into the Plan the current objectives of the individual Working Parties, the scope and actions which have taken place so far.
- c) It was agreed that in future, one week before the meeting the Champions should email Reg with an attachment which will show the latest state of play in their area. Reg would then cut and paste these attachments into the Plan and issue it to members of the PUSG before the meeting. Champions
→Reg
→PUSG

4 AOB

Father Peter suggested it would be good practise following a PUSG meeting if at parish level, the priest and his fellow PUSG members got together to discuss PUSG matters and how they relate to their Parish

Next Meeting

Monday, 12 April at 7pm at St Josephs