

## ST ANDREW'S PARISH ADVISORY COUNCIL MEETING, 23 SEPTEMBER 2015

**In attendance:** Fr John Hine (Chairman)  
 Nuala Smith                      Andrew Butler  
 Elena Peck                         Peter Lonergan  
 Sylwia Dorosz                     Deacon Jolyon Vickers  
 Roger Styles

**Apologies:** Dr James Sharp

The fourth meeting of the St Andrew's Church Parish Advisory Council took place on 23rd September 2015 at 7.30pm.

Serial	Agenda Item	Action	Comment
1.	<p><b>Fr John's Introduction:</b></p> <ul style="list-style-type: none"> <li>• Apologies were received from Dr James Sharp.</li> <li>• Fr John reminded the Council that people tended to focus upon practical things, rather than difficult but perhaps more important matters. It was these that we needed to consider. An example was to call for greater evangelism in which we should identify ways in which we might become a "missionary parish". He wished to return to this theme under AOB.</li> <li>• Jolyon asked to consider the parish website under AOB.</li> </ul>		
2.	<p><b>Minutes of last meeting &amp; matters arising:</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting of 9 Jan 15 were accepted as an accurate record, and actions were reviewed:               <ul style="list-style-type: none"> <li>○ <b>Updating the parish register:</b> Jolyon outlined the plan to update the current parish register:                   <ul style="list-style-type: none"> <li>▪ This would entail getting parishioners to update records currently held. This would take 3 months;</li> <li>▪ A review would be held in early 2016 and action taken to the verify unchanged entries;</li> <li>▪ Phone numbers and email addresses would be sought.</li> <li>▪ Jolyon and Janet would lead this work. Other Council members offered to help where required.</li> </ul> </li> <li>○ <b>Car Parking:</b> Fr John reported improvements in the car-parking situation. He wished to re-locate a disabled parking spot from the side of the hall to the main car park. Jolyon agreed to find the necessary pole on which to place the sign.</li> <li>○ <b>Repository:</b> Nuala reported that things were going well with the repository although she was not sure whether it had yet recouped the cost of the cabinet. She made a plea for more volunteer helpers to man the stall to provide holiday cover. She said the Christmas sale would take place over the weekend 14/15 November 2015.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Jolyon</b></p> <p style="text-align: center;"><b>All</b></p>	

3.	<p><b>Parish Finances:</b></p> <ul style="list-style-type: none"> <li>• Fr John said that he is under pressure from the Diocese to find a layperson from the Parish to lead our response to the fundraising effort for the Retired Clergy Fund. He asked Council members to identify candidates, whom Fr John might approach.</li> <li>• Sylwia reported on the Parish Finances. She said: <ul style="list-style-type: none"> <li>○ Parish Funds were expected to be in balance at the end of the year, possibly with a small surplus;</li> <li>○ She had sorted out utility bills, which are now managed monthly;</li> <li>○ She had paid the annual £5K Diocesan Development Fund bill, but the call for insurance premiums (~£2.5K) was imminent.</li> </ul> </li> <li>• The importance of the Gift Aid recoveries was noted and John McNally was asked to see whether he could secure the recovery from the Diocese by the end-Feb 16.</li> <li>• As the account holder, Fr John agreed to visit the NatWest Bank to seek an improvement to the provision of monthly statements for the Main Account. FR John also agreed to seek Fr John Weatherill's agreement to Sylwia having greater access to the account on-line.</li> </ul>	<p><b>All</b></p> <p><b>John McNally</b></p> <p><b>Fr John</b></p>	
4.	<p><b>Parish Centre:</b></p> <ul style="list-style-type: none"> <li>• Roger outlined the key points for the Parish Centre: <ul style="list-style-type: none"> <li>○ Income from the hall was good at ~£1100 pcm and occupancy rates were high. This is principally thanks to the good work of Lesley, the hall manager;</li> <li>○ A review of charging rates is underway;</li> <li>○ Running costs are stable at ~£9K pa;</li> <li>○ Monthly standing orders are steady at ~£520 pcm;</li> <li>○ Ad hoc donations and Gift Aid recover were in excess of £6K so far this year;</li> <li>○ It is likely therefore, that we shall be meet our loan repayment obligation for 2015 of £20.25K.</li> </ul> </li> <li>• Roger also noted that the Development Fund had paid for the gardener, the repainting of the front of the church and for new signage.</li> <li>• There was consideration of the provision of a visual-aid suite in the Parish Centre. This would primarily benefit the Parish but might also attract new users of the hall with a top quality presentational suite. It would comprise extension of the wifi coverage to the hall and Fr John's office, and be complemented either by a smart TV panel or projector.</li> <li>• There was a general satisfaction with the report and support for the investment in the proposed visual-aid suite.</li> </ul>		
5.	<p><b>Improving engagement across the Parish:</b></p> <ul style="list-style-type: none"> <li>• Fr John highlighted the reliance we had on those who pay standing orders in support of the Development Fund, which still has to raise over £100K before 2021. It is necessary to keep this need in the forefront of parishioners' minds. Similarly, there is a need to make sure as many</li> </ul>		

