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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, Johnny McCusker, Ollyn O’Neill | |
| APOLOGIES: Patrice Madden, Martin McLaughlin | |
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| Item 2 **Opening Prayer** | |
| Notes of Discussion | Action/s |
| Conducted by Pascal | NA |
| Item 3 **Minutes of Last Meeting** | |
| Notes of Discussion | Action/s |
| Minutes of December meeting signed off by Angela. |  |
| Item 4 **PPC Leaflet Update** | |
| Notes of Discussion | Action/s |
| The members agreed the layout and the photo, so the leaflet is ready to go to print. | Fr Michael to arrange printing of leaflet.  Aidan to convert leaflet to format for website. |
| Item 5 **Parish Incense Policy** |  |
| Notes of Discussion |  |
| Wording of letter to parish member (who raised health concern about Incense) was finalised.    Final Incense Policy to be loaded to website | Angela, Chair of PPC to send letter to parish member.  Fr Michael to arrange. |
| Item 6 **Update** **Pastoral Themes** | |
| 1. **Parish Groups Contact List** | |
| Notes of Discussion | Action/s |
| Some tidying of the list took place at the meeting leaving 6 groups with information that is outstanding  Positive feedback from several groups successfully contacted - they support objective of group engagement / can see the benefits of working together.  We need a GDPR form created for the recording of group agreement that their details will be circulated in parish directory.  In order to ensure the directory contains all parish groups we will insert a notice in the bulletin  All members to ask the groups they have contacted for a brief summary / description of their work | All members to complete their contacts and update worksheet.  Angela to draft GDPR form.  Aidan to create notice  All |
| 1. **Best Practice** | |
| Notes of Discussion | Action/s |
| No update | NA |
| 1. **Welcome Packs / Welcome Group** |  |
| Notes of Discussion |  |
| **Welcome Pack:**  Members discussed a 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 |  |
| The members agreed that volunteer recruitment should follow on from the parish group work / group gatherings. | NA |
| 1. **Faith Event** |  |
| Notes of Discussion |  |
| Kristin has identified a potential speaker for a future event – Sr. Margaret Rose from Drumalis who speaks about faith and the environment | Kristin to investigate availability of Sr Margaret Rose. |
| 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** |  |
| Road signs on Saintfield Road - Fr Michael received correspondence from Do Infrastructure. Work ongoing to agree content of sign | Ongoing - Fr Michael |
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| Johnny requested that the PPC send a thank you to everyone who contributed to make all the Advent services so enjoyable and so successful. | Johnny to draft wording for bulletin message |
| **Date of Next Meeting** |  |
| 11 February 2019 |  |
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Chairperson’s signature Date

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