



## ST. MARGARET'S CHURCH

Argyll Street, Lochgilphead , PA31 8NE

Tel. 01546 602380

Email: [lochgilphead@rcdai.org.uk](mailto:lochgilphead@rcdai.org.uk)

Website: [www.lochgilpheadcatholic.com](http://www.lochgilpheadcatholic.com)

---

### PASTORAL COUNCIL MEETING

Minutes of Meeting Dated 02.07.23

#### **PRESENT:**

Fr Philip Bua, Eunice Salmon, Ian Salmon, Ann McCartan, Tony Fenlon, Kenny Stark, Phil Conner, John McFadden, Cathleen McFadden, Marian Pallister, Pat Singal

#### **APOLOGIES FROM:**

Denise McDermott, Agata Koloziak, Tony Jones, John Gleeson

#### **OPENING PRAYER**

Fr Philip led the opening prayer

#### **MINUTES**

No minutes were recorded from last meeting

#### **INTRODUCTION**

Fr Philip welcomed everyone to the meeting, and thanked the contributions to members of the parish council for past involvement and asked that we all use our talents to the new council going forward.

#### **INVERARAY (MASS STATION)**

Kenny Stark provided an update on Inveraray, he explained that Mass attendance was regularly in the 20s, and could sometimes reach 40-50, made up of tourists, some of whom are regular attendees every year.

He mentioned that there are parishioners who attend from Dalmally and Strachur on a regular basis, and he indicated that there are significantly less attendees during the winter months.

Following the footsteps of St. Margaret Tea/Coffee is now provided after Mass at the back of the church with a few parishioners attending. In the past this was provided in a nearby hall with sandwiches etc. however the numbers fell away and it was put on hold back when Fr David was Parish priest.

Kenny explained that there was a significant increase in the rent of the church in Inveraray in 2022 from £3000 in the previous year up to £4000 in 2022, this was offset by a generous donation by 2 members of the Inveraray congregation.

#### **REPORT FROM SECTORS/GROUPS:**

##### ***Safeguarding***

Ann McCartan reported that the safeguarding audit was completed for our parish in January for the year ended 2022, action points from the audit focus on:

- Risk assessments for all groups who include children and vulnerable adults
- Meet with all volunteers to review guidance on safeguarding matters
- A minimum of 3 meetings per year between Parish Safeguarding Coordinator and Parish priest to take place during 2023.

Ann has emailed a list of current PVG holding volunteers to Fr Philip, and it was agreed that a meeting would be arranged with the Extraordinary Ministers of the Holy Communion, Fr Philip and Ann in her role as Parish Safeguarding Co-ordinator to review the list of volunteers and activities carried out.

### ***Parish Finance Report***

Kenny Stark provided an update on bank reconciliations for 22/23, he confirmed that all entries up to March 2023 are complete, Denise McDermott and Agata Koloziak and working with Kenny Stark to complete this process.

Ian Salmon summarised how the Sunday collections are recorded for Gift Aid purposes.

Kenny Stark confirmed that Jake, the Diocesan Financial Manager met recently with KS and DM to explain the management of Gift Aid for our parish.

KS explained how the Diocesan Levy is calculated and that it is based on the total from the weekly collections, Bishop Brian has indicated that there would be no reduction in the Levy moving forward.

Kenny Stark thanked Pat Singal for her work on the Gift Aid entries, and he will meet with Jake in the next few weeks to review Gift Aid for 22/23 and submit the claim for the parish.

Fr Philip confirmed that there would continue to be a separate Finance committee who will report back to the Pastoral Council with regular updates. Also the updates of weekly collections will be included in the weekly newsletter and finance report of the parish will be made available to the parishioners after each Pastoral Council meeting.

### ***Extraordinary Ministers of Holy Communion***

The extraordinary Ministers for our church are: Pat Singal, Ian Salmon, Tony Fenlon, Cecelia Rees, Kenny Stark, Margaret McColl, Cathleen McFadden.

Tony Fenlon as the group representative and Ann McCartan as Parish Safeguarding Coordinator agreed to arrange a meeting of the group for updates on Safeguarding and guidelines on ministering with Fr Philip.

### ***Justice and Peace Group***

Marian Pallister explained that the last meeting of the group was at Christmas, past activities of the group include work on the peace garden, creating and distributing leaflets on fuel poverty, writing to MSPs/MPs on topics relating to J & P.

Marian explained that the plan was to return to regular meetings, in the past this had been the 1<sup>st</sup> Tuesday of the month. Fr Philip said he would attend the meeting when he is available.

