

**St. Teilo's with Our Lady of Lourdes**  
Parish Pastoral Council

Draft Minutes of the Meeting held on Tuesday September 6th  
2022 At 7:00pm in the Parish Hall

**PRESENT**

Canon John Griffiths - President  
Carole Burns - Chair  
Anthony Evans. - Secretary

Jo Hudson Claude Bulai  
Madeleine Walters Gill Kane  
Marcia Fortner

**ACTIONS**

**Agreed Actions:**

Musicians - Newsletter - Fr. John  
Musician for Organ - Marcia Fortner  
Wellbeing Questionnaire - Jo Hudson  
Approach Llandaff Choir - Claude  
Evangelisation Direction - Madeleine  
Organisation Chart Completion - Anthony Evans  
Eucharistic Ministers Meeting - Fr. John

**Apologies: Gerry Lewis/ Paul Doherty / David Roblin /Peter Searle/ Clare Gallager**

**1. Opening Prayer - Fr. John**

Canon John welcomed the attendees to the meeting and began the meeting with an opening prayer. Thanks were given to Clare and Madeleine for their efforts in facilitating the previous meeting due to his, Carole's and Anthony's absence.

**2. Ratification of the minutes taken for the previous meeting**

Carole again thanked Madeleine for taking notes during the previous meeting, and acknowledged that amendments were requested from various by email. No other changes were requested. Anthony confirmed that the changes requested and distributed by email via email would be added. Madeleine acknowledged to Carole that certain people initially shown as present, were not and that this was an oversight, but now corrected

**3 Reaching Out Project**

Gill Kane provided feedback on the Reaching Out initiatives and made the council aware of the new roles undertaken by volunteers. In particular - Leadership and funding

**Appointments**

Christopher Llewelyn Jones has been approved as the Chair of the project , with Angela Jones as the Vice Chair both representing representing the parish.

Jo Hudson and Peter Curran have taken on responsibility for Finance and Funding

Madeleine has taken on responsibility for arranging the rotas and sending out communications. Also, for updating the lists of volunteers, and keeping them informed.

Gill provided some initial information relating to packing and distribution and timings (in terms of logistics and practicalities) further updates will be provided as things develop.

Gill also informed members that Morris Scanlan (SVP/OUTREACH) would be giving talks in the parish about the Outreach program following Mass. This would be happening in the coming weeks.

**4. Evangelisation Update - Madeleine Walters**

Madeleine updated the members about a meeting that she was due to have with Archbishop Mark on the 30th September 2022, and that no decisions or activities or initiatives were planned until she has spoken with him.

Madeleine mentioned that Archbishop Mark was a lead for evangelisation within the Bishop's Conference of England and Wales, and had representation for evangelisation within the Vatican. And so he very much will have his own ideas about how the Diocese should be moving forward.

### **8th August Street Work - Initiative**

Madeleine shared with the members information about street work that was carried out during an event that was arranged by the Diocese. And highlighted that this was very successful.

Fr. John further to his announcement earlier in the year, highlighted to the members that Madeleine is the parish lead on Evangelisation, and that because she had not had the opportunity to lead evangelisation for the years prior to his arrival, that this was now a good opportunity given that she is responsible for evangelisation within the Diocese.

### **5. Finance**

Fr. John and Carole acknowledged that reports had been sent and received by all. No further queries / discussions were raised in David and Peter's absence.

### **6. Health and Safety**

Fr. John and Carole acknowledged that reports had been sent by Paul and received by all. No further queries / discussions were raised in Paul's absence.

### **7. Safeguarding**

No queries / discussions were raised in Gerry's absence.

### **8. Fr. John Items**

#### **Family Life Commission**

Fr. John informed members that he had been in talks with Joanne who is the Diocesan Family Life representative. He highlighted that he had found her work very useful whilst he was at his previous parish, and that St. Teilo's with Our Lady of Lourdes would greatly benefit from this ministry.

Fr. John has invited Joanne to prepare some talks for the parish and he is looking to have volunteer members of the parish take on a role for this important parish Family work

Madeleine mentioned that she thinks Bernadette Hughes a current parishioner use to carry out this work - but we haven't had this ministry for a long time.

Anthony mentioned that both he and Erica had attended one of Joanne's Anniversary services which was held at St. Mary's Newport and that they both found it valuable. Also, Anthony mentioned that Joanne has completed some great digital resources online centred around Marriage and Family life.

#### **Communion - Both Kinds**

Fr. John mentioned that both receiving the blood of Christ has not yet been cleared for Mass - He is in talks with Fr. John Kelly, and we have not yet had the green light.

Fr. John asked Marcia what she thought about this.

