**Minutes of St Joseph's Parish PPCM Mtg on 8th Nov 2022.**

**Mtg opened** at 7pm chaired by Maggie Lax with a brief prayer and welcome to all.

Attendees: -Denise Mitchell, Elizabeth Freeman, Michael Mitchell, Maggie Lax, Geraldine O'Reilly, Tony Aylett, Margaret Smith, Gene Seabridge, Nola Eaton, Pam Filler, Helen Dunn, Stafford Dunn, Annet Ziruba, Clare Hedges.

**Apologies:** - Dcn Adrian, Mary Cody & Lilian Heard.

**Minutes** of 20th September 2022 were approved and signed.

**Matters arising: -**

It was agreed that it would be helpful to have a second person to assist with the distribution of Holy Communion at Mass. In the absence of Dcn Adrian, a Eucharistic Minister would assist the Celebrant.  Both sides of the church would approach the altar together, returning to their pews via their relevant side aisles left/right.

A team of 5 volunteers undertook further cleaning of the church, thank you to the team for this. It was identified that though the church was cleaned on a regular basis there were areas that required more intensive cleaning. This included the carpet and windows. Helen Dunn agreed to check if our cleaning agency completes deep cleans of this nature. It was also queried whether the Diocese had a contract with any agencies who do this for other churches. Since costs were involved, it was agreed that this should be referred to the Finance Committee as well.

**IT Support:** -

Fr Boniface advised that he was in discussions with Diocesan IT to ensure our parish processes, systems and records were maintained and updated adequately in digital format. A meeting to agree these requirements with the diocese personnel was imminent. Claire Hedges reiterated the urgent need for diocese email addresses to be provided.

**Synod & Synodality: -**

It was agreed that we would set up the book stand in the Parish Hall to allow parishioners to donate and borrow books relating to faith and catechism. Pam Filler and Denise Mitchell agreed to take this project forward.

**Social Activities: -**

The parish celebration lunch for Fr Boniface's 20th Anniversary was appreciated and everyone was thanked for their efforts.

On Saturday, 7th January 2023, another Parish lunch was scheduled and approved by all. It was agreed that we would undertake a combined approach for this event - a signed up food list for those who are able to bring food and a monetary donation as an alternative.

**Supporting our local community:** -

DM outlined that Support for Turning Tides was well established but more contributions would be greatly welcomed, particularly with the approach of Christmas. We discussed how donations would be encouraged over the Advent Season and a more prominent place for the food donations at the altar was agreed. Margaret Smith agreed to research and provide a list of suitable items for donation which will be included in the newsletter.

We were reminded to update the list of Parishioners who were either confined to local hospitals or care homes that would appreciate a visit.

**Recruitment of Volunteers: -**

Whilst we have had success filling volunteer spaces to assist with the running of the Parish this year, more were needed. It was noted that few new people were volunteering to fill various parish vacancies. Fr Boniface's outlined his experience where he had found it was more positive to personally approach people so it was agreed to try and see if more people would undertake parish roles in future.

**Working with other Faiths/Churches: -**

Denise Mitchell confirmed that Churches Together in Rustington have recently appointed a new Treasurer and Secretary and are looking for a new Chairperson.  There is a new Minister at Rustington Methodist Church, and St Andrew’s UR Church are without a Minister at present.  A concert is being organised at Rustington Methodist Church, in aid of Ukraine. Pam will pass on details in due course.  There will be a joint service in January for the week of Prayer for Christian Unity.

**Safeguarding update: -**

Clare Hedges reported that she had completed all the necessary and reiterated the need for her to have a diocese email address.

**AOB: -**

Stafford Dunn had already indicated he would not continue as secretary of PPC Mtg, but following Fr Boniface's suggestion, individual approaches would be made until a suitable volunteer is identified. He also felt there was an urgent need to see much younger parishioners starting to take over these roles.

It was reported that the Diocesan Quinquennial survey had been completed recently and the report was still awaited.

It was agreed that an update would be obtained on the progress made in relation to the decorating, upgrading work in the sacristy toilet etc.

**Date of Next Meetings: -** 21st Feb 2023, 16th May 2023, 12th Sept 2023 and 21st Nov 2023 at 7pm.

Meeting closed around 20:25 with thank you to all and with a brief prayer by Fr Boniface.

Signed:-................................. Date......................................2023