

## **Minutes of the Joint AGM and Parish Pastoral Council Meeting**

**Held:** At 7.00pm on Thursday 13<sup>th</sup> September 2018 at St James'

### **Annual General Meeting**

#### **Agenda:**

1. Welcome & Opening Prayer
2. AGM (PowerPoint)
  - Review of 2017-18
  - Financial Accounts
  - Plans for 2018-19
  - Open Discussion
  - Closing Prayer

John McAnaw (JM) welcomed everyone and the meeting was opened with a prayer.

#### **Review of 2017/18**

- Mass attendance followed a seasonal pattern as in previous years.
- PPC minutes outlining liturgical events can be found on the website; these reflect the numerous activities which have taken place across the parishes, school and Canmore.
- The Joint Parish Pilgrimage to the Holy Land was a very successful event in terms of both reflection on our faith and bringing the parishes together.
- Fifty parishioners travelled to Edinburgh to hear the evangelical preacher, Bishop Robert Barron.
- Three of our altar servers travelled to the Gillis Centre in Edinburgh to join over one hundred others taking part in an Altar Servers' Day. There are plans for the Diocese to develop a Guild of St Cuthbert for altar servers. A youth day is also planned.
- Safeguarding training has been delivered and all PVGs are up to date; some training updates remain outstanding.
- The main Joint Parish Social Events for the year were the Ceilidh (September 17), Burns Supper (January 18) and the Quiz (March 18). The ceilidh was a great success and saw the coming together of a good mix of parishioners and students. Over 80 people attended the Burns Supper at the New Club and the speakers were well received. The quiz continues to be a staple of the joint parish social calendar.
- Many social activities took place at local level in the parishes, some examples of which are:
  - East Neuk: Christmas coffee mornings/draws, monthly Friday lunches, post-Mass teas and bacon rolls, art display in Pittenweem and Crail Festival.
  - St James': tea/coffee after 11am Sunday Mass, Hallowe'en Monster Competition, SVdP Christmas Afternoon for all parishioners, Easter Card

Competition and Easter Hamper Raffle, Lenten breakfasts and Ladies' lunches.

- Canmore: Retreat to Pluscarden, Graduation Mass and Garden Party, student social events e.g. BBQ, May Dip Bonfire, Talent Show and CathSoc Ball.
- In terms of the fabric of our buildings, a number of projects have been undertaken:
  - St James': kneelers recovered, floor repaired, upgrading of AV system and installation of new shelving and notice board.
  - Christ the King; roof assessment.
  - Most Holy Trinity: renovation of wooden area around the organ.

### **Aileen Brown (AB) presented the Financial Report**

- CTK had a surplus of £8 368 compared with £8 796 for 2016. Both the parish income and expenditure showed an increase from the previous year. The boiler in the flat at CtK was replaced. It was a very successful year for fundraising and generous donations were received.
- St James' had a surplus of £21 875 compared with £12 158 for 2016. There was an increase in parish income and a reduction in expenditure. A very slight increase in the average weekly collection was recorded.
- GIFT AID is a way of increasing the parish income. 69% of the collection in the East Neuk is received via Gift Aid, but only 28% in St Andrews. More people need to be encouraged to sign up.
- Overall the financial picture is healthy but, in light of the work needing to be done, there may be a deficit next year.

### **Plans for 2018/19**

#### **Fabric and Finance**

- Renewed focus on Gift Aid and fundraising.
- Grand Prize Raffle to be drawn at Christmas. Thanks to the generosity of our parishioners a number of excellent prizes will be on offer:
  - Weekend for up to 10 people in a 5\* holiday villa in East Fife
  - 1 hour flight for 2 people above East Fife
  - Weekend in a caravan in St Monans

Due to the substantial nature of the prizes, it is important that we have a long run at selling the tickets. Prizes should appeal to our many visitors.

- 200 club is ready to be launched. Date tbc.
- A steering group has been formed to move forward the renovation/refurbishment of St James' Hall.
- Replacement of the Tower Room window is not proving to be a straightforward process partly due to regulations surrounding listed buildings, the lead content and

the specialists involved i.e. blacksmith, architect and glazier. As each issue is resolved, the costs continue to rise. It is hoped to finish this work as soon as possible.

- The gable end in Crail has been confirmed as having no lean. Some stonework repairs are needed and the re-setting of topmost chimney stones. The cost of this work is not yet known.

## **Social**

- The ceilidh and quiz will remain as joint parish events for this year but the Burns Supper could be replaced; suggestions are invited for this.
- Other parish and Canmore events will continue to be organised at local level.
- The befriending scheme will continue; many people are already involved and keen to continue to participate.
- The Graduation Mass and Garden Party will be held in 2019. This event is always well attended by parishioners, together with students and their families.

