

**Minutes of the Poole Unit Steering Group Workshop
Held at St Edwards School, 15th May 2010**

Present:

Nigel Waite (Chair), Father Keith Collins, Father Barry Hallett, Father Peter Webb, Father Mark Skelton, Mary Rafferty, Phil Willis, Sue Fernley and Dorothy Brant.

Apologies: Reg Grimston, Cecilia Grimston, Chris Turner and Sean Rolston

Father Keith opened the meeting with a prayer.

Action

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

1.1 There were no matters arising.

2 Signing of Mandate

2.1 The mandate has now been signed in all four Parishes. One copy of the mandate containing all four signatures is currently held by Dorothy. She is happy to photocopy this should any Parish wish to make a copy available for their Parishioners to see.

3 Contingency Planning

3.1 There was a fruitful discussion regarding contingency planning. We discussed three situations:

- a) The emergency situation, where suddenly a Parish is without a Priest. The Dean is responsible initially to resolve this situation. We agreed to have no further discussion on this.
- b) The radical approach eg one church for the whole of the Poole community. We decided not to consider this option at the moment.
- c) The strategic situation, where there are four churches and only two priests available. This is the scenario we have decided to concentrate our efforts on.

3.2 There are many things to consider. With two priests we would need to consider the 'relative vigour' of each. We need to consider the convenience of our Parishioners, we must remember the sense of belonging, community responsibility, and the cost and support of the infrastructure.

3.3 After discussion it was agreed that the best way forward was to look at the mass times of all four churches to see if we could re-structure them so that in future, if necessary they could be said by two priests.

3.4 It was proposed that we keep the two existing 5.30pm Saturday vigil masses and the 5:30pm Sunday mass and reduce the existing six Sunday morning masses to four. It was thought best if we only have one Sunday morning mass at each Church. As all the priests weren't present at this point in the meeting, Father Barry kindly undertook to arrange a meeting of the four priests so the new mass times could be decided by them.

Fr Barry

3.5 It was noted that the capacity of St Mary's church could easily be increased if necessary by the addition of extra pews (which over time have been removed.)

3.6 If we do decide to alter our mass times we should inform our neighbouring parishes of Christ the King, St Catherine's and the Bournemouth parishes.

PUSG

4 Discussion on the Draft Development Plan

The Draft Development Plan itself has not been changed since the last meeting but there were a number of documents available to the group providing update information relating to the various working parties.

4.1 Sacramental Preparation

(a) We all had a copy of a document produced by Father Peter, but we decided not to discuss this in detail as Father Peter had left the meeting at this point. We wished to benefit from his experience when discussing the areas where we are working effectively together and searching for those

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opportunities for closer collaboration.

(b) In Father Peter's absence we reminded ourselves that Father had mentioned that Lynne Condon, a parishioner of St Mary's had kindly offered to help with the work on Sacramental Preparation. Lynne would be very welcome to attend our meetings. Sue said she may have a word with her.

4.2 Administration Group

The group was informed that Cecilia is currently in hospital. We all send her our best wishes for a speedy recovery.

4.3 Financial Resources

(a) Sue provided the Group with a document which gave an overview of the current composition, responsibilities, term of office etc of the Finance Committees of the four parishes. This information was obtained individually from each Parish. Sue is now going to try to set up a meeting of the Chairman of each Committee to explore the opportunities for collaboration and standardisation.

Sue

(b) It was felt that with the introduction of OPAS it would probably be beneficial to have one person inputting the data for all four parishes. This will help ensure everything is coded in a similar manner and will ease the pressure of all Parishes to have someone who understands the Data Entry process. Each parish would be responsible for providing the data to be entered and for analysing the results of the data entry.

(c) It was also noted that St Mary's is the only Parish where there is a four year 'term of office'. It is thought that this may be a good thing to introduce across the Parishes.

4.4 Asset Management Group

Because Cecilia was in hospital, Reg was not at the meeting.

4.5 Governance

It is proving very difficult to get the priests and the people responsible for Safeguarding together at a meeting. A renewed effort will be made and maybe it will be possible to combine it with the meeting of priests referred to in 3.4 above.

Fr Mark

4.6 Organisations

(a) Phil confirmed that she has now collated the information on the thirty organisations across the Parishes. This represents eight organisations that are 'one-offs' and ten organisations which are available at two or more Parishes. She said there is overwhelming support for making the organisations available to anyone from the four parishes and people would welcome a publication detailing the organisations.

(b) As Phil has had difficulty in forming a working party she now proposed to collate the information she has gleaned into a booklet that can be made available at the four parishes. This idea was readily accepted. Phil highlighted the problem of keeping the document up to date. This problem will have to be addressed later.

(c) Phil also highlighted that the APF, which actually is responsible for collecting a lot of money each year, appears to have a problem of shortage of promoters. Phil believes this is the only organisation that currently, should be strictly Parish based.

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4.7 Youth Ministry

After discussion within the group it was decided that we should include the Poole Youth Project in our Development Plan. There is an existing working party looking at the needs of our youth and how best to support our young people. Sue kindly volunteered to be the Champion of the Poole Youth Project, she also said she would write a few words on where we currently are with the youth in our Parishes eg we have the Cafod Youth Group and would pass these details to Reg for inclusion in the Development Plan.

Sue

5 AOB

Nigel expressed concern that we aren't communicating the work of the PUSG to the parishes effectively. It was agreed that we would address this concern at the next meeting and in the meantime we should consider what form a Communication Programme might take.

Agenda

Next Meeting

Monday 7th June 2010 at St Mary's 7:00pm to 9:00pm