

## Parish Pastoral Council Meeting

### Parish Centre

June 1<sup>st</sup> 2020 7:00 p.m. Zoom Meeting

### Minutes

Item Number	Item Title	Time Allocated	Running Time	Lead
1	Opening Prayer	2 minutes	2 minutes	Fr. Lee Bennett
	Fr. Lee led the opening prayer.			
2	Apologies and Absences	1 minute	3 minutes	BH
	None. All members present.			
3	Minutes of Meeting of 24.02.20	2 minutes	5 minutes	KM
	The Minutes of the meeting of 24.02.20 were accepted as a true reflection of the meeting. The minutes will be signed by the Chair outside of the Zoom meeting in the near future but may still be published as usual.			
4	Matters arising from minutes of 24.02.20	5 minutes	10 minutes	Keith McDowall
	None re the actual minutes.  The Chair noted that at today's meeting we were to prepare for the July AGM but in the circumstances and Government restrictions due to COVID-19 there was a question over when this could be held and therefore this meeting would address the agenda items re-organised in the light of events.			
5	Correspondence	2 minutes	12 minutes	Bernadette
	David sends information regarding the activities of the CTS.  The Diocese Safeguarding Office is sending information to support Parishes and Parishioners. We have put much of this in the newsletter but it requires sorting and organising. (BH)			
6	The Parish and Church during the Covid-19	15	27 minutes	Fr. Lee and Rvd. Des
	Fr. Lee and Deacon Des submitted a report prior to the meeting: (due to Zoom time-restrictions).  On Monday 23 <sup>rd</sup> March 2020, the country was placed in lockdown by H.M. Government. Under direct instruction from the Catholic Bishops of England and Wales, the Churches of England and Wales were closed for Masses at the weekend of 21/22 March 2020 although private prayer could still take place in churches until the official lockdown started. Our Church met the challenges of lockdown immediately. We started live-streaming our Masses from 21 <sup>st</sup> March 2020 first via our Facebook page recorded on Fr			

Lee's Phone, and later on 30<sup>th</sup> March via our YouTube Channel using equipment provided by Anel and Joseph Zuniga-Daly. Mass has been live-streamed every day since the start of lockdown apart from the Extraordinary Form Mass which takes place on Tuesdays. The technology has been temperamental at times, and on a number of occasions has temporarily broken down. After consultation with the Parish Finance Committee we have taken the step of upgrading our broadband service to a much faster speed to continue to offer this now essential service.

Deacon Des has done so much to provide additional essential services to parishioners during the lockdown: he arranged for the Daily Offices to be sent out to a hastily constructed list of parishioners, he also started Exposition of the Blessed Sacrament and the continuation of Stations of the Cross all of which were live-streamed from St Theresa's. In addition to this he also implemented Zoom Coffee mornings and quizzes and Zoom Rosary meetings. Due to GDPR restrictions we did not have an accurate, up to date list of parishioner's details. This new list was put together via the joint effort of Deacon Des and the Parish Administrator CR. Deacon Des also instigated a parish WhatsApp group so we had another effective means of communicating with parishioners, alongside email, Parish newsletter available on the parish website, and telephone calls. This was supplemented again by Deacon Des visiting parishioners, whilst maintaining social distancing. He also personally delivers the parish newsletters and weekly letters to parishioners who do not have email or internet access. Fr Lee introduced the weekly Parish Letter in addition to the weekly newsletter to keep people up to date with what we are doing as a Parish and how we might move forward when lockdown is eased or lifted.

Our parish is in the North Essex Deanery and most of the other parishes of the Deanery are cared for by Clergy who fall under the 'at risk' category i.e. people over the age of 70 and/or have underlying health conditions. Within the Deanery only the Dean – Fr. Joseph Parish Priest of Halstead, Fr Lee and Deacon Des do not fall into this category. This means that funeral ministry can only be undertaken in the deanery by one of us three. Deacon Des and Fr. Lee have taken funerals for parishes outside the deanery too.

*Additional from the meeting:*

Fr. Lee and Deacon Des were thanked for the report making the meeting constraints easier to manage.

