

The Church of the Most Holy Trinity
Pastoral Committee Meeting: 23 October 2019

held following 10.00am Mass

Present: Barry Authers (Chair), Frances Bacon (Secretary), Fr David Gibbons, Anne Knight, Frank Quinn, Mary Scott, Antony Tyler, Gwen Farrell.

Apologies: Sarah Harrison (Treasurer)

Fr David opened the meeting with a prayer.

Minutes of previous meetings (26 March and AGM on 31 March 2019) were approved. Barry raised one point concerning the intention that Holy Trinity would eventually become self-sufficient, i.e. that enough funds would be raised to cover outgoing costs. Fr David explained that it was a complex situation involving the four churches and that it was difficult to separate the costs for each church. However, we should be aiming to generate an income from fund raising.

*Antony also commented that the Anniversary Mass of the Consecration of Holy Trinity in 2020 fell on Sunday 31 May. Fr David explained that the special readings would be incorporated into the usual Mass for the day. There could be a social event following Mass. (see changes at end of minutes)

Matters arising:

Building works: Frank provided a new spreadsheet of works with costings (attached). Works completed include roof repairs, handrail and repairs to front ramp, hand grabs around church and felling of the diseased cypress tree. (note - the contribution from Holy Trinity was £550 not £500 as on the sheet.) Two further works are in hand – refurbishment of porch and side gates and installation of a fire door to the kitchen. Discussion followed as to how much Holy Trinity could contribute towards the overall costs and it was agreed that £2000 from the existing funds should be forwarded to St Thomas's immediately. There should not be many more large outgoings as much of the works has been completed.

Action: Sarah to forward cheque to St Thomas's for £2000

The proposed fire door from the Parish room to the kitchen will be a full size door with a glass panel opening into the kitchen from the Parish room. Costs for this are included in the spreadsheet but an adjustment of £130 should be added.

The additional ramp for wheelchair access was discussed but no action will be taken. The existing front ramp is considered adequate. A portable metal ramp for the side exit is a possible option.

Frank was thanked by the Committee members for his hard work in gaining estimates and being on hand to oversee works.

Fire procedures: Anne has completed all the signage and has displayed fire procedure notices in prominent places in Church. For special events such as weddings, baptisms and funerals, the congregation should be made aware of fire procedures and fire exits. Anne has written a short set of instructions to be read out at the beginning of any service. How this will be tackled may need some further thought, for instance the mourners at a funeral may choose to follow the coffin in from the main entrance. The instructions should also be read out before Masses occasionally to remind the congregation of escape routes and exit procedures. The assembly point is at the rear car park garden and will be indicated by a green sign.

Anne will arrange a fire drill in Church which will be carried out just before Mass begins. No warning will be given of the actual day, but the congregation will be made aware of an impending

drill during the weeks leading up to it. Tony and Peter will assist as fire wardens. Non ambulant persons (wheelchair and mobility aids users) will be asked to follow at the back of the congregation leaving church.

ACTION: Anne to fix a date for a fire drill before Mass & liaise with fire wardens, erect the green sign

*****Ride and Stride:*** Barry confirmed that the amount raised by himself and Charles Sexton should be a considerable sum (see note at end of minutes). Half of the full amount will come directly to the Holy Trinity account. Sponsors were generous again this year. Thanks to both Barry and Charles for their efforts.

Pilgrimage to St Edith's Well: Antony remarked on the success of the event which was special because of the new setting of vespers in memory of Mary Tyler. The afternoon had been advertised in Westminster and this drew in people from beyond the immediate area. Good weather and a warm welcome at The Bell added to the afternoon's enjoyment. A Beckenham couple joined walkers who stopped at Holy Trinity for refreshments (thanks to Barry). Anne cycled to the Well and Frances and Barry walked with other pilgrims from Otford to Kemsing. Antony hopes a CD of the service will be available. Date for 2020 pilgrimage to be confirmed: 20 September.

Summary of events at Holy Trinity:

The wedding in July prompted Barry to organise pre-recorded music (using his ipad) for occasions when the organist is unavailable. This scheme is working well.

