

Final

Minutes of the St James' Parish Pastoral Council Meeting

Held: At 7.00pm on Thursday 6th December 2018 at St James'

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), Gill Lees (GL), Colin McAllister (CM), Tony McConachie (TM),

Apologies: Arianna Carlini (AC), Lorraine Rotchford (LR).

Agenda:

1. Welcome and opening prayer
2. Apologies
3. Minutes of the previous meeting

Matters arising

4. Reports

Catechetics

Safeguarding

Canmore

Social Life

Community Outreach

Fabric & Finance

School Rep.

Liturgy

5. A.O.C.B.

6. Date of next meeting

Final

Agenda 3: Apologies

See above

Agenda 4: Minutes of previous meeting

Matters arising

Action 56: On-going.

Action 60: Closed.

Action 64: Closed.

Action 65: On-going. To be carried out as soon as the date for the raffle is confirmed.

Action 66: On-going. Fr is awaiting a response.

Agenda 5: Reports

Catechetics

Safeguarding

Canmore

Fr provided an update on events. The term has now finished and a full series of talks completed. The students helped to host the Archbishop after Solemn Vespers on the vigil of the Feast of St Andrew.

Social Life: Joint Social Events

- Annual Ceilidh: 28th September at Greyfriars Primary School. Went well with good turnout and positive feedback from those who attended. Perhaps re-think the buffet to make this quicker?
- Solemn Vespers on 29th November - social gathering in Canmore after Archbishop's celebration of Solemn Vespers. Well attended by parishioners and students. Thank you to all for the generous donations to the buffet and bar.
- Working with school to fundraise for SCIAF. CN has details.

Annual Quiz night - date to be confirmed. Collation of questions underway. LR and TM to be quiz masters again this year.

AM to contact LR to enquire what will replace the Burns Supper as this year's third parish event.

Thank you to all parishioners who provide on-going support with planning, organising, participating in and donating to our various social events.

Community Outreach: Befriending

- Ten new students this year and nine parishioners. Pot Luck supper for meeting of befrienders and students held on Thursday, 4th October.

Liturgy

- In September we welcomed the return of the students and the gradual decline of visitor numbers. In addition to wedding and funeral Masses we had two Pilgrim Masses.
- The Legion of Mary led us in praying the Rosary on Mondays and Thursdays after Mass, and before Saturday Vigil. First Saturday celebrations continued in October, November and December.
- During November, prayer slips were placed on the altar.
- Sadly, on November 25, the Solemnity of Christ the King, the final Mass in Pittenweem was celebrated by Archbishop Cushley.
- On November 29th we were delighted to welcome Archbishop Cushley to St James' for Solemn Vespers and Benediction followed by refreshments in Canmore.
- Friday Rorate Masses will be celebrated throughout Advent and on 14th we will have visiting priests hearing confessions.

Fabric & Finance

Fabric

St James'

Windows: The project continues to be on-going at a slow pace with a number of issues resulting in an increase in costs and a further delay in completion. The new cost is likely to be in the region of £14,000 plus VAT due mainly to the significant increase in the cost of the frames. The blacksmith had originally priced for metal frames but the requirement is for galvanised steel with powder coating to minimise painting and on-going maintenance costs and rust prevention. The other significant increase is stonemason costs which are expected to be around £2,000 plus VAT.

TM has agreed with the contractors to suspend the work on the upper two frames until after Christmas as it is unlikely that a completion date could be guaranteed before 20th December; this would have resulted in scaffolding being up for a few extra weeks with no work taking place and the Tower Room being out of commission during the festive period. It is planned the work will resume on the upper window in early January.

Boiler: David Hagen is leading this project. A PCB has now been replaced and it seems to be working fine now. We are just awaiting a suitable time for David Hagen and his recommended engineer to continue with the projected work of widening the gas entry point.

Church Hall: While a "casual" meeting with some of the Steering Group has taken place, a formal meeting with all members is still required. Fr Galbraith is currently reviewing

previous plans and correspondence on this issue and it is hoped a meeting can be arranged as soon as possible.

Fire Risk Assessment: We have been asked to carry out a Fire Risk Assessment and complete a document provided by the diocese. The assessment will cover both the church and the hall. TM is currently reviewing the document and hopes to get it completed as soon as possible.

Christ the King: Concern has been raised over insurance cover for the premises when it is empty. To date, no clarity on the situation has been provided by the diocese. It was agreed some of the religious items will be transferred to Most Holy Trinity while some other items will be moved to St James'. It was also agreed that the restoration of the two paintings should proceed at a cost of approximately £2,000 although it is noted that the paintings themselves are only valued at this figure. A skip is required to clear the items from the premises. We presume the archdiocese will look to sell the property but this has not yet been confirmed as the fabric and finance have yet to inspect the property to this end. They are currently visiting the other sites which have been closed and we will presumably be visited soon. The Lorimer Trust have just recently been in touch re the statues by Hew Lorimer and are interested in looking after them (on display) in Kellie Castle. Fr Galbraith has only just forwarded this email to the diocese and is awaiting their response. We are open to suggestions from the PPC.

The tabernacle and altar servers' stools will be taken to Crail. The Stations of the Cross and a small number of pews may be utilised for an extended chapel area at St Columba's High School, Dunfermline. Fr to invite opinions from parishioners from the East Neuk with respect to the Hew Lorimer statues i.e. locate at Kellie Castle, locate in St James' garden or, not a preferred option, sell.

Finance (Based on ten months to 31st October 2018)

St James': Weekly collections **£44,987** (for the same period 2017 **£43,542**) increase **3.3%**. Surplus to 31st October **£13,057**.

Christ the King with Most Holy Trinity: **£14,266** (for the same period 2017 **£13,642**) increase **4.6%**. Surplus to 31st October **£5,431**.

Hall Renovation Fund balance **£34,090** (brought forward 1st Jan. 2018 **£32,041**). Increase year to date **£2,049**.

TM to write a short piece for the newsletter re Gift Aid.

School Rep.

- Christmas Fair this Friday evening, 7th December.
- Nativity, P1-3, Wednesday 12th and Thursday 13th December.
- Enrolment for sacraments ongoing.

Agenda 6: A.O.C.B.

A Decree of Relegation of the church of Christ the King, Pittenweem, to profane but not sordid use has been received from the Archdiocese.

The website is in the process of being updated to reflect the merger of the parishes. Comments are invited.

Agenda 10: Date of next meeting

Next meeting to be held in St James' church hall at 7.00pm on Thursday 14th March.

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
260418	60	200 Club flyer to be amended.	Fr	Closed
070618	64	Notice to be placed in newsletter re raffle prize.	Fr	Closed
130918	65	Order to be placed for printing of raffle tickets.	AM	On-going
130918	66	Chancery to be consulted re changes to Constitution	Fr	On-going
061218	67	LR to be contacted re 3 rd social event.	AM	Opened
061218	68	Notice re Gift Aid to be inserted in the newsletter.	TM	Opened
061218	69	East Neuk parishioners to be consulted re Lorimer statues	Fr	Opened