	<p>The Committee noted the speedy and comprehensive response Fr. Lee and Deacon Des have made in the light of Covid-19.</p> <p><i>EQ:</i> It is amazing how much Des and Fr. Lee have done.</p> <p><i>GS:</i> The speed of the response and the provision have been very good. The level of connectivity has been very good. On-line Sunday Masses are very well ‘attended.’</p> <p><i>EQ:</i> Although a figure is one viewing there are whole families and couples that are watching so the numbers are greater than the figures suggest.</p> <p><i>Fr. Lee:</i> The weekday Mass viewings are the same as when there was actual attendance.</p> <p><i>SS:</i> I see the newsletters and watch the Masses. I sometimes have to watch them afterwards due to other commitments but it is good to be able to watch them.</p> <p><i>BH:</i> Fr. Lee and Deacon Des have given an excellent response to the situation. There are Parishes, of which I am aware, where there has been no response from the clergy – letters, on-line Masses, telephone messages. One of my friends has said there has been absolutely nothing. We have been blessed due to the hard work of Fr. Lee and Deacon Des to have been provided with a range of ‘services’ and communication channels.</p> <p><i>AR:</i> It has been very good.</p> <p><i>DM:</i> It has been very good indeed. Fantastic – no one could have done more. The WhatsApp is very popular and the Sunday Morning Zoom Coffee Mornings. Deacon Des apologised if he inadvertently put emails into the wrong box (copy/Blind Copy).</p> <p><i>KM:</i> I am very grateful. I am so impressed by the number of people watching the Mass. It was a big job to get all the email addresses and numbers and get everything up and running so quickly. I am convinced that the numbers watching Mass are down to the speedy response and that it happened so quickly.</p> <p>Fr. Lee and Des were thanked by the Chair for their response and hard work in leading and supporting the Parish through these exceptional times.</p>			
7	Good News Reports	15	42 minutes	PPC Members
	<p>Members submitted reports prior to the meeting.</p> <p><b>Wednesday Club Report: (EQ) PPC 01.06.20</b></p> <p>Obviously the Wednesday Club has not met for nearly 3 months; however we are all in contact, in one way or another.</p> <p>We never envisaged a time like this, did anybody, but having the Wednesday Club has certainly proved it’s worth. Everyone is very concerned about the health or worries of the others and stay constantly in touch and it doesn’t take long for news, good or bad, to get around.</p>			

We have missed many birthday celebrations during this time, which have become very important to us as group members get older. Time becomes more precious and is valued. We hope J will soon be able to hone her very special cake-making skills again soon.

G had his 99th birthday day a few weeks ago and the Wednesday Club sent him a card and a bottle of wine to celebrate. Although G doesn't come on a regular basis we always have a party for him and invite him along for tea when we are having other celebrations. He is always very appreciative of the invite. T, keeps an eye on him throughout the year. They both have a love of planes in common.

I don't suppose we will be able to operate in the same way again. I'm sure there will be a lot more rules coming down the line, but that is for the future. The objective of the Wednesday Club at the moment, is to make sure that we support and pray for each other in all our needs. The Rosary is a large part of this and I'm sure we all feel closer during this time when we pray together while remaining apart.

One of our members is currently in hospital and is at the forefront of our thoughts and prayers at the moment.

Additional to the report:

*Wednesday Club. EQ:*

Please see report submitted prior to the meeting.

The Wednesday club members are all keeping in contact. If we haven't heard from a member, one of us will contact them and see if all is ok.

One of our members is currently in hospital and we are saying prayers for her.

*BH:* This has been an important group in terms of keeping in touch as it is made of members who are over 70 in the main and therefore this vulnerable group of people are supporting each other well and looking out for each other.

### **Churches Together Stansted (CTS) DM: PPC Report 01.06.20**

#### **1. Lent Groups**

There were two Lent Groups within the CTS before the lock down. A Meditation, "Into The Wilderness" at the Free Church and Gospel References relating to Quaker Principles of Peace, Social Justice. Integrity, and the Poor.

#### **2. Christian Witness and Charitable Work in The Village**

Continued provision of The Food Bank, Help Line transporting people to hospital, or shops, provision of clothing for Whitechapel Mission for the Homeless, continued care for two Syrian refugees families.

#### **3. Scrubs For Addenbrooks Hospital**

Volunteers from all Churches have been making Scrubs for Addenbrooks Hospital. So far over 100 have been sent. Those who can't sew have been donating to purchase the materials.

The Parish has contributed £100 towards the Scrubs material.

*DM:* There is nothing to add to my report but to add that there are wonderful things going on and continuing.

*EQ:* The CTS have so many things going on in the village e.g. The Link. They instigated many of the things that happen and take on a lot of work on behalf of the village.

### **First Holy Communion PPC report. (BH) 01.06.20**

The First Holy Communion children were about to make their First Confession when the lockdown was served and had a further two sessions to go before their First Holy Communion. In the uncertainty of when we would be able to re-group First Holy Communion Sessions went on-line and are still continuing as I write, mirroring the face-to-face sessions. Some parents, unsure of having their children home all day, were hoping for 'plenty of work' but this had to be balanced with nurturing faith and not 'homework' in lieu of school. However, the sessions were still 'compulsory' as per the usual face-to-face meetings. Additionally, it was important that when we are permitted to celebrate the Children's First Eucharist that we would not have to delay too long in 'catch up' time.