	<p>parishioners as possible make use of Gift Aided donations.</p> <ul style="list-style-type: none"> <li>• Fr John therefore suggested that there should be a party to engage with new parishioners and to encourage current parishioners to do more and play a greater role in the Parish, if possible. This idea was welcomed with the hope of repeating the positive spirit generated at the summer BBQs.</li> <li>• The proposition to form a “Friends of St Andrew’s” group was discussed at length. Peter listed 3 principles against which such a group could work: <ul style="list-style-type: none"> <li>○ It should raise funds for the Parish and Development Funds;</li> <li>○ The group should work pro-actively, taking part in church activities; and</li> <li>○ There should be periodic newsletters to keep the group informed.</li> </ul> </li> <li>• It was felt that such a group might be divisive within a small parish. Perhaps the name was misleading and adopting the same approach across the whole parish but without using the name, might also achieve the same desirable results.</li> <li>• Linking the plan for a Parish Christmas lunch with the idea of a parish party, it was agreed that we should explore the feasibility of holding the Christmas party in our Parish Centre on Sun 13 Dec 15 using outside caterers. This suggestion was welcomed, and Peter agreed to bring together a small group to plan the event. Elena agreed to approach outside caterers to check their suitability and availability for a “sit-down” meal.</li> <li>• At such an event, there could be a series of short presentations on the fundraising, Gift Aid, etc.</li> <li>• There was also discussion about the formation of a social committee, which is highly favoured by Fr John. It was agreed that, as a first step, we should focus upon the Christmas party, with a view to using it as a template for future activities.</li> </ul>	<p><b>Peter</b> <b>Elena</b></p>	
<p>6.</p>	<p><b>2016 programme for Confirmation:</b></p> <ul style="list-style-type: none"> <li>• Fr John wanted to have a confirmation class, starting in Feb 16. However, he was undecided as to the best format, given that there might be a number of candidates from the local traveller communities.</li> <li>• He needed volunteers with teaching experience who could lead this course, and will actively seek such an individual or team.</li> </ul>	<p><b>Fr John</b></p>	
<p>7.</p>	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Parish Website:</b> Jolyon pointed out that the parish website was out of date and needed rejuvenating. This is despite the good work undertaken by Mike Doggwiler over recent years. After discussion of a range of approaches, Andrew agreed to explore the costs of commissioning additional support. <ul style="list-style-type: none"> <li>○ <i>After note: Mike Doggwiler has offered to propose an approach which would provide new tools, and</i></li> </ul> </li> </ul>	<p><b>Andrew</b> <b>Mike</b></p>	

	<p><i>give a greater number of parishioners the facility to add and maintain the currency of content on the website.</i></p> <ul style="list-style-type: none"> <li>• <b>Evangelisation Resources:</b> Fr John returned to his theme of tackling the difficult subjects. He passed out a webpage of ideas entitled “Building Missionary Parishes” at <a href="http://catholicnews.org.uk/proclaim15-resources">http://catholicnews.org.uk/proclaim15-resources</a>, which he commended and wondered whether the approaches illustrated on the website could be made to work in Tenterden. Council members were encouraged each to take a theme and explore how it might be pursued within the Parish. Volunteers were: <ul style="list-style-type: none"> <li>○ Vision &amp; Strategy – Andrew</li> <li>○ Parish Teams – Fr John</li> <li>○ Gospel – Jolyon</li> <li>○ Prayer experiences – Sylwia</li> <li>○ Unchurched – Peter</li> <li>○ Non-churchgoing – Elena</li> <li>○ Families – Roger</li> <li>○ Poor church – Nuala</li> </ul> </li> </ul> <p>That left two subjects – Youth and Prayer – either of which it was thought James might like to consider. Fr John gave everyone until the end-Oct 15 to come back to him with ideas for next steps in their chosen subject areas.</p>	<p><b>Doggwiler</b></p>           <p><b>Andrew</b> <b>Fr John</b> <b>Jolyon</b> <b>Sylwia</b> <b>Peter</b> <b>Elena</b> <b>Roger</b> <b>Nuala</b></p>  <p><b>James</b></p> <p><b>All</b></p>	
<b>10.</b>	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Friday 15<sup>th</sup> January 2016 at 7.30pm.</b></li> </ul>	<p><b>All</b></p>	

**Fr John Hine**  
**Parish Priest**

**Sep 15**