

**DATE:** Thursday 27th August 2020

**TIME:** 7.30pm

**LOCATION:** Zoom: <https://zoom.us/j/5986059361?pwd=bFVVeHN1cGtrWGJBeHpINjhCd1U4Zz09>

Meeting ID: 598 605 9361

Passcode: 965428

## SACRED HEART PARISH PASTORAL COUNCIL MEETING MINUTES

**ATTENDEES:** Fr Paul, Jan Hughes, Maggie Wood, Michael Hoyle, Mike Coleman, Joseph Sharp, Joan Kent, Daniel Kent, Helena Ranson; Clare Burroughs, Andrea Waldram

**APOLOGIES:** Laura Yarnold, Penny Withey

<b>1.</b>	<b>Opening Prayer</b>	
	The meeting opened with a prayer	
<b>2</b>	<b>Re-opening of the church for Live Mass</b>	
	<p>The steering group met on Wednesday evening to fine tune the opening of the church for public Mass.</p> <p>The Church will now open for Saturday 6pm and Sunday 10am Mass.</p> <p>Attendees at both Masses will need to book a seat. This will be done by emailing the parish office or for those without email a phone call before 1:30 on the preceding Thursday.</p> <p>Parishioners will be contacted on the Friday morning with instructions on which Mass they can attend. The emails will be looked at in the order they arrive and a register will be kept so the system can be run fairly.</p> <p>A newsletter will be produced and handed to those attending with information on what will happen during Mass. Father Paul will also keep all informed as the Mass progresses.</p> <p>Stewards will be needed to help seat the parishioners, help with social distancing during communion and to help with the emptying of the church after Mass. Again Father Paul will give guidance as well.</p>	<p>JH</p> <p>Fr P</p> <p>All</p>

	<p>All stewards will have name badges.  Members of the PPC to be stewards for at least the first few Masses.  Saturday 5th Andrea, Jan  Sunday 6th Mike H, Clare and Joseph  Jan to send out the rota to all PPC members  There will be a practice run on Friday 4th September at 9:30am  A special Mass for those who are shielding was discussed, this is to be looked at again at the next meeting when we have more experience with the holding of Masses.  <i>Not discussed but additional information, we have two baptisms being held in the church over the next month. Jan to look at the Diocese's guidance on Baptisms.</i>  <i>This year's FHC Mass will be a private Mass for candidates and families on a Saturday afternoon Jan and Maggie are looking at the logistics along with Father Paul.</i></p>	<p>JH</p> <p>JH</p> <p>MW  JH  Fr P</p>
<p>2.</p>	<p><b>PPC Questionnaire</b></p>	
	<p>The PPC questionnaire has now been live for a week and so far there have been about 20 responses.  The questionnaire will be advertised in the newsletter for the next few weeks and Fr Paul to mention it at Mass as well.  Some hard copies of the questionnaire will be available for those parishioners who attend Private Prayer and/or Mass.  The end date for the questionnaire is 30th September.  The sub-committee is to meet in the middle of September to start looking at the data collected.  Dan has been capturing the data on a spreadsheet, any forms filled in via the website are automatically captured. Any hard copies will need to be scanned in and then the questionnaire will need completing on line for each one. The subgroup will complete the form online for the hard copies received.  <i>Additional information – since after the meeting it is agreed that Jan will scan any hard copies of the questionnaires and send them to PPC email. Dan will try and input the questionnaire so the data can be pulled into the spreadsheet.</i></p>	<p>JH</p> <p>FrP</p> <p>DK</p>
<p>3.</p>	<p><b>Year of the WORD – Celebrating Gods Word events</b></p>	

