

Diocese of Nottingham

1st Draft of Parish Action Plan



Parish(es); St Teresa of Lisieux, Aspley (ST). St Hugh of Lincoln, Bilborough (SH)
& St Thomas More, Wollaton (STM)

Places of Worship; St Teresa (ST), St Hugh (SH), & St Thomas More (STM)

Date written; 1.08.2022 Next review date; TBA

Written by; The Working Party

To be reviewed by; Members of the Working Party

Areas of parish life to consider : **amendments and additions in red, tailored to meet our parish needs**

- a. Communication – best practice - this was raised in the Synod

- b. **Bringing together of people to work together to be missionary focused** - joint outreach such as Alpha, social action (SVP, Cafod), joint support for musicians, E. Mins, readers etc
- c. **Pastoral Care** – **Parish Priest, Deacon, Religious**, Each min, **and Lay** working together
- d. **Sacramental preparation programmes** – working together, sharing resources and expertise
- e. **Liturgies** - Mass times, school masses, capacity for baptisms/weddings/funerals, **Services of Word & Communion &** lay-led liturgy
- f. **Lay leadership** – clergy and laity promote sense of co-responsibility, PPCs /Finance coming together / **Pastoral Care / Social activities**
- g. **Administrative support** – do an audit of what admin support exists and what would be needed. **Admin Road show in September**
- h. **Ecumenical / civic relations** – how do we work with other local churches and civic authorities? / **Open up to share Catholic ethos with others**
- i. **Hospital / Hospice care** – support the local NHS and demonstrate the Gospel in action. **Visiting, volunteering, fundraising for national charities**
- j. **Schools** – meeting with multiple schools in a more strategic fashion – **this was raised in the Synod / School/Parish partnership Duke of Ed award**
- k. **Buildings** – best use for mission, sale/alternative use to generate income for use for outreach – **this was raised in the Synod. LA partnership sharing Catholic ethos**
- l. **Finances** – moving to single accounts, make our finances work for mission.

This is a work of **discernment** and **synodality**, so the importance of prayer to the Holy Spirit and openness to all voices in the church must be emphasised throughout this process.

The writing of an Action Plan is best done by a small working party, representative of the whole parish, whose task it is to listen to what the voice of the Spirit is saying, ensure that everyone in the parish has a chance to feed into this process and to keep the Action Plan focussed on moving the new grouping along the road.

The point of this process is to deal with the structural changes that are part of merging parishes, but primarily to engage everyone in the need for parish life to be more outward focussed and missionary.

In writing this Action Plan, the first task is to write onto it the action points that you came up with at the deanery follow-up meeting.

A draft of the parish Action Plan needs to be sent by the end of September to the two Vicars General; eddy.jarosz@dioceseofnottingham.uk and joe.wheat@dioceseofnottingham.uk

Num	Area of parish life	Action (s) <i>Make actions specific, measurable, achievable, relevant, time-based</i>	Persons responsible	By when	Resources needed	Completed
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	<i>Such as pastoral care, liturgy, schools, personnel</i>		<i>for making sure it happens, not doing everything</i>	<i>Month and year</i>	<i>Financial, outside expertise, from the Curia, from nearby parishes</i>	<i>Please RAG rate – colour this box red if action yet to start, orange if in progress, green if completed</i>
1.	<u>Finances Item</u> <u>Labove</u> Merger of three Parishes of ST,SH,STM into one single new parish with 2 places of Sunday worship at ST & STM with SH to cease as a place of Sunday worship	<ul style="list-style-type: none"> Parishes to close current accounts and to open one new account in order to begin canonical process of merger and to become one new parish Each Church to retain the access to its own parish set off account Each community to be able to raise funds specifically for the needs of each Church should this be necessary. Financial function of the parishes to be undertaken from the parish office at ST.by the Admin Assistant All bills and invoices to be paid from ST All purchases for each Church to be ordered and paid for from ST All weekly collections to be paid in and recorded on the OPAS accounting system by the Admin Assistant. All weekly collection sheets to kept at parish office ST Quarterly accounts to be produced for Finance Committee Details of parishioners giving an S/O to be uplifted on to OPAS 	Fr Stanley Deacon Anthony & Working Party Admin Assistant	01.08.2022 and to be ready to go live by 01.04.2023	In Consultation with the Curia regarding the necessary changes to set up the dummy account for the new parish in readiness for it going live on 01.04.2023	
2.	Appointment of Finance Committee	<ul style="list-style-type: none"> Finance Committee to be appointed for the oversight of the Parish Merger As per and in accord with Canon Law & parish admin manual 	Fr Stanley & Deacon Anthony	Begin assessing nominees 01.09.22 for appointment by 01.10.2022	Internal knowledge of suitable parishioners. Use of Parish admin Manual for Pro forma rules and articles	