Marcia agreed that this would be sensible for the present time etc.

## **Baptism at Mass**

Fr. John highlighted the very productive Mass attendance (About 180 attending) during the weekend of two Baptisms. He suggested that moving forward we look to include Baptisms during the Mass, as it very much added to a deeper joyful experience, involving the whole community - It could also help increase the numbers and improve collections.

Carole commented that the families were also involved - Bidding prayers & offertory  
Gill commented that the Mass was indeed upbeat and joyful  
Madeleine mentioned that her son had attended the Mass too and really enjoyed the experience.

Fr. John mentioned that at Caerphilly and Cwmbran, most Baptisms happen during Mass.

## **9. A.O.B**

### **Jo Hudson - Wellbeing/Fitness Update**

Jo shared with members details of a new parish initiative that she and Liam were preparing. This would help parishioners to keep active and engaged.

An initial questionnaire has been produced, and this will be distributed with the newsletters in the near future (October). The questionnaire seek to discover which activities parishioners prefer to engage in. Once the feedback has been received - Jo will share further developments with the members.

### **Carole Burns - Social Group**

Carole shared with team members details of a small new parish social group to help generate increased parishioner socialising. This would include coffee mornings and other additional social activities. Others would be encouraged to assist.

Details of Christmas activities were also shared with members

Madeleine mentioned that there was always a Christmas party for children, also mentioned maybe a nativity play.

Madeleine also suggested that maybe Helga might like to be involved.

Fr. John highlighted that he was concerned about putting too much on Help at present given her health concerns - Other members agreed.

Further potential activity was discussed centred around Christmas including maybe a Christmas draw and/or a raffle.

Madeleine mentioned that the children's liturgy group had been involved in the past, maybe Angela could provide some guidance at the next meeting.

Fr. John highlighted that all fundraising would need to be accounting for when engaging in activity, including reaching out programmes.

He also suggested that maybe those who couldn't actively participate with outreach Might assist with the fundraising.

Fr. John also reminded members that members on the council should not be involved in everything, and spoke about Thomas Carroll's book which highlights that the council should not be in the centre of all activities and that others should be encouraged to get involved - A copy of the book mentioned has also been circulated to each Pastoral Council Member.

### **Claude - Llandaff School Choir Event**

Claude suggested inviting the school choir to visit the parish as it had done so for some years. After discussions, it was agreed that Claude would approach the School and see if they would like to continue with this

### **Anthony - Home visits / Communion**

Anthony queried where visiting the sick and communion visits fitted within outreach / parish activity. He mentioned that although he hasn't been able to be involved in outreach - His and other minister weekly parishioner visits to the sick and housebound were very special moments and that visit information should be reported back in a way that the team could share feedback so that other team members were informed should someone else have to pick up etc.

Fr. John said an email to him on any concerns or news about sick people would be enough

Gill agreed that a more coordinated and structured effort with regards to general awareness about the sick of the parish should be considered. Also, Gill suggested that we try and arrange more visits for Fr. John to meet the housebound so that a wider pool of housebound parishioners. Maybe workout a calendar.

Fr. John agreed to visit parishioners when a list was produced

Fr. John agreed to have a meeting once he returned from his Holidays

### **Anthony - Parish Pastoral Council Chart**

Anthony presented a parish 'who's who' chart to members for Review. The chart was Requested by Fr John through Carole. Members gave positive feedback.

Fr. John requested for the images to be made a little larger - Anthony will re-work with bigger images.

### **Marcia - Absence of Music at Sunday Evening Mass**

Marcia highlighted that the Sunday Evening Mass is missing the musician (John) and asked if we could do anything about this?

Madeleine asked what was happening with the music for the 6:30 Mass.

Fr. John informed the members that he had asked John Steele to support the music ministry at Sunday 10:00am Mass instead as there were instances where no musicians were available for this Mass.

Anthony confirmed that there were multiple occasions where parishioners are querying the absence of the musician John Steele - He also highlighted that the Evening Mass is being negatively affected by this.

Fr. John mentioned that if someone could start the lead in singing, It may help.

Marcia mentioned that she may know an organist, although they are at beginner level, she would see if he/she was available to help

Carole asked if we could make requests for musicians to support the Evening Mass. Fr. John agreed that we could do this.

### **Carole - Submission of reports - topics proposed for discussion**

Carole suggested that for topics to be discussed in AOB and submitted for the agenda, members should submit a report ideally two weeks prior to the next PPC meeting. This would allow the members sufficient time to absorb and feed back on the important matters

- 10. Date of Next Meeting - Proposed for Tuesday 4th October 7:00pm**
- 11. A Closing Prayer from Fr. John was provided**