## **Youth**

- Ties to be strengthened between church and school. Pope Francis awards will continue.
- Children's Liturgy will continue to be supported. Caroline Nash will attend a day for leaders at the Gillis Centre.
- A youth day (10 - 15 year olds) is to be held at the Gillis Centre on 3<sup>rd</sup> November. Involvement in this would be a positive move for our youth.
- Involvement of Canmore in Lenten projects to be promoted.

## **Closure of Christ the King, Pittenweem**

JM outlined the process of consultation and decision-making that led to the Archbishop's decree that the church of Christ the King, Pittenweem, will close as a place of worship, with effect from 25<sup>th</sup> November 2018.

### **The meeting was opened to questions.**

- A parishioner of CTK asked what would be happening to the parishioners after the closure since they currently feel as though they are in limbo. The choice of date for closure was felt to be deeply inappropriate.
- Fr MJ Galbraith (Fr) explained that Archbishop Cushey would like to say a Sunday Mass at CTK as he has done in other churches which are to be closed. Fr has asked whether it would be possible for this to take place on another Sunday but the Archbishop's diary does not allow for this, partly due to him being required to spend several weeks in Rome. It was acknowledged that although this will be a celebration of Holy Mass it will not in itself be a celebration. It will be an opportunity to give thanks to Almighty God for the blessings bestowed on the

church of CtK and its members. He acknowledged the deep hurt felt, particularly by longstanding members of the congregation of CtK.

- The essence of closures of this nature is the re-focus back to the mother church. Fr says more Masses than anyone else in the diocese. This is not sustainable, especially for an older priest; the current level of Mass provision is, therefore, unlikely to continue.
- Fr proposed that the parish look at ways of supporting travel to Sunday Mass for those who need it.
- It was agreed that a meeting should be held as soon as possible between Fr and the parishioners of CtK.
- A request was made for one of the morning Masses in St James' to be moved to a later time, to allow an Extraordinary Minister of the Eucharist to be transported to Mass in order to collect the Blessed Sacrament for distribution in the East Neuk. This will be discussed at a later date.
- Fr suggested a memory/social evening be arranged at CtK where people would be able to bring photographs etc. and share their personal memories. A buffet could be provided.
- JM stated that the PPC should be playing a greater role in addressing the challenges ahead in relation to the merger of the parishes and closure of CtK.

JM thanked everyone for their attendance and the meeting was closed with a prayer.

### **PPC Meeting**

**Agenda provided by:** Fr MJ Galbraith & John McAnaw (Chair)

**Minutes prepared by:** Anne McConnochie (Secretary)

**Signed as approved by:**

**Present:** Fr MJ Galbraith (Fr), John McAnaw (JM), Keith Otto (KO), Anne McConnochie (AM), Collette Crompton (CC), Gill Lees (GL), Colin McAllister (CM), Lorraine Rotchford (LR), Siobhan Patrick (SP)

**Apologies:** Arianna Carlini (AC), Tony McConachie (TM), Caroline Nash (CN)

**Agenda:**

3. PPC Meeting - Apologies

4. Minutes of the previous meeting

Matters arising

Final

## 5. Reports

Catechetics

Safeguarding

Canmore

Social Life

Community Outreach

Fabric & Finance

School Rep.

Liturgical Life

6. Merger of parishes & closure of Pittenweem

7. Christmas Raffle

8. Resignations & Amended/New Statutes

9. A.O.C.B.

10. Date of next meeting

### **Agenda 3: Apologies**

See above

### **Agenda 4: Minutes of previous meeting**

#### **Matters arising**

Action 56: On-going.

Action 57: Closed. Arranged for 4<sup>th</sup> October.

Action 59: Closed.

Action 60: On-going. Tweaks to flyer and other paperwork to be amended closer to launch.

Action 62: Closed.

Action 63: Closed. CM kindly offered a free round of golf for 1-3 people at Balcomie Links, Crail, as an additional raffle prize.

Action 64: On-going due to change of date for raffle.

## **Agenda 5: Reports**

### **Catechetics**

Children's liturgy dates have been set for the year and CN is to attend a Liturgy Leaders' event at the Gillis Centre on Saturday 15<sup>th</sup> September.

### **Safeguarding**

- Approval has been given for a policy of allowing 16 and 17 year old volunteers to apply for positions involving regulated work with children or protected adults within the Archdiocese.  
This has been approved on the basis that a 16 or 17 year old volunteer would work with another volunteer over the age of 21 years; these young people must comply with the recruitment process i.e. recruitment application form, PVG application form and attend Safeguarding Induction training prior to commencement in their role.
- PVG applications for new Legion of Mary members were submitted recently.
- There is a Safeguard Induction Part 1 training session for all new and existing volunteers who have not yet attended training. This will be held on Wednesday 31<sup>st</sup> October in St. Pius X Church, Kirkcaldy.

### **Canmore**

In June, the graduation party was a success. It was well attended and enjoyed by all. Many thanks to everyone who contributed food.

