

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

Draft Minutes of the Meeting held on Tuesday May 24th 2022  
At 7:00pm in the Parish Hall

**PRESENT**

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

Mgr. Reardon. Peter Searle  
Clare Gallagher Angela Jones  
Jo Hudson. Gill Kane

**ACTIONS**

**Agreed Actions:**

Outreach Group Promotion - Carole  
Knitting Group Preparation - Fr John  
Evening Prayer Group - Madeleine/Fr. John/Carole/Gill/Haydn  
Finance Update - David Roblin  
Wellbeing / Fitness - Carole/Jo  
Synod Meeting Feedback - Gill

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**1. Welcome from Fr. John**

Canon John welcomed the attendees to the meeting and introduced Mgr. Reardon, who was invited by Fr. John to share with the council insights into the role of the council; also its significance in light of the new Synod activities.

**2. Talk Given by Monsignor Robert Reardon - The Role of the Parish Council**

Mgr. Reardon provided a reflection around 1 Cor 12, which referred to the communities having a variety of gifts/services; and that these services included using individual particular skill-sets (i.e IT and others) for the benefit of the parish.

It was emphasised that the Parish Council's role was to develop the parish mission and purpose, by engaging with the community, in doing so helping people to use their gifts for the benefit of all.

Our prayer should be that we always recognise the Spirit working within our midst.

The role of the council is changing radically, and so we will be looking at :

- The process of Synodality
- The process of Listening
- The process of Speaking
- The process of Discerning

The 2nd Vatican Council has a number of signposts:

- If we see the Church as an institution, then we have lost the dynamic
- The Church has not arrived at it's maturity, it is constantly developing
- The notion of the Parish Council is developing too

**The Parish Council is not reflective of a cabinet or a ruling committee; its purpose is to guide and support the parish with planning and processes.**

The lay and the ordained together should foster the local mission of the Church. Every person should recognise and value the gifts of others for the building of the Church.

## **Leadership within the Parish**

The parish is not run by the Parish Council. The council does not lead the parish. Leadership has a shared co-responsibility where individuals assigned within specific groups have a shared responsibility to lead the groups. Leaders of such groups are co-responsible for the running of the parish. The parish is run by individuals who run certain tasks. It is important that all recognise this.

The groups of individuals who run the parish through their active roles need to be established and expanded. The Parish Council also has a role to identify suitable people within the parish community who can assist in the development of the parish, by sharing their particular skills within the appropriate groups. The Parish Council should strive to help the community to achieve its purpose and its mission.

## **The Parish Mission**

The concept of Mission needs to be unpacked, as no parish or community is an isolated body.

## **Reference to 5 P's**

1. Participation - enable each and every member to participate in contributing their gifts, which should be discerned to be applicable by the individual and the council.
2. Pastoral - the Parish Council should be a caring and listening presence to encourage the faith and life of the community.
3. Planning - The Council is not to plan for the parish, but with the parish, exploring how things can develop by means of the following:
  - Mission Statement for the parish
  - Goals that are achievable
  - Clearly defined Tasks
  - Realistic Planning, not ideas
4. Partnership - All have a role; lay people, ordained, young and old. Each and every Baptised person has a responsibility to play their role as Priest, Prophet and King. All are called
5. Prayer Filled - The Council should be prayer filled allowing for the Spirit to be a part of the council.

Mgr. Reardon discussed the Road to Emmaus story where the travellers allowed space for Jesus and the Holy Spirit to work. He also re-iterated that the role of the council is not over the parish, but with the parish.

## **SYNOD - IT'S PLACE**

The Synod offers an opportunity, a new way for us to be Christians. We should listen to the opinions of others, and no-one is excluded.

People should feel that they can approach one another - Every one of us.

What is required:

1. Plan - A pastoral plan is needed
2. Draft - Make an initial draft which is accessible to the parish
3. Goals - The goals should be achievable
4. Checkpoints - Review to ensure that objectives are being achieved
5. Time based - Ensure that timescales are provided for each stage

**The parish as a whole must agree within a format of an open assembly. And the parish community takes ownership of the plan.**

## **IMPORTANT - THE WORK OF THE PARISH**

The Parish Council does not do the work. The work is completed through established groups. The authority of the parish was always left to the ordained, now it is about the lay of the parish who are involved in the vision and the decision making process.

### **Baptism - what it means to be Baptised?**

Baptism is something that we all share, it involves the concerns for those on the margins/edges, peripherals. We have made others feel excluded. Mission is not about getting others into the Church. We sow the seeds. Bums on seats is not the measure. There is more than ever before a shared collaborative leadership. Gifts can be sometimes questionable in terms of what they mean.

### **Mgr. Reardon invited questions**

Jo highlighted that the whole concept of the Mission for our parish is about to take on a new form

Gill asked about accountability to ensure that there is organised management to ensure that individuals do not go off on a tangent, on their own private path. Gill related to the NHS and how important management was.

