

**Parish of St. Helen's Ongar & St. Margaret's Doddinghurst  
General Meeting (AGM) of Parish Pastoral Council (PPC)  
Date and time: 17<sup>th</sup> November 2020 18:30 to 19:30**

**Present**

1. Father Emile **FE**
2. Bessem Njopa-Kaba **BNK**
3. Chloe Rowles **CR**
4. Margaret 'Peggy' Maxwell **MPM**- Safeguarding Rep
5. Anne Robertson **AR**
6. Denise Terry Roberts **DTR**
7. Bernie Wrobel **BW**
8. Christine Easter **CE**
9. Elaine D'Onofrio **EO**
10. Patrick Maher **PM**

**Apologies**

No apologies- everyone was present.

**Secretary**

Parish Administrator, BNK was present to take minutes.

**Agenda 2: Welcome and Opening Prayer**

General air of genuine love and excitement as everyone came to grips with the modern day approach of video meetings, in our case using the Zoom application. It was great to see everyone's actual face. Stan was very helpful in coordinating any issues with logging on. Everyone introduced themselves and faces were put to names. FE began the meeting with a prayer. BW led the meeting and refreshed everyone on the main purpose of the PPC, which is to help and support FE run the parish.

**AGM 3: Election of Chair Person and Vice Chair- Person 17<sup>th</sup> Nov 2020**

There were no previous meeting notes as we are restarting the PPC anew. BW reiterated that the chair should be from Doddinghurst preferably and it alternates every few years. It is not really onerous as you are just there to support and assist FE in carrying out his duties, events, spiritual evangelisation and anything else. PM kindly accepted to be the Chair and Vice-Chair is CR. They will both be supported by all the other members of the PPC greatly. BW will be on hand to assist and support. Constitution can be amended so the roles are changed yearly or more frequently.

**AGM 4: Health and Safety – Both sites:**

- A. Filling Vacancies: Absence of an actual H&S representative for both sites. Chris Beith had resigned many years ago and stayed on to help. An advert will go in the newsletter. BW has been doing all this and looking into the responsibilities of the role. BW will pick the H&S file from the office and go through this with Stan. Feedback will be given to EN. We hope Russell will be a big support to Doddinghurst. PAT test has been done.

The Safety Toolbox will assist in finding a 'competent person'. CR will assist in this and is currently undergoing training for this in her job.

- B. H&S Checklists: This is updated on safety Toolbox every 3 weeks or so. Chris Beith had ensured Doddinghurst was all updated. There is no one looking at the list for Ongar and thus the urgency to get a person in the role.
- C. Update of Key holders: The previous key holders were Jim Browning, Marianne Sainsbury and Bill Muckleston. We will need new key holders due to resignations. FE spoke of a box at the back of the church where keys can be kept. The old keys have not been taken from the previous holders. BW said keys would be returned by people no longer able to fulfil that role. FE relies on AR for the keys

### **AGM 5: Arrangements for Covid-secure opening of the churches after Dec 2<sup>nd</sup> – if permitted**

BW said we will need to contact with St Margaret's hall group. FE suggested Brendan Dunn for liaising. AR volunteered to assist with St Helen reopening; sanitiser, Stewards roster, St Helen will need a very good clean, St Margaret is ok as the nursery is going and Russell does a clean there weekly as well. St. Helen's has been cleaned regularly for private prayers during lockdown but will be fully prepared prior to resuming Services. CR spoke of Christmas numbers and this would need to be ticketed to limit numbers- 32 for St Margaret and 21 St Helen Possibly more if family groups as less distancing n a pew is needed). BW acknowledged very difficult to know how to predict what could be allowed. A ticket system was agreed on a first come basis. CE asked about streaming the Mass. Our parish lacks cameras and that is a huge investment. Zoom cannot work in the church. Agreed to ask via newsletter for anyone with the skillset to live stream and then we will know exactly what investment is needed. St Margaret is dealing with demand by sometimes the stewards exit to enable more people attend. Website would not be used for communication as it is outdated and not really used. PM pointed out non-regular people will just turn up for Mass at Christmas and unfortunately they will need to be turned away. Notice will be put outside both churches alerting that this is a ticket system for Christmas Masses. The need for social media presence was brought up again. CR will look at a Google page presence.

### **AGM5: Communication**

- 1) Zoom readings and events if Covid restrictions continue or resume: This would be helpful if there was more of an online presence. The prayer group and service was agreed for the housebound. The Sunday service was very welcome and more interest was shown. There is no limit on the online zoom meetings. Everyone was encouraged to share as much as they wanted by sending the link directly themselves and spread this as much as possible. It was snice to see FE doing the reading. DTR asked why we cannot have a Mass online and BW explained that FE is working from the office on the laptop and that is why there is no sacrament. We need more equipment and tech savvy people to get ourselves streaming.
- 2) Publication and distribution of information regarding advent and Christmas services: BW said it was just to do a local drop for the local community. We will not be spreading out too much as the number restriction at Mass this year will be for the parish regulars. The evangelisation will be sent in the future as the timing is not right. CE expressed that our presence is losing out in Doddinghurst. It was agreed that a Christmas card would be sent out to the wider community and the leaflet would be just for parishioners after Mass resumes on 3<sup>rd</sup> December. Fits in

nicely with spreading the word. Everyone was going to work on a design and wording. This has been done. 9<sup>th</sup> December was the deadline to distribute the leaflet to new areas. @local shops etc. Printing will be done in the office by BNK. All subject to approval by FE.

3) PPC proposals and decisions: Will always be run by past FE and get his approval.

### **AGM 7: Finance Report**

This had not not been sent out to yet by Rob Hattrell, the chair. BNK did ask him and he advised that he is waiting for the Gift Aid Claim to come into the account. He did not want to depress parishioners with gloomy news. Our financial position is quite dire with the Parish already in debt by over £15000.

### **AGM 8: Evangelisation – our mission, objectives and actions**

AR felt we needed a good starting point and has written an initial draft of mission, objectives and principles using the Directory for Evangelisation, 2020. She has sent a draft out to FE and this will now be shared with others as FE said he is happy for everyone to help review this and come together. The Parish is for us all. This can then be finalised at the next meeting

### **AGM 9: AOB**

The constitution will need to be amended to reflect the current group. Meetings will be open to all parishioners as has previously been the case. They are just limited at this time when we have to meet virtually. All help and assistance is greatly appreciated- FE. Present PPC Constituting was requested by BW and BNK has sent to her for tweaking. Christingle Service: Possibility of an online service from the parish is not possible CR will take charge of events and resources session and run not by the Parish. CR will facilitate and send for inclusion to the newsletter an activity- tree angel, for the children to do virtually from their own homes on 3<sup>rd</sup> Sunday of Advent at 14:00. Amended to 4<sup>ht</sup> Sunday of Advent with collaboration from Lorraine. CE will recommence her 'Children's newsletter' when Mass resumes without restrictions.

Nothing at present for Safeguarding. Lots of Diocesan emails about scams and watching out for fraud.

### **AGM 10: Date of Next Meeting**

Next meeting is 16<sup>th</sup> Feb 2021 at 18:30. It was agreed to have in-between working groups to keep the ball rolling on actions. Everyone is willing to be called on as needed. H&S is a big priority and this will be dealt with urgently. Facility to meet via zoom or phone calls within all members. BW and Stan are greatly assisting in making sure H&S is kept updated. Many thanks to BW for great coordination and facilitating the meeting.

### **AGM11: Closing Prayer**

Fr. Emile closed the meeting with a prayer. Meeting ended at 20:00.