Marian suggested that Ann McCartan to review whether a risk assessment may be required for the J&P Group.

### ***Prayer Group***

Cathleen McFadden explained that the prayer group is open to all and that the Rosary is held after all Masses, Fr Philip proposed that the Prayer Group be held at 5pm every Wednesday, and with the exposition of the Holy Eucharistic and benediction at the end, this was agreed.

### ***Lectors***

Eunice Salmon manages the rota for reading, she explained that at Easter this year it was more difficult to cover all Masses, Fr Philip suggested that we may put a call out for more readers in the newsletter.

### ***Cleaning***

Cleaner volunteers were discussed, specifically for extra help around Easter/Christmas, it was agreed that the current volunteers with the extra help around these times is adequate.

Kenny Stark explained that an agreement was made in Inveraray that cleaning is provided as part of the rental agreement with Fr Simon MacKenzie of the Episcopal Church.

### **ROLES & RESPONSIBILITIES/THE WAY FORWARD**

Fr Philip explained that the Pastoral Council should have a Chair appointed from within the group, this will

allow continuity for the parish going forward. Each of the roles were discussed, it was agreed that the following members would be appointed:

**Chair:** Fr Philip Bua

(Kenny Stark agreed to Vice Chair if Denise McDermott refused the nomination)

**Vice Chair:** Denise McDermott (Agreed after the meeting)

**Secretary:** Shared between Tony Fenlon, Pat Singal, Ann McCartan

**Representatives of Sectors/Groups:**

**Justice & Peace:** Marian Pallister

**Prayer Group:** Cathleen McFadden

**Choir:** Phil Conner

**Lectors:** Eunice Salmon

**Safeguarding:** Ann McCartan

**Finance:** Denise McDermott, Kenny Stark, Ian Salmon, Agata Koloziak

**Inveraray:** John Gleeson, Kenny Stark

**Sacristy:** Pat Singal

**Extraordinary Ministers:** Tony Fenlon

**Youth:** Agata Koloziak

**OTHER MATTERS**

- Tony Fenlon mentioned a number of maintenance tasks that need to be completed, some of these items were discussed and it was agreed that there is a need for someone to collate all tasks into a list for further discussion and planning.  
TF agreed to create a list of items.
- Fr Philip outlined the ‘Gardening Group’ whereby on a regular basis parishioners would be asked to attend to help with gardening jobs, he also suggested that some parishioners would attend and have tea/coffee. It was noted that Cecilia Reese manages the Laudato Si Garden.  
Marian Pallister explained that there had been discussions on creating a wild garden and that this could be created in the memory of David Welch.
- Fr Philip suggested that St. Margaret Garden, (Church Garden) we create signs in the grounds and this will form as an information board for visitors, to explain the history of the building/parish, and also the life history of Saint Margaret. Marian Pallister mentioned that signage on the Celtic cross needs to be replaced, it was suggested that we consider ‘sponsor’ opportunities within the garden where parishioners can make a donation in return for a plaque for memorial/sponsor etc. It was agreed that this should be considered further. AM offered to manufacture the plaques.
- It was noted that a memorial is to be made in memory of Theresa Foggin, at past Pastoral council meetings this was proposed agreed to be a bench with a plaque, it was agreed to return to these plans at a future meeting.
- The automatic car previously purchased for Fr Henry was traded in along with the Diocesan car to purchase a new parish car, there was no financial cost to the parish in this exchange.
- Bishop Conference of Scotland has suggested, since our country has returned to normal, and restrictions have been lifted, all parishes should have returned to pre-pandemic pastoral and liturgical

practices. Parishes are encouraged to end live streaming of Masses for physical participation of parishioners. However, the positive impacts of streaming were discussed as well as the negative impacts. Fr Philip suggests that streaming could be arranged for specific events.

- Changes to the parish website will be carried out, Ann McCartan confirmed that she has login details, Fr Philip will liaise with Ann to work on improvements.
- Fr Philip informed the council that he cancelled the parish broadband subscription due to the high costs and poor service, he will research for better options.
- It was agreed that the Pastoral Council would hold 4 meetings per year, Fr Philip explained that he would like the PC to agree on a Pastoral Calendar for the remaining months, this would mean that all parishioners will know dates in advance of planned events, with this in mind he suggested that the next meeting is in July to allow planning for a summer event in August, possibly a BBQ.

### **CLOSING PRAYER**

Fr Philip led the closing prayer and thanked all for attending.

**Next meeting Sunday 23<sup>rd</sup> July 3pm, St Margaret's House**

Ann McCartan  
Parish Pastoral Council  
2 July 2023