Mgr. Reardon clarified and emphasised that the groups and leaders therein manage and form the basis of self supervision sharing in the collective leadership of the parish based on a shared plan, to avoid anarchy. Mgr. Reardon also acknowledged that faith is not a private matter. And that having a pastoral plan will help all to be clear about the Mission

Clare highlighted how important it was to have everyone involved - engaged.

Anthony asked Mgr. Reardon about examples, his experiences where groups worked actively and in doing so participating in the leadership. Mgr. Reardon outlined some examples of his experience where fruitful groups connected, and where Catechesis and Social elements worked very well together. Other examples were also provided.

Mgr. Reardon talked about groups of about 10 people able to have proper conversations about concerns and changes required for the good of the parish.

Angela said that it was good to allow people the space to have conversations, if people were invested they would take ownership.

Peter highlighted that there has to be a change in direction, following the parish report it is important that we present to the parish our intentions.

Gill emphasised that the Synod has enabled us to re-shape and re-fashion what we do - And that there is a much wider process of listening ahead of us.

Fr. John emphasised the idea of co-responsibility with shared ideas as a collective with the Parish is very important moving forward.

Mgr. Reardon tasked the parish council to unpack what 'Mission' is in relation to our parish. We should take the feedback from the Synodal Report and use this as a basis to begin the preparation of a parish plan. The completion of the plan itself may take up-to 12 months to complete.

Mgr. Reardon once again emphasised that the Parish Council was not a cabinet, or a ruling committee. The focus should be on forming groups within the parish, these groups (as a collective) form the leadership of the parish.

Anthony highlighted that the parish and church seem to struggle with having unity when it comes to seeing the vision, and that it would be interesting to see the new dynamic of groups leading as a collective. It is something that has not been present.

Angela responded that there were actually good group dynamics already active within the parish and that we must not underestimate the good aspects of current parish activities.

Anthony indicated that he was referring to the bigger concept of groups leading together with a shared vision.

Carole acknowledged that there was good group activity in many ways in the parish, but moving forward the emphasis should be on how we grow and improve from where we are.

Fr. John mentioned how successful the Holy Communion activity was and how pleased he was with the weekend 1st Holy Communion arrangements - He thanked and congratulated Angela and the team on the work/preparation - All agreed that it was a wonderful occasion to see the children so actively involved and such a good number attending the 1st holy Communion Mass ( Over 200)

Gill mentioned the importance of identifying the target population local to the parish in order to consider them when forming our plan.

Mgr. Reardon emphasised that we need understand the goals of the parish; the building of the Church and consider a Mission Statement. The plan and activity will be determined by the demographic of the parish as Gill had highlighted.

Anthony asked Mgr. Reardon about the other gifts that 1 cor 12 was referring to. Do these have a place?

Mgr. Reardon mentioned that the other gifts referred to needed further consideration as some were certainly appropriate for their time. The question in relation to the other gifts was not addressed or explored further as Mgr. Reardon was relating to skill-sets that could help with the practical functioning of the parish.

Fr. John mentioned that Healing was certainly something to consider as the parish was in need of Healing.

Mgr. Reardon mentioned maybe it would be worth looking at a SWOT analysis to address our strengths. Others within the council agreed and acknowledged that they were familiar with the SWOT analysis process.

Angela mentioned that our weaknesses can certainly mean opportunities.

Clare mentioned that we should also outline our strengths - this would be a good starting place

Fr. John thanked Mgr. Reardon for his valuable insights into what is required of the parish and its role moving forward.

Mgr. Reardon concluded with thanks and wished us well, before leaving the room.

## **THE CHAIR AT THIS POINT DIRECTED THE MEETING**

### **3. Outline of Meeting - Chair**

Carole highlighted the useful insights given by Mgr. Reardon and hoped that we all had found it useful. Conscious of time Carole moved swiftly into the agenda topics.

Apologies were received from Paul Doherty, Madeleine Walters, David Roblin, Marcia Fortner. It was also mentioned that Christine Searle had decided to step down from the council.

### **4. Ratification of Minutes - April 2022**

All agreed that the Parish Council Meeting minutes from April were accurately recorded. Approval was received to have them published

