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| LOCATION: Parochial House  TIME 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 | NA  Aidan to arrange. |
| Item 6 **Update** **Pastoral Themes** | |
| 1. **Parish Groups Contact List** | |
| 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% complete  The 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 summary  Fr M to write Summary  Angela to retry contact  Pascal to follow-up  Aidan to chase contact  Members to request completion of their summaries from groups  Angela to update changes  Pascal to update the proposed format for both sessions and brief at March meeting. |
| 1. **Best Practice** | |
| Notes of Discussion | Action/s |
| No update | NA |
| 1. **Welcome Packs / Welcome Group** |  |
| 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** |  |
| Notes of Discussion |  |
| **NA** | NA |
| 1. **Faith Event** |  |
| 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** |  |
| 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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