**Parish of St Francis, Ascot**

**Parish Pastoral Council Meeting**

**14th May 2019**

**MINUTES**

**Present:** Father Kevin (FrK)

 Sue Roche (SR)

 Philip MacDonald (PMcD/Chair)

 Tony Berkeley (TB)

Kate Camp (KC)

Jonathan Kasinski (JK)

Paul Worthington (PW)

Erin Conte (EC)

Tom Cornish (TC)

1. **Fr K** opened the meeting with the Gospel reading for Sunday 19th May. The imperative to ‘love one another’ relates to the theme of the meeting in showing we are a community through the Parish Celebration.
2. **PMcD** welcomed **PW** on his return and introduced the two new members of the PPC, **EC** and **TC**. **FrK** registered his appreciation of the PPC as an advisory council through which he gains feedback and advice from parish members.
3. **Parish Celebration**
	* **PMcD** outlined the opportunity of the Parish celebration, to gather and thank all the parish groups, to enjoy food, drink and good company and celebrate all the work that goes on in the parish. It is also an opportunity to renew these groups by recruiting (new) parishioners and encouraging wider involvement.
	* Update: school hall is booked for Friday 4th and Saturday 5th October, to accommodate the social event and film evening respectively. Initial contact has been made with all parish groups to outline the idea. Response so far has been positive.
	* **FrK** said that the Bishop had expressed interest in coming to the Parish to dedicate the new window in late September/early October. This would form another event around the same time as the Parish celebration, which together would really mark the 130th anniversary of the Parish.
	* **PMcD** to follow up with parish groups to provide further guidelines on how they might display their activity. Initial thoughts are that each group would take a table with visuals/material representing their work and representatives available at the event, badged to show the group they belong to. It was suggested that there might be a ‘master’ display board showing all the parish groups and who is involved. **SR** suggested this might work well on a powerpoint slide on the screen in the hall.
	* **PW** reflected on the 100th anniversary of the parish! Suggested that plenty of snacks and a glass of wine were the way to attract people for the social aspect of the evening, along with plenty of chairs/areas for parishioners to sit and chat.
	* Discussion around the timing of the social event, focusing on who we want to attract. Agreed that 7pm onwards was appropriate, with no set finish time to encourage parishioners to stay and socialise. It was decided that there would be the morning mass as usual on Friday 4th, rather than trying to move it to the evening as this would throw out timings for the event.
	* It was suggested that the Sunday mass could incorporate a blessing of animals, followed by tea and cakes. This could also be the event that would appeal to young children and their families.
	* **KC** highlighted the importance of a ‘hook’ to encourage the broadest group of parishioners to come in number. **EC** suggested involving the school choir or a drama performance to attract families/parents of the parish. **SR** to speak to Angela and **FrK** also encouraged contact with the headteacher who is keen to support parish activities.
	* **PMcD** said in terms of timing he would expect a commitment from most parish groups by mid-June and we could then move on to consider how to promote the event/refreshments etc.
	* It was agreed that a ‘save the date’ notice should go out in July, then the event itself would be launched and promoted from September.
	* **KC** revisited the idea of a more direct invitation to parishioners via email to encourage maximum engagement. **TB** to prepare email groups ready to contact in September, following GDPR guidelines.
	* **EC** to propose creative design of email using invitation websites eg. Paperless post/punchbowl.
	* **FrK** suggested that any announcements be included in St Francis school newsletter too.
	* **TB** to look at designing/producing large banners to display on the front of the church as well as a roll up poster stand for the Narthex.
	* **PW** suggested inviting two Franciscan friars to come for the Saturday film event, stay in the Friary and celebrate Mass on Sunday. PMcD/FrK to liaise to arrange.
	* **PMcD** suggested the Bishop’s visit would be an appropriate event to invite the Stonor family.

**Refreshments:**

* Discussion around inviting sponsorship of alcohol. **PMcD** suggested he has a contact he could approach.
* **TB** suggested inviting parishioners to bring a national dish and also suggested that the PPC set up a sub-committe to oversee the more detailed planning for the event.
* **SR** to approach Honor Abell re: organising refreshments
* **TB** raised the question of a budget for the event. Suggested FrK propose a budget of around £2,000 total, to cover refreshments, promotional materials etc.

**FrK** confirmed that the Parish celebration should be the prime topic for the next PPC meeting on **Thursday 13th June**, which might also include an update on the refugee project if appropriate. Youth to carried over as an agenda item: **FrK** and **PMcD** to liaise re: dates for future PPC meetings