

Draft Minutes of the Local Pastoral Area Consultation Meeting held at The Holy Spirit Catholic Church on Tuesday 17th January 2012

Local Pastoral Area (LPA) Representatives

Father Peter Wright	Parish Priest	
Mrs. Lillian Brocklesby	LPA Representative	Holy Spirit Parish
Mrs. Margaret Morgan	LPA Representative	St. Edward's Parish
Sister Teresa West	LPA Representative	Catholic Children's Society

Parishioners

Thirteen Parishioners, including, Mrs. Christine Smith, Headteacher of The Holy Spirit Catholic Primary School, were present.

Opening Prayer

Lillian Brocklesby opened the meeting with a prayer.

Introduction

Father Peter stated that The Holy Spirit and St. Edward's would become one parish. The meeting had been arranged to give the parishioners the opportunity to have their say in the ways in which this change would affect the parish community of the Holy Spirit. Their ideas would be sent to Bishop Mark who would have the final say.

Sunday Mass Times

The Holy Spirit

Sunday 11:00a.m.

St. Edward's

Saturday 6:00p.m.

Sunday 10:00a.m.

Sunday 6:00p.m.

Proposed Mass Times

It was agreed that the Saturday Evening Mass should continue as it provided an opportunity for members of both parishes to attend.

The parishioners asked whether it would be possible to celebrate Mass on a Sunday earlier than 11:00a.m. if possible at 9:00a.m. This would be decided following the consultation meeting at St. Edward's.

Father Peter stressed the need for a realistic gap between Masses to enable him to arrive safely. On occasion people would have to be understanding if he arrived a little late.

The Sunday Evening Mass at St. Edward's would cease when the new arrangements came into being.

Weekday Masses

It was agreed that weekday Masses would be held at either The Holy Spirit or at St. Edward's. The following programme of Masses was proposed.

Monday	St. Edward's	7:00p.m.
Tuesday	The Holy Spirit	12:30p.m.
Wednesday	St. Edward's	9:15a.m.
Thursday	St. Edward's	9:15a.m.
Friday	Father Peter's Day Off	
Saturday	Exposition and Morning Prayer or Mass at 12 Noon to be celebrated in either parish.	

Finances

The Holy Spirit Parish currently had a debt of £463,000. The Parish Account was in the black with a balance of between £8,000 and £9,000. St. Edward's Account was currently in the black with a balance of £30,000

As Father Peter had only just found out about the state of the finances there were things he needed to check:

- Which account the Fire Insurance Money had been paid into?
- Had Sure Start had paid for the lease on their building?
- Who would receive the proceeds from the sale of the priest's house?
- How much did gas and electricity cost?
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Planned Giving

The LPA needed to ensure that the home parish received the offerings of parishioners who worshipped in other parishes. To make this possible all parishioners would need to use envelopes which could be returned to the appropriate parish. This would help to boost parish income.

Sacramental Preparation

Baptism

Preparation for Sacrament of Baptism would be carried out using a DVD over a series of weeks.

Reconciliation and First Holy Communion

The parishioners believed that it was important for the school to play a more active role in the Sacramental Preparation Programme. Father Peter outlined the programme currently used at St. Edward's which was carried out by himself and members of staff from the two Primary Schools

Reconciliation

The parents were invited to two meetings to discuss the CAFÉ materials using a DVD, whilst the children benefited from a discussion group led by the Children's Liturgy Group.

First Holy Communion

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Father Peter said that he would discuss the Sacramental Preparation Programme with Mrs. Smith.

Confirmation

Preparation for the Sacrament of Confirmation would continue using the current model-“Foundations”. The sacrament would be celebrated in alternate years either in Runcorn or Frodsham.

Rite of Christian Initiation of Adults RCIA

St. Edward's was the only parish in the LPA to offer this programme. The meetings took place on Monday evenings, the discussions focussed on the previous Sunday's scripture.

Weddings

These will be preparation based. Father Peter will meet each couple on four occasions plus a rehearsal. These individual meetings were essential to provide the opportunity to discuss any difficulties the couple might have.

Sacrament of Reconciliation

Last year at St. Edward's, Father Peter Robertson and Father Peter had been available on one Saturday morning between 11:00a.m. and 1:00p.m. to offer to the parishioners the opportunity to receive either reconciliation or Spiritual Direction.

