

The Parishes of St Philip Neri, Immaculate Heart and St Mary's

Our mission is:

**To create a community of love
with God at the centre
that reaches out into the world.**

We will do this by:

Building a strong foundation of spirituality, prayer and celebration;

Being welcoming and life-giving;

Helping each other to fulfil our unique potential;

Enthusiasing our young people and nurturing their relationship with God;

Sharing our gifts with those of all faiths and none;

Responding to the changes in society and reaching out to those in need.

Background

During 2013 a process took place to establish one Parish Pastoral Council (PPC) across our three parishes of St Philip's, Immaculate Heart and St Mary's. This built upon the work during the previous year, undertaken by the Spiritual and Pastoral Development Group, to put in place many of the foundations for the PPC.

The process to establish the Parish Pastoral Council was completed at Easter 2013 with its membership representing each of the existing parishes as well as the primary schools and finance committee. The full membership of the PCC is shown on the back page of this document.

The Action Plan

In order to take forward the work of the PPC, and to communicate our thoughts to the parish as a whole, we have decided to draw up an Action Plan setting out our main ideas for the next year or so.

The Action Plan should allow us to:

- have a shared understanding about what we are attempting to do;
- communicate these intentions to everyone within the Parish;
- check regularly how well we are progressing with the things we have identified as important to action.

The plan sets out some of the activity that we envisage will take place over the months ahead, but it is not set in concrete – indeed we haven't even mixed the sand and cement yet! Comments and suggestions for improvements are welcome - as is your support.

The draft Action Plan covers themes that bring together a number of areas of parish life namely:

- Communication
- Spiritual and Personal Growth
- Young People
- Social Activities
- Liturgy
- Outreach
- Finance and Property

Particular members of the PPC have been asked to think about priorities in each of these areas. They are also looking at ways of involving more parishioners in each of these aspects. Details of who is looking after each of the areas are shown within the plan. Please feel free to contact them if you wish to contribute.

It is important to take action to help to make our parish community even *more* of a community and to try to ensure that more people become involved and that their ideas and contributions are valued. In essence we all need to play our part in helping to unlock the full potential of our parish community.

As well as strengthening our own community we have a responsibility to reach out to those in the area or indeed on the other side of the world who are in need. These dual priorities of strengthening the parish community and reaching out are summed up in our mission:

“To create a community of love with God at the centre that reaches out into the world.”

Get involved and have your say

The whole idea of a Parish Pastoral Council is to serve the parish and help it to grow and develop in all sorts of ways. There is much to be done and a small group of people can't do it all. We know that there is a wealth of talent, great ideas and energy in our parishes and we would really like to harness this to make our new parish a vibrant community.

Each one of us is called to use our skills and talents to help one another and this is an ideal opportunity to do just that.

Please...

- Provide feedback on this draft PPC Action Plan
- Consider how you can use your skills to contribute to making a difference in the parish
- Pray for the success of this work as we move towards one parish
- Take a risk and get involved!

Area: Communication – Bernadette Kebell / Tony Sacco

Overall aim	Specific Actions
<p>1 To take a systematic approach to planning communications within the parish</p>	<p>1.1 Undertake a “mapping exercise” to identify the different groups we need to communicate with, the things that need to be communicated and the most appropriate methods for communicating these areas. Establish who is already involved in this work</p> <p>1.2 Develop an overall communications plan based upon the above exercise</p> <p>1.3 Identify a communications representative in each parish</p> <p>1.4 Develop an overall common identity or “branding” for the combined parish so all communications are recognised as being as associated with it</p>
<p>2 To ensure that all communication channels are fit for purpose and used to maximum effect</p>	<p>2.1 Develop a range of key documents including, for example:</p> <ul style="list-style-type: none"> • High quality basic information / welcome leaflet • Booklet of all parish activities and groups <p>2.2 Agree process for management of the parish website and maximise its use. Make links to/from school websites and other relevant sites. Consider use of Social media</p> <p>2.3 Make best use of notice boards as a means of communication and include web address on external boards</p> <p>2.4 Identify ways of increasing access to communications including, for example:</p> <ul style="list-style-type: none"> • Getting bulletins etc. to those who can’t attend Mass • Large print documents • Recordings of readings etc.
<p>3 To communicate Parish Pastoral Council proceedings to parishioners in order to inform and engage everyone</p>	<p>3.1 Make minutes of PPC available in each church (and on website)</p> <p>3.2 Ensure parishioners are aware of who the PPC reps are and how they raise issues with PPC</p> <p>3.3 Produce a regular newsletter to update everyone with Parish Pastoral Council developments</p> <p>3.4 Use parish meetings to communicate the work of the Parish Pastoral Council</p>

