

**Meeting:** St. Joseph's Parish Pastoral Council  
**Date:** Monday, 23<sup>rd</sup> October 2023  
**Location:** St. Joseph's Church Hall

**Present:** Desmond Cunningham (DC) Eileen Cunningham (EC)  
 Amélie Davidson (AD) *Vice-Chair* Sally Hamill (SH)  
 Janice Lennon (JL) Margaret McGrath (MM)  
 Fr Stephen McGrattan (SM) *Parish Priest* George McIntyre (GM) *Secretary*  
 Paul Nicholson (PN) *Chair* Sr Juliet Obiorah (JO)  
 Fr Kevin Rennie (KR) *Assistant Priest* Judith Wilson (JW)

**Apologies:** Sr Mary Mabel Chukwu (MC), Laura Hand (LH), Ruairidh Heron (RH),  
 Sr Mary Rose Maduka (MRM), Hugh Matthews (HM).

Item	Notes	Action
1.	<b>Welcome, Opening Prayer and Sederunt:</b> PN welcomed everyone and as PPC Chair formally opened the meeting. JL provided and read out the opening prayer adapted from the Book of Revelations 3:20.	
2.	<b>Minutes of the last meeting and matters arising:</b> The previous minutes were proposed by SH and seconded by EC. There were no matters arising.	
3.	<b>Pilgrimage update:</b> SM confirmed that the pilgrimage to Santiago de Compostela in September 2024 is now full with 47 pilgrims signed up. The travel company is in the process of finalising the accommodation details and confirming the price of the flights. A meeting prior to the pilgrimage will be organised for August 2024.	<i>SM to provide further details when available</i>  <i>SM to arrange</i>
4.	<b>Ministries:</b> A description of the various ministries and actions required for Passkeepers, Readers, Eucharistic Ministers (both within the church and for house bound), Welcomers and parishioners participating in the offertory procession has been compiled. The document entitled "Basic Practical Guidance for Liturgical Ministries" required some further refinements and these have now been completed. The purpose of the document is not to be a formal step-by-step process but primarily to provide a description of the various ministries and to enable participation by the wider congregation where possible. The guide is now ready and will be printed in time for the retreat being organised for the Eucharistic Ministers and Readers. SM confirmed that he intends to invite the Eucharistic Ministers and Readers to a morning retreat in December 2023 for reflection on the ministry.	<i>SM to progress</i>  <i>SM to organise</i>

	<p>EC commented that some individuals performing the ministries may have multiple duties at the same Mass and that the rota should account for that going forward. KR also confirmed that two further Eucharistic Ministers have been added for the Saturday Vigil Mass.</p>	
5.	<p><b>Fabric:</b></p> <ol style="list-style-type: none"> <li>1. Hall roof- The roof needs to be replaced within the next 5 years and this will need to be through fund raising and potentially a grant;</li> <li>2. Kitchen upgrade (Hall)- Several improvements have been progressed with some joinery work implemented to improve the layout and some replacement kitchen items sourced. The funds coming into the hall are being used for the hall such as from the Community Café;</li> <li>3. Electrical inspection- A recent electrical inspection around the estate identified some areas that required further attention and remedial action is in progress;</li> <li>4. Pointing of Church- This will begin after Easter to attend to the facade and will be progressed in three stages starting in April through to July 2024. SM confirmed that the funding for this has been kindly provided from the legacy of a recently deceased parishioner;</li> <li>5. Fascia board around the hall- A parishioner reported that the fascia around the hall may need repaired. An inspection of the fascia below the slates around the perimeter of the hall is required. It may require replacing the old fascia with new PVC panels. Any remedial work may be best included as part of the hall roof work;</li> <li>6. Handrail outside the hall- A parishioner reported that the handrail appears to be a bit loose in places and needs to be checked if it just needs fittings re-tightened or something replaced instead;</li> <li>7. Display board with past priests- A parishioner suggested that the Church could have a display board with the names of past priests. This was warmly received at the meeting and generated several thoughts and questions. The Council recognised that it was more practical to only include past, present and future Parish Priests and not include Assistant Priests. SM stated that he was the 16<sup>th</sup> Parish Priest at Saint Joseph's and that there would be at least three times that number for Assistant Priests. A potential location is to be assessed.</li> </ol>	<p><i>SM to consult contractors</i></p> <p><i>SM to consult contractors</i></p> <p><i>SM/KR to assess feasibility</i></p>
6.	<p><b>Finance:</b></p> <p>SM stated that the collections coming into the Parish have been maintained since Covid. He added that he was grateful for that and that the generosity of the parishioners is to be commended.</p> <p>PN commented that the collection envelopes at the weekend were out of sequence in the box and had caused a bit of confusion. Some parishioners were unable to make their donations to the Missions Sunday appeal. SM confirmed that the company who provided them and had been very good at getting this correct previously but had recently gone out of business. The new company absorbing the old supplier will be the supplier going forward.</p>	