Station Masses

The LPA Station Masses will continue.

Reconciliation Services

These will continue in Advent and Lent.

Annual Celebration for the Sick and Housebound

This Mass provided the sick and housebound with an opportunity to celebrate Mass and to enjoy a social occasion.

The Sick and Dying

It was important that families should contact Father Peter as soon as the sick person began to deteriorate. It was important to involve the family to provide them with the opportunity to pray with the patient.

Funerals

On days when there is a funeral the Requiem Mass will be the parish Mass.

Funeral Preparation

Father Peter believes that all families should be given the opportunity to celebrate the passing of a loved one with a Requiem Mass. The family, if they wished, could receive the Sacrament of Reconciliation in the home.

Volunteers

It was important to recruit volunteers to make home visits to help the families to prepare for funerals. A short training course would be offered in the near future.

Home Visits

Father Peter will visit all the house bound at least once each year dependent upon their needs.

Hospital and Haven

Patients in the hospital and Halton Haven needed to be visited.

Devotions

The parishioners should be offered a programme of Devotions throughout the Liturgical Year, especially during Lent and Advent. These could be led by lay people.

Adult Catechesis

Adults should be given the opportunity to become a more informed Catholic Community, in particular to develop an understanding of Scripture. This can be achieved using DVDs, visits from priests and ministers of other faiths.

Deacons

Men needed to offer themselves to be trained as deacons, the training period had recently been increased from three to four years.

School Chaplaincy

Father Peter is Chaplain to St. Clement's and St. Edward's Catholic Primary Schools. He is also a Governor at St. Chad's; in addition he spends time in Riverside College. He will spend time in The Holy Spirit School in order to get to know the children, staff and parents.

Holyday Masses

St. Clement's and St. Edward's Key Stage Two children will be asked to attend the parish Mass on Holy Days. The Holy Spirit children will attend Mass in the church. St. Chad's pupils will be invited to attend the Mass at the Holy Spirit. There will also be an evening Mass, this will be held in each parish on alternate holydays.

Governing Body

Does the Governing Body at the Holy Spirit need strengthening? Father Peter will attend the Governors meeting to hear the Head Teacher's Report and Part Two of the meeting. It is also important for the priest to be involved with the Personnel Committee.

Social Life

It will be essential to develop the social life at The Holy Spirit. Social occasions could be shared and take place in one or other of the parish halls. Anyone who was interested in finding out about the Social Calendar at St. Edward's was invited to a meeting to be held at St. Edward's at 7:00p.m. on Wednesday 18th January 2012.

Administration

Barbara Burgess will continue to be responsible for administration but she will need some assistance.

Father Peter will try to spend two hours at The Holy Spirit each Tuesday morning to deal with admin.

Parish Pastoral Council

There will be one Pastoral Parish Council; parishioners at the Holy Spirit will need to elect one male, one female and one young person aged over sixteen, to meet with the Safeguarding Requirements. Nominations should be received within the next two weeks.

Newsletter

There will be one Newsletter. It will be important that the same information is given to both communities. Currently The Holy Spirit Newsletter is prepared by Michael and Joan Tully, they will be asked to e-mail information for the newsletter to Father Peter.

Hymn Books

New hymn books will need to be ordered as it will be important for the same book to be available in each church.

New Evangelisation

This is a crucial element in the life of the Church, Father Paul Mast summed up what 'New Evangelisation' entailed: "New things in New ways". The parishioners needed

to look at their skills and think about how they could use them. The largest congregation in the world is made up of lapsed Catholics.

Father Jonathan Mitchell

Bishop Mark had made it clear that Father Jonathan would not be returning to The Holy Spirit, since January 2012 three parishes in the diocese have been without priests.

Father Lucas

The bishop had not given any information about Father Lucas's departure from Runcorn.

Memorial for Father Michael

No memorial had been erected as Father Michael had stated that he did not want a plaque with his name on it as he saw the new church building as his memorial.

Any Other Business

Father Peter thanked the parishioners for their attendance at the meeting and the useful discussion which had taken place. As there was no other business the meeting closed at 8:45p.m.