Area: Spiritual and Personal Growth – Bernadette McNally / Jen Jones / Val Douglass

Overall aim	Specific Actions
1 To provide the parish community with a variety of ways in which to develop their spirituality	1.1 Ascertain the type of speakers/courses in relation to spirituality that people would like to hear/attend 1.2 Investigate the viability and availability of the various speakers/courses that would engage and enthuse people in developing their personal spirituality 1.3 Advertise the events widely throughout the parish
2 To maintain and develop the programme of formation, knowledge and personal encounter	2.1 Maintain and expand the range of development activities including: RCIA, Catholic Alpha, Sacramental preparation programmes etc. 2.2 Involve more people in delivering these activities and provide the necessary training for them 2.3 Put together a collection of resources that are available to support these activities
3 To introduce different types of prayer to enable spiritual and personal growth	3.1 Investigate different types of prayer and reflection 3.2 Ask priests/parishioners/outside speakers to share their methods of prayer 3.3 investigate the interest of people in attending regular prayer meetings; reading of scripture and discussion; Scripture and Reflection
4 To engage members of the parish community in pilgrimage	4.1 Establish a group of interested parishioners to discuss possible pilgrimages and develop a two-year plan 4.2 Identify key people to organise each pilgrimage 4.3 Advertise dates/venues for pilgrimages

Area: Young People – Neville Harrison / Joanne Hayes

Overall aim	Specific Actions
1 To establish a Youth Council as a means of engaging young people and finding out their views and ideas	1.1 Recruit members to a Youth Council and put in place a plan and schedule of meetings 1.2 Provide support for the Youth Council and its activities through a network of adult helpers 1.3 Develop a programme of activities based upon the views and ideas of the Youth Council
2 To encourage more Young People to be involved in parish life	2.1 Develop a range of activities based on the views of the Youth Council including, for example: youth club, trips retreats, social activities etc. 2.2 Support Young People to lead and plan liturgy including a termly Youth Mass

	<p>2.3 Create a pamphlet and distribute to all parents promoting Catholic Schools</p> <p>2.4 Set up Mini Vinnies (Young SVP)</p>
3 To develop more varied communications with young people	<p>3.1 Use Social Media to promote parish life</p> <p>3.2 Use school newsletters to engage young people and parents</p> <p>3.3 Use the parish website to promote and engage young people and the Youth Council</p>
4 To maintain and further develop the links with St Thomas More School	<p>4.1 Invite STM School Chaplain to relevant parish meetings</p> <p>4.2 Work with STM Chaplain to identify proactive ways of involving young people in church life (eg Justice and Peace Group, parish/school project etc.)</p> <p>4.3 The parish to consider supporting the cost of certain activities for young people (e.g. retreats, pilgrimages, social activities etc.)</p>
5 To maintain and develop links with primary schools	<p>5.1 Agree specific actions in discussion with individual schools</p>

Area: Social Activities – Warren Gray / Helen Bain

Overall aim	Specific Actions
1 Take a systematic approach to planning social activities within the parish	<p>1.1 Audit what is happening and what has gone well and identify needs of various groups (eg senior parishioners, young people etc.)</p> <p>1.2 Collate contact information for organisers of existing activities</p> <p>1.3 Establish a joint Social Committee</p> <p>1.4 Create a calendar of regular and proposed events</p> <p>1.5 Promote events via newsletter/website and school newsletters</p>
2 Arrange and support a variety of social activities of interest to all of our parish community	<p>2.1 Parish social events involving all parishes – e.g. dances, social evenings, weekly social for senior parishioners, coffee mornings etc.</p> <p>2.2 Inter-parish events including fund-raising events</p> <p>2.3 Youth events</p> <p>2.4 Community events (non-parishioners)</p> <p>2.5 Plan and run a big one-parish launch event</p>

