

STEWARDSHIP STEERING GROUP

NOTES OF MEETING 12th September 2023

<p>Present:</p> <p>Stella Gerald Joan Phil Martine Michelle</p>	<p>Apologies:</p> <p>Laurence Jonathan Patrick John</p>
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1.	<p>Meeting opened with prayers and a review was made of the previous meetings notes. Most actions being agenda items</p>
2.	<p>Parish Registration/Census: There was no update on the exact number of forms returned. It will certainly be more than what was reported at the last meeting as more forms were known to be put in the box. Doesn't seem to be any one person being responsible for checking these on a regular basis. Momentum does seem to have slipped, although there is still a reminder appearing on a weekly basis in the Parish Newsletter.</p> <p>John's draft on-line registration form was filled in and returned to him with comments as actioned in the previous minutes. It was generally felt to be easily understood and easy to use.</p> <p>It was suggested that another re-print be carried out based on the on-line version created by John. These to be available at the back of church with volunteers handing them out again over a couple of weeks.</p> <p>The whereabouts of the forms already completed is not exactly known. There is no doubt there are stored safely and could be with John for data processing or held at the church by Father David.</p> <p>As a matter of urgency those identified at showing interest in Parish Groups need to be contacted to ensure enthusiasm maintained. Jonathan had sent an email in his absence expressing the need for more people on the cash offertory counting rota and those willing to carry out church cleaning.</p> <p>ACTION: Martine to track down the forms and begin identifying those interested in Parish Groups</p> <p>ACTION: Martine to ensure another re-print of the form is completed</p>
2.	<p>Data base/document processing: John sent an email in his absence to update on what he had done since the last meeting. He felt that the form he had developed will produce a usable output that can be captured in a spreadsheet to be processed further for inputting into a database. He was not successful in transferring it into the Parish google account and will work with Ben to resolve this. This will then require the manual transference from the written form to a digital format. This is then hoped to be linked to the Parish website.</p>

	<p>Several people are willing to support John in the data input of the written forms.</p> <p>ACTION: John and Ben to continue working on getting the data processing system set up effectively</p>
3.	<p>Financial Giving Newsletter discussed. This was taken to the recent Finance Committee meeting. Jonathan had amended and edited this with the latest version being sent to all prior to the meeting. One further amendment regarding legacies needed to be added to the notes following the Finance Accounts table.</p> <p>Proposed September date to present to Parish was missed.</p> <p>A review of the Newsletter identified that the Alive in Faith figures are confusing and as there was not sufficient room for more detail it was felt better to leave it out. This is ring-fenced project money and not part of the day-to-day expenditure of the Parish.</p> <p>The Parish bank account details were not on the Newsletter, so these will also be added before being sent to Father David for his final approval.</p> <p>It is anticipated that the Newsletters be presented to the Parish during October. Phil has agreed to attend all Masses for those with Gift Aid queries. Others may also need to be available to support and answer queries. Phil has requested the weekend of 21st/22nd to be avoided.</p> <p>Visitors are currently not able to gift aid their offering. Phil will ensure envelopes are made available.</p> <p>ACTION: Martine to amend Finance Newsletter and send to Father David for his approval and get agreement for presentation date which will be circulated to all.</p>
4.	<p>Parish Website: More needs to be made available on the website about Stewardship to promote what we do and encourage others to join.</p> <p>Other suggestions were about letting people know about the groups that are active in the Parish. A few have got information, but this could be expanded and for those not having web-access perhaps a weekly or monthly "What's On".</p> <p>More was felt could be done on promoting the social life of the Parish. It was hoped that this would encourage more people to get involved. It is still anticipated that a young peoples "Get Together" will happen.</p> <p>ACTION: Martine will put together some ideas and get together with Ben to develop further</p>
5.	<p>AOB: Further discussions about the future of the group – this time around the similarities with the Parish Forum which will be held on 5th October</p>
6.	<p>Date of next meeting: 8th November, 7.30pm in the Parish Rooms</p>