7.	<p><b>Defibrillator installation and CPR training:</b></p> <p>The unit has been fully fitted outside the hall and is now available to both the parish and to the wider community.</p> <p>MM previously provided training in the use of the defibrillator and CPR and a further training session will be held on Sunday 3<sup>rd</sup> December 2023 after Mass. Further details are to be added to the newsletter.</p>	<p><i>MM to provide an update on timing plus training, GM to request 2 newsletter updates.</i></p>
8.	<p><b>Social Events:</b></p> <p>Dates for forthcoming events in the church hall are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Hallowe'en Quiz (Saturday 28<sup>th</sup> October 2023):</b> This is imminent and preparations are well underway;</li> <li>• <b>St. Andrew's Dinner/Dance (Friday 24<sup>th</sup> November 2023):</b> Catering for the event was discussed and needs some further clarification on who and what will be provided on the night. This will be required as the tickets will need to go on sale by this weekend to ensure there are adequate numbers. The entertainment will be provided by Sean Kelly. An appeal for raffle items will be added to this weekend's newsletter. Further help may be required nearer the time;</li> <li>• <b>Children's Party (confirmed date is Sunday 10<sup>th</sup> December 2023):</b> A "Date in Diary" item will be added to the newsletter to highlight the various activities planned;</li> <li>• <b>Mini-bus trips winter months and 2024 plan:</b> PN stated that the trips this year had proved to be successful and that the programme of activities had been well received. SM thanked the volunteer drivers/organisers (MM, PN, KR, Elizabeth Nicholson and others involved) for their time and efforts in achieving this. Two further drivers have now been trained and will be added to the team. Three points were raised looking forward: <ul style="list-style-type: none"> <li>a. Planning for 2024- there have been a lot of venue suggestions and even requests to go back to some of this year's venues. The first trip of 2024 is being planned for March.</li> <li>b. Continuity of activities without travel in winter- It was considered that there quite a few activities arranged for the coming months including the Community Café to cover this request.</li> <li>c. Photographs from various trips- PN proposed that photographs taken during the year could be displayed at a Community Café. It was agreed that a slideshow could be presented in February 2024 just prior to the new programme starting in March. KR commented that a new Parish web site is being developed and this may allow an archive for future trips.</li> </ul> </li> </ul>	<p><i>SM/KR to contact previous caterer, MM to organise ticket sales, EC to contact entertainer, SM to progress newsletter item for raffle</i></p> <p><i>SM to progress</i></p> <p><i>KR to prepare 2024 programme</i></p> <p><i>PN to prepare slideshow</i></p>

9.	<p><b>Periodic Review of Parish Council membership:</b></p> <p>SM commented that the membership of the Parish Council was designed to be around 12 individuals at any one time and then have a periodic refresh with three members stepping down where appropriate to allow new members to join without impacting the balance of the group. All the meeting attendees were happy to continue in role.</p> <p>GM commented that it was important that we enable representation from the diverse community within the Parish. However, a further check is required to determine that there is a willingness for others to serve on the Council.</p>	<p><i>SM to assess interest via a newsletter item</i></p>
10.	<p><b>Previous Open Actions:</b></p> <ol style="list-style-type: none"> <li>1. Video clip interviews involving a cross section of parishioners are being arranged to record their experiences of community life in St. Joseph's. SM and the Council agreed that as time had moved on it was appropriate now to close this action;</li> <li>2. It was previously agreed that a Papal Blessing would be suitable way to commemorate the 175<sup>th</sup> anniversary. The original aim was to achieve this by the end of the anniversary year but it is more appropriate now to coincide it with the formal dedication of the Church. SM stated that this would need to wait until the Diocese had the new Bishop in place so should be carried forward;</li> <li>3. Car park signage- Appropriate signage relating to car park usage is currently being reviewed;</li> <li>4. Gritting facility- The gritting equipment is available and is expected to be delivered to the Church on Thursday 26<sup>th</sup> October 2023. MM will contact East Ayrshire Council to supply grit for the winter months;</li> <li>5. Hall availability- PN informed the previous meeting that a request to use the Church Hall has been received from a ballroom/ Latin American dance teacher via a parishioner. Costs were provided but no further communication has been made therefore the action is closed;</li> <li>6. A simplified doxology/Amen response was previously requested by RH. SM stated that the action had been completed;</li> <li>7. Church attendance: SM commented that recovery since COVID has been good however the potential to improve church attendance remains a challenge especially with the 25 to 50 age group. The potential reasons for non-attendance of the younger parishioners at Mass were discussed but it was agreed that it would need a wider review but should include input from the demographic most affected.</li> </ol>	<p><i>Closed</i></p> <p><i>SM: to progress when new Bishop is announced</i></p> <p><i>SM, KR to contact DGr</i></p> <p><i>MM to progress</i></p> <p><i>Closed</i></p> <p><i>Closed</i></p> <p><i>SM to progress</i></p>

11.	<p><b>AOCB:</b></p> <ol style="list-style-type: none"> <li>1. Disability Forum- SM informed the Council that under the Fellowship of Kilmarnock Churches, there was an ongoing forum that was in place to consider and account for disabilities such as hearing, autism and wheelchair access. He requested that a member of the Council or the wider Parish attends the forum as our representative and bring back ideas to be considered. He will provide further information to be circulated to the Council.</li> <li>2. Pro-life movement- The Bishops of Scotland are looking to create a coordinated approach to the pro-life discussion that allows the Church's position through the Family, Marriage and Life Office to promote life in a pastoral way. This also includes the topic of euthanasia and support of family life in general. HR will be representing the Parish in the Diocese discussions. SM will share the output from this work with the Parish and if people are interested in participating, they will be able to come forward.</li> </ol>	<p><i>SM to provide further info to GM for circulation to PPC</i></p>
	<p><b>Date and time of next meeting:</b></p> <p>Next meeting: Monday, 22<sup>nd</sup> January 2024 at 6:30 pm in St. Joseph's Church Hall.</p> <p>Opening prayer at next meeting: JO</p>	<p><i>JO to prepare and read out opening prayer at next meeting</i></p>