For each day of Lent, a Station of the Cross was sent to the children with a prayer and reflection and a picture to colour (optional). Fortnightly sessions have taken place as usual since Easter. We have focussed on First Confessions and the Eucharist to keep the learning alive, among other projects.

As, with the face-to-face sessions, DM supported the adult learning dovetailing in with that of the children. The reflections during Lent were able to support the wider parish and were mailed out to Parishioners as well as being put on the website. These not only could then support the adults of the First Holy Communion Children, but also the adults within the Parish.

We have both received very positive feedback regarding our work with the children and parents and we hope that the effort to keep the sessions going will have supported the group to sustain and further their faith development.

From the feedback received, the children, while outgrowing their First Holy Communion clothes, have continued to grow in faith and understanding.

*BH:*

The First Holy Communion group have continued with the same timetable and will continue until the First Holy Communion takes place so that the learning is 'simmering.'

### **Website Development: PPC Meeting (BH) 01.06.20**

BH and A, while in lockdown, have 'Zoomed' in on the development of the Parish Website in conjunction with Fr. Lee. We have worked on the layout of the site and the 'tabs' we would like for ease of information access. Once the main format is in place the information can be changed quite easily.

	<p>We are hoping that prior to our next meeting, we may be able to take the PPC through the work to date.</p> <p>During the Covid-19 crisis, the usual Parish Website has been simplified to allow for ease of access to the main information required and support available. For example, the Keep in Touch Page, Live Mass times and Spiritual Communion are each readily available. The Newsletter, Fr. Lee's letters to Parishioners and Donations are on the front page. Children's Liturgy support and Safeguarding information is regularly updated.</p> <p>Social Media communication is clearly signposted and is also available in each weekly newsletter.</p> <p>SS: The Stansted U3A are doing well with contact and support which is very good. Some of our parishioners are members.</p> <p>AR: Thanks and appreciation for everything Fr. Lee and Des have done and are doing. Also DM and BH for the First Holy Communion continued input.</p> <p><i>Fr. Lee:</i> A huge thank you for all the work – we know people are trying to keep the fingers in the pies.</p>			
8	Re-opening plans and the immediate and medium term plans as known Issues arising	30	72 minutes	Fr. Lee
	<p>Fr. Lee and Deacon Des submitted a report prior to the meeting: (due to Zoom time-restrictions).</p> <p>Moving forward:</p> <p>The live streaming of Masses has been a great success and will need to be continued indefinitely. Our current set up cannot be used when Masses and services are offered with a congregation, as the laptop and camera have to be placed directly in front of the altar. HB and A are in the process of finding a workable permanent solution that can work with our current sound setup.</p> <p>Deacon Des and Fr Lee will be moving the benches in Church to maximise the space to allow worship at St Theresa's to continue after the lifting of the lockdown whilst maintaining the two metre social distancing rules. The parish have purchased alcohol hand gel and dispensers, cleaning solution, gloves, and red and white tape to adhere to the new health and safety instructions that will inevitably come with the lifting of lockdown. As of today (Monday 1 June) we are ready to open church for worship should we be given the go ahead by the Catholic Bishops of England and Wales. I suspect the initial go ahead will be to allow church buildings to be open for private prayer.</p>			

When the lockdown is lifted and we can resume public worship, even though this will be limited, we will need to reschedule a number of events that have had to be postponed, although it is still too early to set definite dates:

- 1) Baptism, Reception and Confirmation which should have taken place at the Easter Vigil need to be conferred on our candidates.
- 2) First Reconciliation and First Holy Communion. Following negotiation with First Holy Communion parents, these will need to be booked as a priority.
- 3) Confirmation. Again, after negotiation and with the permission of Bishop Alan (which has already been offered) Fr Lee will confer the Sacrament of Confirmation on our Confirmandi.
- 4) Weddings. We had one wedding postponed and another waiting to happen, these need rescheduling after consultation with the couples involved.
- 5) Our Parish Anniversary events planned for September – we need to see what can be done to rescue these.

Eventually we can resume implementing the work we set ourselves to do at the last meeting and getting back to some semblance of normality.

*Additional at the meeting:*

The church is ready for the go-ahead. Benches have been moved and set out to permit social distancing. Sanitizers, cleaning agents etc are in place.

Plans for entering and exiting the Church will see a new practice. Parishioners will enter through the main doors and exit through St. Theresa's room.

*Committee Response and Questions:*

Q. DM: Will people need to go up in groups for Holy Communion?

R. Fr. Lee: We don't know what the regulations/guidelines will be. It will probably be communion under one kind. We are hopeful that from June 15<sup>th</sup> the Church will be open for private prayer and from July 4<sup>th</sup> if things have not progressed in a negative way that we will begin to return to Mass. Social distancing will be part of this new normal.

As per Fr. Lee's letter to the Parish today, there will be a limit of about 50 people able to attend any one Mass to allow for two metre social - distancing. For this to be possible, some benches have had to be decommissioned.