Antony offered his services to assist at funerals. There have been four funerals and four baptisms so far this year. The Parish room was used for social gatherings after two of the baptisms. We discussed briefly the issues of security and fire risk when the Parish room is used for social events. Ensuring everyone understands the fire procedure and checking that the church is secure after an event is the responsibility of the person overseeing the opening and closing of the Church. The room hire has proved to be very successful – in donations and in providing a service to parishioners. We all agreed that all requests to hire the room should be considered individually and approved by Fr David.

The May Procession was attended by around 25 people. Music was provided by a guitarist. To encourage more people to join, it was suggested that children who have made their first Holy Communion recently could attend with their families or maybe the children from the Holy Trinity Liturgy of the Word Group could learn and perform a song. Magda will need to know the date in advance to insert it into the newsletter.

ACTION: Barry to give Magda the date for 2020 to insert in newsletter. Barry to investigate involvement by children from the Liturgy group.

The Anniversary Mass of the Consecration of Holy Trinity was a happy event. The celebration after Mass drew in a small but cheerful group of people and it proved to be a great success. For 2020 it is expected that refreshments will be available following Mass. Fr David suggested that to encourage families to stay, children's games might be organised in the garden. Magda and her friends may be willing to assist with this.

Action: Committee to discuss celebration at AGM and Frances to discuss with Magda if children's games could be part of the event.

The coffee mornings are going well. The rota of organisers is fixed and the session is not at all onerous. Donations from coffee morning attendees could be considered as a means of paying for the refreshments. This could be discussed amongst the organisers.

The point was made that several members of Holy Trinity had joined in with events arranged from St Thomas's. Four people enjoyed a day out to the shrine of St Jude in Faversham, others attended the garden party and the outing to Great Comp garden. These events could be of interest to elderly members of the congregation, especially people who are on their own or who cannot drive. The Parish Garden Party was well attended by people from Holy Trinity who seemed to walk off with rather a lot of raffle prizes. Fr David agreed that it was a successful event. It could be that the Otford committee runs a stall in 2020.

ACTION: committee to discuss possibility of running a stall in 2020, on AGM agenda

Offers of help have not substantially increased but Antony stated that the new altar servers were proving to be very satisfactory. The older boys, James and Kristian are well organised. Altar servers receive training from James McBrien over four weeks at St Thomas's. Frances noted that help with the garden had been received from Eddie and Brigid Newton during the summer and Anne Semmens is attending to the pots at the front of church.

Treasurer's report (attached)

We thank Sarah for providing updated accounts.

The variable costs for gardening were discussed. This may be down to the hours spent depending on the amount needed to be done. The rate, we believe is £18 per hour. The cleaner is paid around £13 per session, a precise figure is not known.

There cannot be a petty cash arrangement at Holy Trinity. All expenditure must be supported by an invoice or receipt. All reimbursements are paid by cheque by Sarah from the account.

Frank explained the system of claiming back expenses using a sheet that he fills in and submits. He must attach receipts to the sheet and is reimbursed by cheque. The group was divided in their thoughts about adopting this method. It was confirmed that many people do not request reimbursement for small items which they pay for out of their own pocket. It was agreed that if individuals paid for items or works and did not want to be reimbursed then that was their choice. These costs are not recorded.

Remembrance Sunday arrangements

St Bartholomew's Church usually send an invitation to Holy Trinity to join the service at their Church and to lay a wreath at the memorial on the Green. Magda organises the purchase of the wreath which is delivered to Holy Trinity. No one came forward to offer to lay the wreath this year therefore Adrian Pinington will be approached as he performed this role last year.

ACTION: Frances to email Adrian

Frances asked if she could set up a display on Sunday 10 November in Church, using family photographs or stories of deceased members from the two world wars and subsequent conflicts. This was agreed, the congregation will be asked to bring their mementos along on the day for display. The items could stay on view for the following week only.

ACTION: Frances to organise display and advertise for photos and stories

The Mass on All Saints day will be at 10.00am.

Rosemary has set up the table with the November book of Remembrance in previous years. She will be contacted to see if she is happy to continue. If not, she may be happy to explain the set up.

ACTION: Frances to email Rosemary

Christmas arrangements: Christmas Day is on a Wednesday.

