Finchale Partnership PDG:

Minutes of the meeting 15/11/18

***Present:*** Fr. Andrew Downie, Graham Donachie, Margaret Doyle, Pauline Burnside, Fr. David Coxon, Jill Cox, Bill Donnelly, Fr. Colm Hayden, Halina Holman, Angela McKenna, Fr. Robert Riedling, Patrick Rutherford, Fr. Shaun Swales

***Apologies:*** Justine Smith

***Guest:*** Katie Flood

1. **Welcome and introductions:** Graham opened the meeting and introduced Katie Flood, who is the Youth Worker at Durham Martyrs parish.
2. **Review of Action Points**

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|  | ***Action point*** | ***Update*** |  |
| **December meeting** | | | | |
| 2 | Margaret and Bill to produce a card with a list of the churches, Sunday Mass times and confession times. | Bookmarks printed, and now distributed.  Very well received in parishes. | **Closed** |
| **July meeting** | | | |
| 1 | Margaret to include an item on the creation of the new parish, and some information about Bl. Edmund Duke in the next newsletter. | Item included and newsletter published. | **Closed** |
| **July (Ushaw) meeting** | | | |
| 1 | Margaret to contact all parish data protection / GDPR reps to establish what has been done and offer support. | GDPR audits now completed. | **Closed** |
| 4 | Graham and Margaret to discuss an afternoon for members of the Parish Pastoral Councils to meet, to raise awareness of how the PPCs and the PDG can work together and to share ideas among PPCs. | Held on 10 November (agenda item 4) | **Closed** |
| 6 | Pauline to contact Fr. McCoy to set up a meeting about the confirmation programme. | Meeting arranged - agenda item 9 | **Closed** |
| 7 | Everyone to provide Pauline with the names / contact details of confirmation catechists in their parish. | Agenda item 9 | **Closed** |
| 8 | Everyone to send Margaret details of Journey in Faith programmes in their parish. |  | **Closed** |
| 9 | Fr. Colm to contact Peter Lavery to discuss the possibility of a marriage preparation session on the Diocesan approach for the Partnership. | Peter Lavery is no longer leading on marriage preparation for the Diocese. Rob Wareing has recently taken this on, and will be contacted once he has had time to take up post. | **Open** |
| 10 | Outreach: Fr. Robert to contact the group over the summer to progress plans for the open meeting on Justice & Peace planned for September. | Agenda item 7 | **In progress** |
| 11 | Margaret to include request for more people to join the sub-groups in the next newsletter. |  | **Closed** |
| **September meeting** | | | |
| 1 | Bill will produce a folder for each of our churches, with the Partnership documents so far, and future documents can then be added. | Agenda item 6 | **Closed** |
| 2 | Margaret to discuss the possibility of a Facebook page further, with the Communications sub-group. |  | **Open** |
| 3 | Amalgamation of parishes (West Durham): Margaret to complete the section of the document which asks for comments from the PDG, and send the document to Fr. Andrew (Partnership Dean) who will review and send it on to Fr. Colm (Episcopal Vicar), who will present it at the next Council of Priests. | **Correction:** the document is to be presented to the Episcopal Council, not the Council of Priests.  Fr. Colm is taking the document to the Episcopal Council on 16 November, after which it will return to the West Durham parishes for the next stage of consultation and the detailed proposal document. | **Closed** |
| 4 | Event for PPCs: Fr. Andrew to contact Karen Kilby to ask if she is available to facilitate. | Karen was unavailable, but very willing to be involved in future events. | **Closed** |
| 5 | Event for PPCs: everyone to confirm names of those who will be attending, to allow final arrangements and catering. |  | **Closed** |
| 6 | Prayer and Spirituality sub-group to discuss any further follow up to Adoremus, including the response to the Holy Hour services. | Agenda item 8 | **Open** |
| 7 | Prayer and Spirituality Group to lead on preparation of the Advent service. | Agenda item 8 | **Open** |
| 8 | Margaret to take forward plans for refreshments and activities for children following the Advent service. | Practical arrangements agreed with Ushaw, and treasure trail for children drafted. | **Closed** |
| 9 | Everyone to send details of Christmas service plans to Margaret. | Still awaiting some details | **Open** |
| 10 | Margaret to develop a template for the sub-groups to provide feedback to the PDG, to streamline the discussions. | Draft of a template was given out at the meeting. | **Closed** |
| 11 | Margaret to contact all sub-groups for details of the information they are currently trying to collect. |  | **Open** |

**Matters arising from the action points:**

**AP1**: Everyone to review the draft template for sub-groups to provide feedback to the PDG and provide any feedback or suggestions to Margaret.