Area: Outreach – Maveen Pereira / Mary McMillan

Overall Aim	Specific Actions
1 Co-ordinate and support all outreach activity through “Gift for Life”	1.1 Develop and promote “Gift for Life” as the umbrella for all outreach activity 1.2 Develop and enlarge the “Gift for Life” Group to co-ordinate and support all outreach activity 1.3 To have a database of volunteers interested in supporting this theme
2 To ensure that our senior parishioners know that they are cared for	2.1 Include Helpline number ‘Silver Line’ in bulletin, on notice board and on Parish Website and encourage our senior parishioners to use it to meet their needs 2.2 To have a list of senior parishioners who live alone and may need visits and other support.
3 To promote our UK outreach work and encourage more parishioners to get involved	3.1 To agree a common vision for our outreach work in the UK Agree priorities for outreach work in the UK including, for example: SVP, Refugees, Food banks, Angel Tree etc. 3.2 To organise periodic meetings of those involved to share learning and experience and inform parishioners of developments through notice boards, talks, and use of the website
4 To promote our overseas work and encourage more parishioners to get involved	4.1 To agree a common vision for our outreach work In Kenya and India and agree joint targets for the next three years 4.2 To support the Kenya and India teams with common activities such as fund raising, documentation and publicity, and support of more volunteers 4.3 To ensure that all three parishes sign up to be fair trade parishes 4.4 To establish stronger links with Cafod and identify parish representative(s) 4.5 To organise periodic meetings of those involved to share learning and experience and inform parishioners of developments through use of notice boards, talks, and use of the website

Area: Finance and Property – John Pinchen / Malcolm Shield

Overall aim	Specific Actions
1. To oversee the maintenance and development of the parish	1.1 Ensure all buildings and grounds are maintained in a good state of repair 1.2 Improve signposting at St Mary’s

property	
2 Redevelop the hall at St Mary's to provide a versatile facility for parish and community	<p>2.1 Through the work of the Hall Committee</p> <ul style="list-style-type: none"> • Ascertain the views of parishioners about the upgrading and future use of the hall • Appoint project manager and draw up project plans • Survey existing premises • Seek funding for development work <p>2.2 Encourage parish and community use of facilities</p>
3 Ensure the parish income is maximised	<p>3.1 Help all parishioners to understand the financial position of the parishes</p> <p>3.2 Through the work of the finance committee ensure the most cost-effective use of funds</p> <p>3.2 Encourage Gift Aid and promote monthly direct debit contributions to maximise income</p>

Area: Liturgy Phil Cunningham

Overall Aim	Specific Actions
1.Set up group(s) to plan and support liturgy	<p>1.1 Define the remit and membership for the group(s) and find out what happens in other parishes</p> <p>1.2 Plan the year's special services and activities, (e.g. healing services, lent and advent preparation etc.)</p> <p>1.3 Establish links with Sacramental preparation groups.</p>
2. Maintain and develop ministries to support the liturgy	<p>2.1 Establish regular opportunities for those involved in various ministries to reflect, plan and interact including:</p> <ul style="list-style-type: none"> • Readers • Eucharistic Ministers • Altar Servers • Children's Liturgy leaders • Sacristans • Musicians • Welcomers • Catechists • Church Cleaners • Flower arrangers <p>2.2 Encourage involvement of more parishioners in these ministries</p>
3.Further develop music in the liturgy	<p>3.1 Encourage more individuals to play music</p> <p>3.2 Establish Youth Choir</p> <p>3.3 Provide opportunities for training new musicians</p>

Current Membership of the Parish Pastoral Council

Please feel free to speak with any member of the Parish Pastoral Council. Details of representatives and their areas are set out below.

Name	Representing	Area focus
Fr Jeff Dodds		
Helen Bain	St Philip Neri	Social Activities
Phil Cunningham	St Mary's	Liturgy
Val Douglass	St Philip's Primary School	Spiritual and Personal Growth
Warren Gray	Immaculate Heart	Social Activities
Neville Harrison	St Philip Neri	Young people
Joanne Hayes	Immaculate Heart	Young people
Jen Jones	St Mary's	Spiritual and Personal Growth
Bernadette Kebbell	St Mary's	Communication
Bernadette McNally	Immaculate Heart	Spiritual and Personal Growth
Mary McMillan	St Mary's Primary School	Outreach
Maveen Pereira	Immaculate Heart	Outreach
John Pinchen	St Philip Neri	Finance/ Property
Tony Sacco	St Mary's	Communication
Malcolm Shield / Anthony Atkinson	Finance Committee	Finance/ Property
Vacancy	St Philip Neri	

Your Feedback Please

Please take a few moments to provide your comments on the Draft Action Plan and the Parish Mission statement.

1. Are there any areas of the plan or parish mission that you particularly like or dislike?

2. Are there any areas or activities that you would like to change or see added into the plan?

3. Any other comments about the plan or parish mission statement

4. Are there any areas / activities that you would like to get involved in?

Name: _____ Parish attended: _____ Contact telephone no: _____