St Vincent's Parish Council
"The parish council works with the priest to serve the people"

Meeting minutes 12 November 2025
Present: Russell Brynes (Chair), Nicole Jones, Cath Livingston, Fr. Lee Marshall, Maria Mawson (Minutes), Lizanne Rana, Dominic Rice, Dominic Simon, Jacquie Stacey
Apologies: Michelle Wigfull

Opening prayer

Actions & matters arising from 24 September
Confessional. Father Lee has spoken to the maintenance group. To help with soundproofing a curtain will be added to the confessional in the sacristy and insulation fitted around the door. These measures may resolve the issue. A confessional could be created within the table storage room but this would likely create storage problems.

2. The Mass
Sunday Mass times
Fr. Lee is settling into the parish and is getting used to saying three Masses on Sunday. The current times are manageable, and there are no reports of negative feedback about moving the Sunday evening Mass to 6.30. For all these reasons Fr. Lee will keep the Mass times as they are for now.

Mass count
This is usually done every week in October to calculate an average for the year, but was missed this year for understandable reasons. For this year Fr. Lee suggested doing one count and using that as an average. DR had counted at morning Mass on 9 November (175) and it was agreed that a count would be taken at evening Mass on 16 November.

Christmas Masses
Fr. Lee will say three Masses at St. Vincent's as the Hub is very quiet over Christmas. It was agreed that the times will be 5pm and 8pm on Christmas Eve and 9.30am on Christmas Day. The 5pm Mass will be promoted as a Children's Mass, but the scope of this will depend on volunteers coming forward to organise. DR will check the availability of the music group for the 5pm and 9.30am Masses. Fr. Lee knows someone from the Hub who could provide music at the 8pm Mass if no one from the parish is available.
Action: DR to promote times in bulletin and WhatsApp and check music group availability.

Welcoming - guiding to seats.
Fr. Lee has noted that people often stand at the back of church during Sunday morning Mass even though seats are free towards the front. It was suggested that welcomers could guide people to empty seats. It was noted that some spaces will be empty due to people taking part in the children's liturgy. It was also suggested that Fr. Lee could mention this at the end of morning Mass.
Action: Fr. Lee will make an announcement at the end of Mass and DR will add to guidance for welcomers.

Live streaming & recording of Mass
Sunday morning Mass recording is working well. DS adjusts the camera manually during Mass so that communicants are not visible. More people are needed to help with this, and it was agreed that a notice will go in the bulletin to ask for volunteers. Fr. Lee would like to

resume streaming (but not recording) weekday masses as there has been some feedback from some parishioners about the loss of weekday Mass streaming. There may be some safeguarding concerns as no one will be available to adjust the camera during communion. **Action: NJ** will speak to the diocesan safeguarding officer.

3. The Church
At the request of the inclusion group, tables have been moved in the narthex to make it less cluttered. Changes to the timing of the automatic doors and installation of a key safe are also under investigation.

4. Building the Community
Inclusion & people with disabilities.
A dementia awareness training session is being planned, also resources for children to use during Mass.

Adult formation
Restored Lives, an eight week programme for separated and divorced Catholics will be run in the parish starting in January. The Bible Journey programme has been running successfully for several weeks now. Michelle Wigfull has recently joined the Council and has a particular interest in his area so may have other ideas.

Food bank
Fr. Lee mentioned that the Hub contributes to two Food Banks. St Vincent's currently supports St. Wilfred's Centre with tinned food. Fr. Lee will talk to Louise Finnegan to find out more.

Parish hall
Fr, Lee has been looking at diocesan guidance on the use of church premises for events. This states that groups and individuals hiring rooms must sign an agreement. Fr. Lee is working with the office team on an agreement and guidance and Fr. hopes to bring these to the next meeting (MM to add to agenda). Guidance on the use of the kitchen is already available, and could be included as an addendum to the hire agreement.

5. Children and young people
Children's Liturgy is currently suspended as no volunteer coordinators have come forward.

6. Live Simply and other parish group updates
RB noted that the current SVP South Sudan appeal is the focus for the November Live Simply pledge, and that the St Justin Society has made a donation to the appeal. This is an excellent example of parish groups supporting each other.

Live Simply update:

The group are always hoping to find ways of spreading the Catholic message to treat all of God's creation with respect and care. This teaching has been consistent from Pope Leo XIII's Rerum Novarum to Pope Leo XIV's Dilexi Te. Tentative invitations to give a talk were sent to Bishop John Arnold of Salford, the lead Bishop for the Environment, and Lorna Gold of the Laudato Si movement. Bishop John has sent a positive reply, and it is hoped that a talk can be organized in Spring. This would need to coordinate with other parish commitments, and other parishes would be invited to attend

The group is also looking into the feasibility of installing solar/PV panels on the church roof. Three solar/PV firms have been contacted about assessments, without any commitment at this stage. Two were recommended by St. Thomas' church, which had panels installed last December, and the other is a firm used by a parishioner.
Ed Whitaker, diocesan finance officer, has been contacted for information about relevant grants to help with funding, and he has included John Clarke of the property department and Father Lee into the conversation. This is an ongoing information gathering exercise in its early stages.

7. Safeguarding – nothing to discuss.

8. Any other business

- Prayer Book. Some parishioners would like to take additional copies for family or friends. It was suggested that if people take additional copies they make a donation of £2 per copy to parish funds.

- Lizanne Rana announced that she would be stepping down from the PC as her family is relocating away from Sheffield. The Council extended thanks to Lizanne for her service.

- Fr. Lee is hoping to run a parish pilgrimage or retreat in 2026. Fr. Lee and CL will meet to discuss further.

- CL reported that she has contacted Jo Boyce about the possibility of giving a concert at St. Vincent's. Jo is a musician and co-founder of CJM Music, a Catholic music ministry.

- CL relayed a suggestion for improving the clarity of service information in the bulletin by using colour.

Next meeting: 7 January 7pm.