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| LOCATION: Parochial HouseTIME STARTED: 19.00 TIME FINISHED: 21.00 |
| PRESENT: Fr Michael Sheehan, Angela Brady, Aidan Walker, Kristin Neeson, Pascal McCulla, Maire McGrady, Niall Cullen, Ollyn O’Neill, Martin McLaughlin, Patrice Mahon |
| APOLOGIES: Johnny McCusker |
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| Item 2 **Opening Prayer** |
|  Notes of Discussion | Action/s |
| Conducted by Martin  | NA |
| Item 3 **Minutes of Last Meeting**  |
|  Notes of Discussion | Action/s |
| Minutes of January meeting signed off at the meeting by Angela.  | Aidan to arrange loading to website |
| Item 4 **PPC Leaflet Update** |
|  Notes of Discussion | Action/s |
| Leaflet now loaded on website.Hard copies to be displayed on church noticeboards. | Fr Michael |
| Item 5 **Parish Incense Policy** |  |
|  Notes of Discussion |  |
| Letter has been dispatched to concerned parishioner Final Incense Policy to be loaded to website – in PPC Folder | NAAidan to arrange. |
| Item 6 **Update** **Pastoral Themes**  |
| 1. **Parish Groups Contact List**
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|  Notes of Discussion | Action/s |
| Pascal and Kristin provided summary of how the collection of Parish Group Info is progressing and the members reviewed remaining gaps and offered help to get 100% completion:Currently the information is 90% complete. The gaps identified are:* Alter Servers
* Baptism Prep Group
* Bethany Group
* Junior Badminton
* Pioneer Group

Summary Statements for groups are 40% completeThe members suggested updates to the GDPR form prepared by Angela:* Add ‘?’
* Add review date & review timeline
* Contact for withdrawing GDPR should be parish office

There followed an extended discussion about the Parish Group Gathering and the preparation meeting. The discussion included:* The members discussed the 2 events:
* Timings & Format
* Agenda for preparation meeting
* Invitation process
* Presentation of information at the events
* Utilising the Parish Directory at the events
* GDPR Signup process

  | All members to complete their contacts and update worksheet.Fr M to write summaryFr M to write SummaryAngela to retry contactPascal to follow-upAidan to chase contactMembers to request completion of their summaries from groupsAngela to update changesPascal to update the proposed format for both sessions and brief at March meeting.  |
| 1. **Best Practice**
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|  Notes of Discussion | Action/s |
| No update | NA |
| 1. **Welcome Packs / Welcome Group**
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|  Notes of Discussion |  |
| **Welcome Pack:**Members discussed the latest welcome information pack Patrice received from St Brigid’s Parish.  | Niall to get email confirmation regarding the reuse of the St Bridget’s booklet / template |
| 1. **Volunteer Recruitment**
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|  Notes of Discussion |  |
| **NA** | NA |
| 1. **Faith Event**
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|  Notes of Discussion |  |
| Kristin advised that Sr. Margaret Rose from Drumalis is available to speak at a future faith event. | Kristin to investigate availability of Sr Margaret Rose for May or June |
| 1. **Music Event**
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|  Notes of Discussion |  |
| Possible event in Spring discussed | Angela to follow up with Raymond |
| Item 7 **Update** **Day of Reflection**  |  |
|  Notes of Discussion |  |
| NA | NA |
| Item 8 **Any Other Notified Business** |  |
| Angela sheared info about the recent Miscellany events in St Brigid’s. It was agreed that we should plan for a music event – potentially in the Autumn | NA |
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| **Date of Next Meeting** |  |
| 11 March 2019 |  |
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Chairperson’s signature Date

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