1. **Finance Committee report**

The report was sent out in advance of the meeting. Fr. Andrew confirmed that the forms to set up the Partnership bank account have been sent off to the Diocese. Once that has been completed, the parishes will be asked for their contributions. The original contributions will be reviewed because of additional expenses incurred (costs of the Adoremus event and the second year of the Certificate in Pastoral Ministry).

Any young people attending the Flame event will be subsidised at 50%, but this cost will be met by parishes, not the Partnership.

1. **Event for PPCs**

Feedback on the event was mixed. It was agreed that it was good to get everyone together and have mixed discussion groups so that people heard about the experience of other parishes.

There was a view that the day was too ambitious, asking people to share their experience of PPCs, but also to talk about how PPCs relate to the PDG, and that we should spend time talking about PPCs. But the day was planned specifically to cover both, acknowledging that there is a lot we can do to share good practice and ideas about PPCs, but also recognising the fact that we are a Partnership *now*, and we cannot delay starting the discussion about how we all work together. The day specifically stated, in the introduction and in the conclusion, that this was only the start of the conversation. Feedback suggests that people appreciated the chance to gather information about what happens elsewhere, but found it difficult to identify something specific to take away.

**AP2:** Margaret to provide a summary of the discussion at the event, to assist all parishes in the follow-up discussions at PPC meetings.

**AP3:** All parishes to come back to the next PDG meeting with feedback on

* any ideas from the day now being taken forward in their parish,
* anything their parish would like help / support with and
* any specific actions they would like the PDG to take forward.

The event highlighted that there is still an issue with lack of knowledge about the Partnership, and that, to many people, partnership issues seem very remote. The PDG agreed that there is a real need for PDG reps to be very pro-active in their parishes, sharing what is happening at partnership level. The meeting also agreed that there would be advantages in people (clergy and PDG members) visiting each other’s parishes and PPCs.

**AP4:** Graham, Margaret and Fr. Andrew to develop a proposal for PDG members to visit other parishes.

A specific request from the PPCs was that we co-ordinate meeting dates, to improve the flow of information back to parishes as soon as possible after the PDG.

**AP5:** PDG dates for 2019 to be published early in the new year, to allow parishes to plan in their PPC meetings.

1. **Reflections on the Developing Discipleship conference**

Graham asked for feedback from those who had attended the various sessions.

Spirituality: The Diocese provided a folder of information on resources.

**AP6:** Margaret to pass the resources on to the Prayer & Spirituality sub-group

Youth Ministry: those who work with the young people of the Diocese (including Katie) shared their experience with everyone. The Faith in Action programme has now been launched in Durham Martyrs parish by Katie, and Patrick is trialling the programme in Bl. Edmund Duke parish.

**AP7:** Young People sub-group to consider how the programme can be made available in parishes across the Partnership.

Finance: the discussion was about stewardship. The PDG discussed how we can change the conversation about finances, so that we talk about money as a resource to allow us to do what we aim to do, rather than a dry subject.

**AP8:** Margaret to consider an article on Finances for the next newsletter

Accompaniment: some of those who attended this session found it difficult to relate to their own situation, and had never considered this as something for the laity. There was a positive response to supporting people who have been bereaved (but the PDG discussed how we use language as some people had not understood that the phrase ‘ministry of consolation’ referred to bereavement).

Leading from a place of faith: the discussion highlighted that many people in leadership roles in parishes are reluctant leaders, and we need to consider ways of supporting them.