Semester 1 is just starting and we are hosting lots of events for freshers' week. The BBQ, Pub Crawl, Ceilidh and a wine and cheese evening were well attended. Upcoming we have a quiz and coastal walk. Sunday suppers and talks will commence from this Sunday, 16<sup>th</sup> September.

### **Social Life.**

The Ceilidh is to be held on Friday 28<sup>th</sup> September. It has been publicised in the newsletter and the first batch of 60 tickets have been sold with more to be printed. The band and catering are in hand and raffle prizes coming in.

### **Community Outreach.**

Approximately 140 people attended the Graduation Mass. There are a lot of people who plan, donate and support this event; it couldn't happen without their generosity. Financial donations to Canmore were received on the night.

St James' sees a high turnover of people in the parish and the ministry of outreach is important in bringing people together.

Leaflets about the befriending scheme are now available in our churches and LR and SP will be liaising re allocation of students to befrienders. A pot-luck supper has been arranged for Thursday 4<sup>th</sup> October.

Final

## **Liturgical Life**

We have had a busy summer in church with many visitors and a number of private Masses for Scots and overseas visitors.

June 27<sup>th</sup> - Father celebrated a special and well attended Graduate Mass followed by a successful Garden Party.

July 1<sup>st</sup> to 6<sup>th</sup> - The New Dawn Conference was held in St. Andrews again.

July 4<sup>th</sup> - Rosary was prayed in St James' followed by a procession from church to the cathedral where Bishop Robson celebrated Mass.

July 10<sup>th</sup> to 19<sup>th</sup> - The highlight of the summer was the Parish Pilgrimage to the Holy Land with Father Lukasz as guide. It was an unforgettable experience, uplifting and spiritual. Everyone returned home totally exhilarated.

August 2<sup>nd</sup> - The third Two Shrines Pilgrimage came to St. Andrews to celebrate a Latin Mass in the Cathedral.

August 15<sup>th</sup> - Holyday of Obligation: Solemnity of the Assumption of Blessed Virgin Mary. First Saturday Devotions led by the Legion of Mary continued throughout the summer. Children's Liturgy has resumed and we now welcome back the students for the new academic year.

## **Fabric & Finance**

See AGM minutes.

## **School Rep.**

- Parents' Council had a very positive year, new Parents' Council Committee has just been elected.
- Panto was a success.
- First Holy Communion was a success.
- Lenten fundraising for Mary's meals went very well, the school sent 96 backpacks to Malawi and the children raised £1500.
- The school has sponsored a guide dog puppy.
- Houses organised activities to fundraise for charities of their choice.
- Summer Fayre was a success.
- Archbishop Cushley visited the school on 26th June.
- Children have settled in well for the new school year.
- 4th October, Mass for St Francis, all welcome
- AC expressed her willingness to continue as the school rep. for this session

## **Agenda 6: Merger of parishes & closure of Pittenweem**

Addressed at AGM.

## **Agenda 7: Christmas Raffle**

Addressed at AGM.

**Agenda 8: Resignations & Amended/New Statutes**

- Letters of resignation have been received from Aileen Brown, Gordon Sillars and Eileen Wallace. The PPC would like to offer their wholehearted thanks for the work, contributions and commitment which these members have given, both to the PPC and to the Parish of Christ the King, over such a prolonged period.
- It is likely that the PPC will look to maintain a similar balance of members from different geographical areas within the new parish, either formally or informally.
- Fr will consult the Chancery re the need for changes to the Constitution of the PPC in light of the merger.

**Agenda 9: A.O.C.B.**

None

**Agenda 10: Date of next meeting**

Next meeting to be held in St James' church hall at 7.00pm on Thursday 6<sup>th</sup> December. JM thanked everyone for their attendance and Fr closed the meeting with a prayer.

Date	Action	Details	Responsible	Status
231117	56	Short piece about charitable contributions to be included on website.	Fr, AM	On-going
<del>260418</del>	<del>57</del>	<del>Befriending social to be arranged</del>	<del>LR, JM</del>	<del>Closed</del>
<del>260418</del>	<del>59</del>	<del>Written quotes for alterations to flat to be obtained.</del>	<del>EW</del>	<del>Closed</del>
260418	60	200 Club flyer to be amended.	Fr	On-going
<del>070618</del>	<del>62</del>	<del>LR to be informed of date/venue for ceilidh.</del>	<del>AM</del>	<del>Closed</del>
<del>070618</del>	<del>63</del>	<del>CM to be contacted re raffle prize.</del>	<del>AM</del>	<del>Closed</del>
070618	64	Notice to be placed in newsletter re raffle prize.	Fr	On-going
130918	65	Order to be placed for printing of raffle tickets.	AM	Opened
130918	66	Chancery to be consulted re changes to Constitution	Fr	Opened