

DRAFT

St Catherine's Church PPC Minutes 21/09/2024

Present: Father Boniface, Mike Webber (*chair*), Anne Haynes, Shola Akinmurele, Teresa Burbidge, Adriana Jamesova, Anita Tackley, Peter Ripley, Natasha Stanley (*clerk*)

Apologies: Adrienne Blondell, Wioletta Bartkow, Josephine Buwembo and Gill Hawkins (*all at an FHC Meeting*), Deacon Adrian, Brian Haran, Sue Pegrum

Minutes of 18th May 2024 were agreed.

Action: Brian to record in the file and on-line

Sanctuary upgrading

Father Boniface reported we are ready to complete the work to upgrade the sanctuary flooring. £3235 has been raised through the congregation, and the remaining amount has been generously gifted through a legacy. A deposit of half the total cost has been paid, and the works to lay the new carpet have been scheduled for Monday 14th October. The work is estimated to take three days and will include the Joseph altar floor. Father Boniface will be on Pilgrimage to Fatima, so there will be no weekday masses and no disruption to the weekend masses.

Father Boniface stated that any rugs, currently on the altars, will be repurposed throughout the church and parish buildings.

Diocesan Pastoral Plan

Father Terry Martin, following a sabbatical, has returned as our Dean, and by the end of January 2025 we will know more about the Diocesan Pastoral Plan. Father Boniface assured the Meeting that anything concerning St Catherine's interests would not be dropped. In summary, there is nothing to be concerned about.

Review of The Saints Peter and Paul Celebration – 30th June 2024

Adriana recommended that dishes have names, the country of origin and dietary information, for example suitable for vegans, contains nuts.

Action: cardboard signs to be available to record dish information (Adriana to arrange)

Mike questioned the current storage place of the paper decorations due to issues of damp. Father Boniface informed the Meeting that the "electric room" had been cleared and rearranged, with work ongoing. Our Macedonian community are also storing items in this location.

Action: Mike and Adriana to check the decorations are still there

Postscript: Done. They are there and will be clearly labelled in future, Adriana reports

Action: Mike and Adriana to report on any dampness

It was reported that the raffle for the St Peter and St Paul celebration was given to very generously by the parishioners and most raffle tickets won prizes. With this in mind, the Meeting was invited to discuss more ways of generating money with so many donation prizes available. It was agreed that there would be a tombola and raffle at the St Catherine's Day celebration, as well as a bottle stall, to include any bottle, not just alcohol. Shola suggested that raffle tickets might be sold in the weeks before the event.

Action: Father Boniface to link with Sue to promote in the newsletter.

St Catherine's Day Celebration – Saturday 23rd November 2024

The Bishop will be attending this celebration. It will take place on Saturday 23rd November at 11am. There will be a mass followed by further celebrations in the hall, including food and drink.

It was confirmed, by Father Boniface, that the Order of Service will be available by the end of October.

Adriana and Adelfa will sing the psalm.

Flags: It was agreed that communities will be invited to supply their own national flags for decoration in the church. It was agreed that flags, ideally, should be A2 size and cloth, if possible. Only national flags will be accepted. Parishioners are to be asked to donate them to the church, so they can be kept for future occasions. Any flag with a cherished or sentimental value will be returned.

Action: Father Boniface to liaise with Sue to advertise in the newsletter (which will then be included in the notices)

The Lord's Prayer: It was decided that communities would also be contacted to provide a copy of The Our Father in their own language, on A4 paper, for display in the hall.

Action: Father Boniface to liaise with Sue to advertise in the newsletter (which would then be included in the notices)

Ribbon: Father Boniface suggested a ribbon be put before the Altar, so the Bishop can cut it and officially open the upgrade to the Sanctuary.

Action: Sue to source a suitable ribbon

Photography: It was agreed that Natasha will take photographs of the event.

Action: Natasha to liaise with Father Boniface about any requirements

Hall Preparation: Adriana stated that she would need access to the hall on Friday 22nd November to set it up. Mike thought the NHS had a pre-booked event that day, into the evening. It was agreed that those involved would work round this if necessary.

Action: Father Boniface to liaise with Sue to ask in the newsletter for volunteers to help set up the hall.

Action: Adriana to co-ordinate.

Short History of the Church: Mike confirmed that a short history of St Catherine's would be available for sale at or before the event. There was a discussion on how to get it

printed and the number of copies. Mike suggested getting at least 100 copies. Peter suggested various printing options. It was agreed that everything must be ready for the printer by 21st October.

Action: Mike to investigate printing costs and deadlines

Action: Mike and Natasha to provide suitable photos

Other Points:

Adriana reported that Tina is to arrange for extra flowers for the event.