Making partnerships a reality: Presentations at the conference contrasted the experiences of a city centre partnership with a rural partnership, and the PDG discussed the different nature of the parishes in our own partnership. Katie recommended the ‘In Pursuit’ programme, as a positive experience bringing people from different areas together to try different types of prayer.

**AP9:** Formation sub-group to discuss how the ‘In Pursuit’ programme could best be used in the Partnership.

One partnership had held an open meeting for all its sub-groups, and the PDG discussed whether the time was right for another open meeting at St. Leonard’s to take stock of where we are. The discussion concluded that the PDG first need the opportunity to hear from all our sub-groups. We agreed that an open meeting was a good idea in 3 / 4 months’ time, as we come to the 2nd anniversary of the Partnership being set up.

To involve young people, we will also need to consider something less formal than a meeting, and to make more specific links with the schools. One idea was a Partnership meeting of mini-Vinnies.

The PDG agreed the following priorities for the next few months:

* clear overview of the activity of the sub-groups
* consider how we are co-ordinating planning and communication of the activities from our sub-groups
* review progress against the pastoral plan we agreed following the St. Leonard’s meeting
* in depth discussion of the different needs of the parishes in the partnership
* consider how we can best share resources from parishes, where we identify particular strengths

**Reports and items for discussion from the sub-groups**

1. **Formation**

The group is considering how best to use the formation provided by the Diocese, and collating information about what already happens in our parishes.

1. **Communication**

Bill gave out folders, one for each of our churches, with information about the Partnership, and asked the PDG reps to take responsibility for keeping them up to date with the latest minutes, newsletters, etc..

1. **Outreach**

A meeting for those involved in Justice & Peace is planned for the 6 December.

1. **Prayer & Spirituality**

The group have now met 3 times, and collated information about Prayer and Spirituality groups and activities in the parishes. The information is nearly complete, and will then be sent on to the Communications group to be published. Halina estimates that it will be ready by February. Where contact details for individuals are included, they will be contacted to ask permission.

Advent service: The draft has now been shared with those on the Prayer & Spirituality group who expressed an interest, for their comments, and it will be sent to Ushaw as a courtesy (although they have already confirmed that they are happy for the Partnership to lead the service). Katie has kindly produced some posters for the service.

1. **Young People**

A training session for those involved in Confirmation has been organised, at St. Cuthbert’s on 6 December. The training will be led by Fr. Michael McCoy, and an open invitation will be published in bulletins.

Pauline confirmed the arrangements for DBS checks for those working with young people: the checks should be done through the individual’s parish, but people can work across the partnership, as long as they are included on the safeguarding register for each parish where they work.

1. **Building our Community**

The sub-group are suggesting several activities:

* Church open afternoons: The group suggest that between April and September 2019, one of our churches will be open on a Sunday afternoon, 2pm-4pm, to encourage people to visit and look around, with refreshments and finishing with a short service.

**AP10:** Graham to produce an outline of what is expected and a calendar for churches to sign up

* A partnership event during Lent. The group had considered Stations of the Cross at a different church each week, but the PDG felt that Stations were well established in parishes, and suggested a service of reconciliation or perhaps Lenten talks.

**AP11:** Prayer & Spirituality group to lead on a service of reconciliation or perhaps talks during Lent.

* A summer event at Ushaw, yet to be developed.

The group needs more members – membership is currently very centred on Durham Martyrs parish.

1. **Any other business**

Parish Pastoral Council for Bl. Edmund Duke parish: A PPC is being set up for the new parish. There will be 2 reps from each of the churches, and the group will meet for the first time in December to discuss their Terms of Reference and the sort of issues the meetings will discuss.

Roof repairs at St. Godric’s: Work is shortly to begin on essential repairs to the roof of St. Godric’s church. The cost is £37k, and the funds are available. The work is essential to the fabric of the building and was approved by the Diocese before the new process of agreement at Partnership level was introduced, but it is important that the Partnership are aware because of the scale of the expenditure.

1. **Next meeting: 7.00pm on Thursday 17 January 2019**