	<p><b><u>PRAYING THROUGH THE STORM</u></b></p> <p>Fr Liam and Fr Yamai from the Carmelite Priory at Boars Hill in Oxford. Will be live streaming a talk on Thursday 24th September at 7:30pm</p> <p>We will look into the possibility of invite other parishes and local churches. JH to speak to St Joseph, Holy Ghost and St Bedes and Maggie to reach out to St Johns and Life Church. Dan to produce a poster advertising the talk which Jan and Maggie will help to get the put up in the various churches.</p> <p>Ananias has started – this has been done via Zoom.</p> <p>I am course – Chris Stefanick advertised by Diocese – Fr would like us to promote and see if there is any interest and if so we can look to arrange this course via zoom (sharing of videos) Joan to send out the flyer on this course as it is a 30 day course. It has been advertised in the Portsmouth enews.</p> <p>Unlocking of the bible course – The second course has now finished, and the third course is due to start on 15th September.</p> <p>A feedback form is to be sent to all of those who attended the course</p>	<p>MW JH DK</p> <p>JK</p> <p>JK</p>
<p><b>4.</b></p>	<p><b>Live streams of Mass</b></p>	
	<p>We have applied for funding through the diocese for the purchasing of a permanent camera for the church.</p> <p>Maggie contacted the Safeguarding Office at the Diocese (see appendix 1) for the safeguarding report on Live Streaming.</p> <p>Maggie is in contact with the FHC parents and will ask them if they wish for the FHC Mass to be live streamed and will collect signed consent forms if needed.</p> <p>Joan and Jan have been working on the GDPR considerations when live streaming and if the congregation will be captured on camera. We will produce guidelines and notices to be put up as well as drafting a consent form to be issued to all starting with those booking for Mass, booking for funerals and baptisms, and other events. We will also look to add this to the census which will also be sent out. We will also provide notices so those who do not want to be captured will know which rows of pews to sit in to avoid video capture. The camera will also</p>	<p>MW</p> <p>JK JH</p>

	<p>be able to zoom and focus on other areas if need be during communion.</p> <p>At present using our old set up only those who are on the altar will be captured, i.e. Fr Paul and any readers.</p> <p>Fr P mentioned that Vicki from Southampton has been working with the church there in regards to safeguarding and GDPR and she would be happy to offer any help. Fr P, Jan, Maggie and Joan will be following up with Vicki.</p> <p>Jan has already looked at their website and is using some of the wording and information in our newsletters etc. The link to their website is <a href="https://www.southampton-city-catholics.org.uk/">https://www.southampton-city-catholics.org.uk/</a></p>	
5.	Zoom	
	<p>2 licenses have been purchased.</p> <p>If anyone is planning on running a course or church meeting please contact Jan for the login details.</p> <p>The timetable of when the zoom licenses are being booked out to be uploaded onto website – Jan to provide Dan on a weekly basis so we have real time data when trying to arrange courses or talks.</p>	JH DK
6.	AOB	
	<p>Now the PPC has been running for 10 months it was felt that a page in the weekly newsletter could be used to inform the parishioners what we have been doing and what we have achieved.</p> <p>Mike H – to investigate if he wants to join with SVP regarding care initiative for elderly parishioners or if he wants to set up a separate group</p> <p>Mike C – will continue to investigate how he can work with the younger generation and will reach out to Ken Shorey – JK to provide contact details</p>	ALL  MH  MC
7.	<b>Next PPC meeting</b>	
	<p>Thursday 8<sup>th</sup> October at 7:30pm</p> <p>Via Zoom Joan to send out invites to the committee.</p>	JK

## Appendix 1

### **Safeguarding in respect of children and vulnerable adults and live streaming services**

Portsmouth Diocese have asked for guidance from the Catholic Safeguarding Advisory Service and are awaiting further input.

Considerations to be looked into

- Children who are in the care of the local authority or have a 'looked after' status being identified.
- Parishioners who may be subject of a safeguarding plan and/or management by statutory agencies being identified.
- Victims of domestic abuse being identified.
- Those who may be subject of a protection by statutory agencies being identified.
- Accommodate those who do not wish to be filmed.
- Being able to track and identify whose images have been used and when.

We will need to advise parishioners in advance and before a service that it is being live streamed  
Altar servers under 16 will need a consent form signed by the parents or guardians to agree to being filmed

We know some churches live stream but fix the view so that it is only the priest/adult clergy that are seen. Perhaps this is an option for us?

The Diocese recently received a letter from the police/probation and offender management agencies reminding faith groups of the need to ensure safeguarding considerations are at the forefront when considering live streaming.

Alongside awaiting a response from CSAS, the Diocese are also awaiting a response from the local Safeguarding Children's Partnership to see if they can offer any advice regarding this.