Action: Adriana to liaise with Tina about flowers.

Laminated cards and pictures of St Catherine will be on the tables in the hall. Adriana has some from the last event.

Action: Adriana to provide St Catherine cards for the tables

There was discussion about music in the hall on the day and copyright issues. It was agreed that there would be no music, as people will be talking anyway.

Father Boniface confirmed that the event will start to be publicised from next weekend. Parishioners from both the Vigil and Sunday masses will be encouraged to attend the celebration as well as attend their regular mass.

Action: Father Boniface to liaise with Sue to publicise through the newsletter.

Adriana suggested that parishioners should be invited to attend in national costume.

Action: Adriana to email the requirements to Mike, then to Father Boniface and Sue for inclusion in the newsletter.

Other Parish Events

The Meeting discussed the New Year's Day celebration. Father Boniface decided the event would take place at St Catherine's, as there is more space. It will be a simple gathering, with a simple lunch, following an 11am mass.

The cake sale from last Sunday, 15th September, raised £402.60. It was suggested that a similar event take place next Spring.

Mike mentioned that 2025 is a year of anniversaries. It was agreed this would be picked up at the next meeting.

Reports from Groups

Extraordinary Eucharistic Ministers: There has been no change recently. However, Anne has identified one possible interested parishioner.

Welcoming: Anita confirmed that this was going well. Mike said he felt that more Welcomers were needed, despite the recent increase at Vigil masses. The organising of the Offertory Processions was going well.

Offertory Collections: Both Mike and Father Boniface identified two problems with Sunday collections: there have been problems with absences, and the start of the

collection is too slow. More volunteers are needed to cover the role, so that there is always someone present at mass who can step in. It was agreed that one more collector would be helpful at the Vigil mass and several more for the Sunday mass.

Mike also noted that the second collection can be problematic, while there is no specific person in charge.

Shola asked about the online offertory option in the newsletter. Father Boniface stated that the Finance Committee are currently exploring an internet connection method. Shola and Mike suggested a barcode or QR Code option. Peter added that for £30 you could have a smart phone app to take donations, given to a few nominated parishioners.

In the interim, Father Boniface agreed the church's bank account details should be in the newsletter.

Action: Father Boniface to liaise with Sue to advertise for more volunteers to help with the collection.

Action: Father Boniface to liaise with Sue to add the church's bank account details in the newsletter

Reading: It was reported that the week after the Bishop's visit, the Parish Mass books would be changing. Father Boniface confirmed that all the books for the Sanctuary had been ordered. St Joseph's had very kindly paid for these, to the value of roughly £1000. The parishioners' books have also been ordered. The books have been ordered in batches to spread the payment. The changes start in Advent.

Action: Collectively, as a parish, we need to thank St Joseph's.

Cleaning: This has been encouraging. Recently there have been up to eleven volunteers. Father Boniface wishes to continue recruiting through the newsletter and notices. Unfortunately, the church was double booked today, with the Macedonian mass and the cleaners arriving. Brian leads the cleaning group on WhatsApp. However, someone needs to let Brian know of double bookings, so he can cascade the information down. Apologies to the cleaning group.

Peter mentioned the need for someone to help with the caretaking and bookings.

Action: Father Boniface to liaise with Sue to advertise for a caretaker and/or bookings volunteer.

Choir: Peter updated the Meeting about the potential copyright liability. The Parish have not renewed the copyright since approximately 2017. The copyright licence is in the region of £60. The licence would cover the halls as well. Copyright note from Peter is attached to these minutes.

Terry Warren and Nigel Corbin are happy for the choir to continue to use the musical arrangements that they have created.

Hymn books come with rights and privileges for church services. Father Boniface confirmed that 100 new hymnal books have already been ordered. The choir will be issued with their own copies.

Guitar and organ hymn books, with scores, were considered, a cost of roughly £50 each versus the copyright licence for £60. The problem with the copyright licence is the paperwork, which no one is prepared to cover.

Action: Choir to make use of the new hymn books, including the sheet music contained, as soon as they arrive.

Sacristy: Anne reported that there are a lovely batch of Altar Servers at present. They will be trained, and this is in hand.

Littlehampton Churches Together: Mike shared a new LA Churches Together leaflet, which lists all the local churches along with a map, produced by the Baptist Church.

There is another prayer meeting on Tuesday 1st October at 7.30pm at the LA United Church, next to Sainsburys.

There are possible changes to the Walk of Witness for 2025's Good Friday. Consideration is being given to a longer walk with better known hymns. Natasha will take photos.

Unfortunately, Brian was unable to assist with the Town Show last weekend as his DBS is still pending.