Antony can serve at the Tuesday evening Mass (time not specified) and will sort out servers for the holiday Masses. ***ACTION: Antony to contact servers and draw up list of availability***

Anne is willing to organise the rota for the Christmas week, including readers, sacristans and Extraordinary Ministers of Holy Communion. ***ACTION: Anne to compile lists***

John Everingham liaises with Anna and Aga re: singing. He liaises with the clergy regarding the choice of music. We hope he is available during the Christmas period.

The Village Christmas Card folding is on Friday 22 November at the Methodist church. An item in the newsletter may raise some interest.

Crib – Rosemary and Graham will be contacted to see if they wish to continue setting up the crib.

ACTION: Frances to email Rosemary and Graham

Fund raising:

Barry attended a meeting to discuss the Otford Fete 2020. This year he and Anne set up a small stall with a few items from the Church repository. Anne said it raised 88p with not much interest. The theme for 2020 is "The Olympics". Barry is signed up to run the strawberry teas in the village hall. If we could run our own stall, we need a definite game or pitch. Suggestions included a bottle game (Barry), cakes, plants, tombola of unwanted (good) gifts (Frances). The last suggestion was given some support. Mary and Anne are already involved in running stalls hence we would need commitment from others to support the event. A percentage of the takings comes directly to Holy Trinity.

ACTION: committee to consider options, plan the stall, advertise for help, gather the materials, from December to May. Frances happy to take the lead if back up is forthcoming.

Fr David gave ideas for other fund-raising events: fish and chip suppers, quiz nights. We will consider these ideas in 2020.

Resignations

Sarah will resign from her role as Treasurer in December. Mary Scott volunteered to take on the role. Mary would be voted in at the March AGM but will have time to work with Sarah on a hand over. Sarah will remain as the representative for Ecumenical events. (voted in her absence).

ACTION: Mary to contact Sarah to discuss handover

Anne will remain as sacristan for the time being – many thanks to Anne for her commitment.

AOB

Children's Liturgy of the Word request for a lockable cupboard to replace the corner shelving – approved. ***ACTION: Frances to email Alex Wilson-Beales to give the go ahead***

Old kneeler to be disposed of – ***ACTION: Mary to contact Magda to advertise it in the newsletter and arrange for the item to be placed in the "notices" at Mass***

Christmas Church clean – Saturday 14 December from 10.00am. Notice to go in newsletter. Rosemary might supply a list of "things to do". ***ACTION: Frances to contact Rosemary and insert notice in newsletter at start of Advent.***

Frank explained that the front porch noticeboards had been removed before the painting began. They need refurbishing or replacing. The front side gate will be open thus preventing the old board being displayed there. ***ACTION: Frank and Barry to look at the condition of the boards***

Thanks were expressed to Barry and Frank for adjusting the porch gates. Anne reminded us that the lower bolt needs to be lifted to prevent it scraping the floor.

Ecumenical report (thanks to Sarah for providing an update)

The main events to be considered are:

Remembrance Sunday – 10 November. Service at 10.00am at St Bartholomew's Church followed by 11.00am service and wreath laying on The Green.

Village Christmas card – folding on Friday 22 November in the Methodist Church.

Tree of Light – for Hospice in the Weald. A short service at 7pm in St Bartholomew's Church followed by hanging name cards on a tree on the green.

Christian Unity Service – Sunday 19 January 2020 to be hosted by the Methodist Church.

The next meeting will consider the World Day of Prayer service which takes place in March, Palm Sunday procession (usually Mass at Holy Trinity starts at 9.15am) and the Annual Civic Service which is in May.

Sarah had met with Kevin Bracken, Minister of the Evangelical Church. Kevin does not take part in the Otford Ecumenical meetings, but Sarah had an interesting discussion with him.

ACTION: Sarah to keep us informed of dates, times and events

DATE OF NEXT MEETING: 29 March 2020, to be confirmed. This will be a full AGM in Church after Mass.

Fr David closed the meeting with a prayer.

Changes to minutes as a result of new information

**Amend arrangements for the Anniversary Mass for the Consecration of Holy Trinity. Fr David notes that 31 May 2020 is Pentecost, so the Anniversary Mass will not proceed as suggested in the minutes. There will, however, be a celebration after Mass.*

***Ride and stride: the full amount raised from Holy Trinity was £1256, thus £628 will be sent to Holy Trinity treasurer.*