### **5. Matters Arising**

- **Children's Liturgy** Angela gave an update on how things were going; the 1st week had 6 children present, the 2nd week had 9 children present - an extra volunteer had also stepped forward. Angela will keep an eye on things up to half term and then further review activity.
- **Baptism Course** - Meeting with Fr. Matthew - Fr. John mentioned that he had had discussions with Fr. Matthew and things were progressing. Baptism preparation would continue with St Bridgets and Christ the King, but St Philip Evans will no longer be involved.. The process moving forward will be that if a child within a family has already been baptised, then there would not be a need to attend the course. For those who need to attend a course, simply contact the parish by email and we will arrange the timeframes and venue.  
Clare asked who was responsible for managing the emails? Fr. John mentioned that Haydn was responsible for managing all emails received within the parish.
- **Parish Walks and Wellbeing** still being discussed
- **Bereavement Groups** - Carole informed the Council that Gill will be leading the Bereavement Group - Cwmbran parish will share some experience with us, as they are running parent groups and will have some useful insights
- **Cashless Machines** - Peter updated the Council - It has been agreed with Fr. John that at this time a cashless machine would not prove fruitful. Other parishes such as the Cathedral have a particular requirements; our demographic currently was deemed not best suited for cashless machines
- **Setting Up Christmas Cribb** - Ongoing - Marcia to feedback
- **Collaboration with others** -
  - Rainbow of Hope, St Mary's Whitchurch, Ecumenical activities - we are still exploring
  - SVP - Fr John talked about a new initiative arranged with the SVP in Ely(Morris Scanlon) We will be working closely with them to extend our outreach. In addition to this Fr. John mentioned that we are speaking with the local school in Gabalfa to look at vouchers for those on the margins. Also, we are looking at arranging food parcels once a month.
  - Country File - Knitting Group - Fr. John mentioned a need for groups to be knitting blankets for those who will be facing difficulties within the current climate
  - Prayer Group for the Parish - Fr. John mentioned that he was looking to have this started in June. And that Gill, Madeleine, Haydn and Carole will be working on this with him. He will be looking to have this running on an evening in the week

Fr. John mentioned that there looks like difficult times are ahead for many. The parish needs to be ready to assist those who find themselves struggling. He highlighted that poverty is going to be a reality for many more people and we must do what we can to help in different ways.

## **5. Matters Arising CTD from - March 2022**

### **Outreach**

Carole asked Fr. John if outreach would be a part of a working group?

Clare acknowledged that we do need to have an outreach group

Fr John responded - It would normally be the responsibility of the SVP. We don't want to interfere with the good work of the parish SVP, and Fr. John mentioned that any additional activity would be to compliment their work, not to replace their work.

Gill - The food bank is currently hosted by the SVP centre. The schools are also a referral agency. There are currently a lot of children within the schools who have free school meals. Also families will have to make some important decisions concerning food and heating in the near future.

Angela mentioned that historically we have reached out in different ways

Angela/Jo both confirmed a need for a group

Peter - These groups would be outside of the council

All - Discussion about promoting in the Newsletter

Anthony mentioned about maybe outlining the key three Synod response emerging themes as groups for people to decide to join - Social, Spiritual and Outreach

Carole and others - It is important that we focus on Outreach as it is close to people's hearts

## **6. Financial Report – In absence of David Roblin Peter gave feedback**

Peter mentioned that the financial report is awaiting approval. Also, he suggested that we invite David Roblin to give feedback when he is next available.

## **7. Synodal Update - Gill Kane**

Gill mentioned that in light of the new model for the Parish Council which include elements of the Synodal process, would there be a need for her input? Carole and other members of the group highlighted the need for Gill's continued input. Fr. John also agreed.

Gill informed the team that she has been invited to attend the Bishop's Conference England and Wales' next meeting in Suffolk, where she will be gaining some insights concerning Synod topics; and she will update the team on her return.

## **8. Madeleine - Parish Evangelisation Update**

Madeleine had given feedback to Carole in her absence. The Archdiocese is currently planning a new Diocesan Programme concerned with Witnessing for Christ. (Spreading the Gospel) Further details will be released when more information is available

## **9. Health and Safety**

Paul requested that Carole remind everyone that the pandemic has not gone away

## **10. Safeguarding**

No messages from Gerry. He is currently away enjoying a table tennis tournament

## **11. AOB**

Peter - Is the Synod report going to be accessible to everyone? Both the Diocesan Report and the fully completed Parish report. It would be useful to have these printed. Peter also mentioned that St. Joseph's in particular had displayed many printed copies of the reports for their parishioners.

Anthony confirmed that the reports had been received from Madeleine and sent to the parish office. Fr. John asked if anyone could help with the printing.

Carole agreed to assist with the printing of reports, and will make some available at the back of the Church

Fr. John Mentioned about appointing an additional member to the council, now that a place was open. He mentioned that Erica Evans was the next candidate from the parish vote.

It was agreed that Fr. John would approach Erica and invite her to join the council.

Clare - Why did we stop doing the Synod Prayer? Will this continue?

Carole/Gill - The cards are still available for parishioners to continue?

Fr John asked if the team found Mgr. Reardon's talk useful - All agreed that it was very useful

Carole suggested the next date for the Council Meeting - 28th June - Peter suggested that we provide alternative date options by emailing members so that we can have the greatest number of attendees - Carole and Angela will look at a calendar option to facilitate this

Carole - thanked everyone for the extra time which allowed Mgr Reardon to present his talk. She also mentioned that we will look to keep meeting to about 1.5 hours moving forward.

## **12. Concluding Prayer**

A very brief concluding prayer was given by Fr. John and the meeting was concluded at 8:53pm.