The Turning On of the Lights and Children's Nativity are due to take place outside Sainsbury's on Saturday 23rd November.

The Christmas Tree and Crib Festival at the United Church is set for Saturday 7th December.

It was accepted that whilst Mike attends the LA Churches Together in respect of its monthly contribution to the Gazette, an official Rep for St Catherine's is needed. The LA Churches Together meetings are on Wednesdays at 10am, six times a year.

Action: Father Boniface to liaise with Sue to advertise for an LA Churches Together Rep.

Food Bank: Donations have dropped off and Brian, through email, suggested a fresh push.

Action: Brian to liaise with Sue to include a reminder in the newsletter.

Justice and Peace Actions: Some men's clothing has recently been left in the porch.

Action: Sue to redirect clothing.

Currently there is no Rep from St Catherine's or St Joseph's on our Deanery Group for Justice and Peace. The next meeting is Thursday 10th October at 7.30pm.

Our St Vincent de Paul Conference: A report from the Conference President, Rosaleen Murphy, informed us of its work and of two upcoming masses, was circulated to members. SVP report attached to these minutes.

AOB: Anne reminded everyone that the Parish Count is taking place. Roger and Rita have been given clickers. Wioletta will do Sundays.

The collection baskets should also go to the choir.

The next meeting will take place on **Saturday 18th January 2025 at 11am.**

Report from St Catherine's St Vincent de Paul Conference, Littlehampton

March 2024

Our monthly meetings continue Tuesdays at 2 pm in the Don Bosco room. We have 8 members, some of whom are auxiliary members who can be called on to help on occasions. We are grateful to the parish for the use of the room.

As an SVP conference our main mission is to seek and support the poor and the lonely.

Our income comes from members donations and individual donations. We give £112.50 per quarter to Twinnage supporting x2 parishes in India and x1 in South Sudan. We have paid for goods for the presbytery, given money for bills to a sick mother and for a family for school uniform.

The SVP has been given access to the decommissioned Charles de Boromeo church in East Worthing for the next 18 months. This is used as a storage base for furniture, electrics, clothing, bicycles and all sorts of goods. We support the base by collecting goods and taking them there and intend to help sorting out. We have been able to support vulnerable adults with furniture from this base and are keen for the message to be spread to those in need.

Our members visit x2 care homes, Fulford (x5 people) and Brockenhurst (x2 people) and about x6 people in their own homes. We bring some people to mass, but this can be difficult as it requires extra car insurance.

For the elderly we hosted some afternoon teas, but these became less well attended so we are going to do them just occasionally.

For the youth we have the support of the school to set up a "Mini Vinnies" group in the school but "the labourers are few" and we have yet to get someone to lead with this.

On 27th September we are having our 180th Anniversary festival mass for A&B Diocese at 6pm at the cathedral. I, (Rosaleen Murphy) have been very busy organising this. The bishop will be saying mass, and all are welcome.

On 2nd November we will have a Remembrance mass at 10am on Saturday with refreshments afterwards.

Apart from this we are part of the "Coffee after mass" team and will help if we can on other occasions such as coffees after funerals.

St. CATHERINE OF ALEXANDRIA
ROMAN CATHOLIC CHURCH
44 Beach Road Littlehampton BN17 5JH

Copyright note

1. See the Copyright Designs and Patents Act 1988.
2. The Parish last paid Calumus, now 'One Licence', for a licence in about 2013/14 when the cost was £60. The Licence has not been renewed since 2017/18.
3. Copyright in a work or publication belongs to the Author, Composer and Publisher for lives in being plus 70 years, from the date of creation. The Performing Rights Society usually collects the royalties.
4. St. Catherine's Church will need a licence to perform or copy any copyright work or material. A single licence should cover both the Church and Parish Rooms and extend to any charge incurred by our Hirers (on more than six occasions in a year).
5. Performance or copying of printed work in the Church or Parish Rooms may attract a charge, especially copying and distributing music sheets among the choir.
6. We will shortly have new Lectionary mass books and I think also Hymn Books. These should be checked to see what terms are attached to performing or re-producing material within them. Several items of music used by the Church are composed by our organist Terry Warren and co-ordinator, Nigel Corby, who presumably are not concerned about the copyright.
7. The Choir needs to say whether they could manage with a list of Hymns etc. and copies of the new hymn book, if the music scores are included. If they cannot it will be necessary to distribute sheets as now and incur the cost of an annual licence.
8. Subject to 7 above an annual Copyright Licence must be purchased. There are several agencies that issue Licences and the Diocese should advise on the best one for us.
9. This note is provided without charge on the strict understanding that I will not incur any personal liability as a result.

31st. August 2024.

Peter Ripley TEP - Retired Solicitor