Looking forwards we may need a rota for Mass attendance and parishioners may be required to 'book a Mass'. We may need to introduce further Masses so that all Parishioners have the opportunity to attend a Mass if they wish. Fr. Lee has had what he considers to be a great response from Parishioners to be Ushers and Cleaners at Masses – 14 people. We have had to discount the people over 70 even though many of these were happy to volunteer.

Q. KM: Is fourteen volunteers enough Fr. Lee?

R. Fr. Lee: There is a limited number of people who have the time and fall within the group who can volunteer. The main job will be ushering. Fr. Lee stated that he doesn't mind cleaning after each Mass if there are not enough people. The main thing is to get back into Church and go from there. We will make it work – cleaning every day and ushering – so that we can return.

Q. DM: Will there be a Mass that the over 70s could attend? They may feel more secure as a group together.

R: Fr. Lee: If you are shielded, you are shielded. We cannot change that. Fr. Lee acknowledged that this is going to be very painful.

R: Deacon Des: The streaming of Mass will continue for people if they can't get to Mass.

R. Fr. Lee: Acknowledged that this is second best and is not the same as attending Mass but for those who are shielded it is the only way they can access Mass.

GS: The technology has sometimes been a bit ropey.

There followed a discussion about the Parish accessing the internet.

*BH:* Was the new broadband installed today? (The super speed).

*Fr. Lee:* No, this will be done tomorrow (02.06.20) when there is not an on-line Mass. I am hoping it will all be ok for the 10:00 Mass but it may be later if there are problems.

*BH:* We have been told there will be no choir or Mass Books when we are able to return. Will Parishioners be able to access the internet code so that they can follow on-line.

*Fr. Lee:* Technically, I think yes it would be possible. With 'Universalis' there is no need for the internet.

*BH:* Some people may be concerned about paying for something on the net. Could Deacon Des send out the details of the App he has. If Parishioners know this is the one he uses they will be more confident. Also because of the £19.99 App which gives access for life some might think this is a better deal. However, the guidance does state that although this gives access across a range of devices, it is not updated as the App is. Could



	<p>Deacon Des send out details of the App and perhaps mention the iTunes cards which may be bought in supermarkets. Parishioners may be more confident as Bank details would not then be involved.</p> <p><i>Deacon Des:</i> I am happy to send the details to C to send these out but the App can only be used on one device and so to have it on my ipad and phone I have had to buy it twice.</p> <p><i>BH:</i> I think it might be good to encourage using Universalis or similar.</p> <p><i>Fr. Lee:</i> I have looked at C producing the readings once a week that can be accessible to the Parishioners. These may be on one sheet that the Parishioners then take home. All other copies would be disposed of.</p> <p>Fr. Lee and Des were thanked for the time in planning our next steps and it is acknowledged that these may change according to the current guidance at the time.</p>			
9	Additional Clergy input	15	87 minutes	Fr. Lee and Rvd. Des
	<p><i>Deacon Des:</i> Deacon Des received a telephone call from the parishioner who looks after Our Lady's Garden. It would appear that people are removing the floral tributes. The crown was taken off Our Lady's head. This may be young people and Deacon Des will increase the vigilance over the garden. If the behaviour continues it will need to be reported as a religious hate crime and we may need to seek support to increase our security.</p> <p>Fr. Lee again expressed thanks to everyone on the committee and that the committee is a conduit; and from members' comments and reports many others in the Parish appreciate the work and effort.</p> <p>Fr. Lee expressed a huge thank you to Deacon Des for the WhatsApp. He spoke of the welcoming nature of the group and how this reflects the very welcoming nature of the Parish be it in person or electronically. We are a welcoming Parish.</p>			
10	A.O.B	3 minutes	90 minutes	Rvd. Des Connors
	<p><i>The AGM:</i> Fr. Lee is keen that we host an AGM but when the parish are able to attend so that it is accessible to everyone.</p> <p>DM: Felt it was really important to communicate with the Parish as a whole and supported the idea of a written account as invitations to an AGM meeting was not possible at the moment.</p> <p>A compilation document of the work of the PPC in some format for publishing was discussed.</p> <p>Minutes of past meetings are already published but we can reiterate that these are available for Parishioners to peruse – church noticeboard and the website.</p> <p>There will likely be no AGM this year but this will be kept under review.</p>			
11	Date of next meeting	1 minute	91	KM
	<p>As previously booked: Monday September 14<sup>th</sup> 2020. 19:00 hrs. Next previously booked meeting after that is Monday November 23<sup>rd</sup> 2020. 19:00 hrs.</p>			
12	Closing Prayer	2 minutes	93 minutes	Rvd. Des Connors
	<p>Deacon Des closed the meeting with a prayer. The meeting concluded at 20:15.</p>			