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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, 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**
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|  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 bulletinAll 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 noticeAll |
| 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 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**
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|  Notes of Discussion |  |
| The members agreed that volunteer recruitment should follow on from the parish group work / group gatherings. | NA |
| 1. **Faith Event**
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|  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**
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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** |  |
| 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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