					DBS checks?	
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2.	<u>Pastoral Care item c above</u> Appointment of PPC	<ul style="list-style-type: none"> • New PPC to be constituted comprising three members from each former parish to sit as a new committee with responsibility for the pastoral well being of the new parish • Application to be invited from parishioners to be considered as potential members of the new PPC • The current Working Party will continue to act as an interim PPC until the new committee is formed 	The Working Party to canvass for new members	As from 01.09.2022 and to be appointed and in post by 01.04.2023	Internal knowledge of parishioners Parish Admin Manual for Pro forma rules and articles	
3.	Changes to Celebration of Mass	<ul style="list-style-type: none"> • Preparation for the cessation of Sunday Mass at St Hugh's • To follow on from the merger of the three parishes into one new parish • Recognition of the impact of the change on St Hugh's parish – sense of loss, bereavement. • To be implemented at Pentecost 2023 (28 May 2023) • To begin the process through engaging all parishioners to be open to the reality of becoming a new parish • Through a programme of accompanying the parishioners of St Hugh along this pathway 	Fr Stanley/ Deacon Anthony Working Party & Parishioners	As from 01/09/2022 To 28/05/23		

		<ul style="list-style-type: none"> • Use homilies to explore and develop our understanding of the new parish as a vehicle for outreach and mission • Use parish bulletin as a resource for encouraging parishioners to attend another mass at ST & STM • Determine through parish wide consultation the best times and venue for the three Sunday Masses to be celebrated • If celebration of Mass not possible then use of Service of Word and Communion both on Sunday (if no supply available) and weekday to maintain community coming together. • Encourage parishioners to engage by suggesting new name for the new parish • Use of parish social events to discuss and exchange hopes and feelings about the change 	Fr Stanley/ Deacon Anthony Parishioners Eucharistic Ministers			
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4.	<u>Buildings item (k) above</u>	St Hugh's Presbytery <ul style="list-style-type: none"> • Currently it is unoccupied • Rent the presbytery on short term tenancy to a retired priest if desired and available • Alternatively rent out to a single person or married couple • Preferably Catholic 	Fr Stanley / Deacon Anthony/ Admin Asst	As from 01/09/2022 asap	Advice from Clergy Well Being Officer Advice from Rachael Oxspring at the Curia and Property Dept via	

					Agents Spencer Birch	
		<p>Consider Re-purposing the Church building for alternative use.</p> <ul style="list-style-type: none"> • Look at possibility for other use of Church building • Parish resource for outreach and mission • Potential use by Nottingham Deanery Parishes for Youth mission • Use by Caritas for outreach projects • Potential use by third party agencies i.e. Local Authority Groups and other Voluntary Sector Agencies • Retain a Catholic ethos through joint projects • Engage with the wider local community in Bilborough for community activities and community action i.e. Mums & Toddlers or Food Store • Maintain a small chapel in the building for celebration of a weekday mass. • Re-purposing would require an element of finance generation via 3rd Party fees to cover maintenance costs 	Fr Stanley Deacon Anthony/ Doreen Brooks Admin Asst	As from 01/09/22 ongoing	<p>Contact Paul Bodenham at Caritas Nottingham for assistance and advice.</p> <p>Contact Nottm City Council Local Authority Officer for Bilborough and Aspley to determine local needs and potential clients for rent of space.</p> <p>Set up consultation project with LA to engage and ascertain what would work</p>	
		<p>Consider sale of Hall and outbuildings and adjacent land to the side of the Church</p> <ul style="list-style-type: none"> • Potential sale of land on which the Parish Hall and outbuildings are currently situated. • Potential proceeds from sale would fund the re-purposing of the Church building into a bespoke centre for 	Fr Stanley Deacon Anthony/ Doreen Brooks Admin Asst	01/09/2022 ongoing	Advice from Rachael Oxspring at the Curia and Property Dept via	

		community and outreach facilities and retain the Catholic ethos of the project.			Agents Spencer Birch Contact Lincoln Court who own land behind Church as potential purchasers	
		<p>St Thomas More Church</p> <ul style="list-style-type: none"> • Relaunch the re-development of the Church as per previous submitted plan to B&S Committee in 2017 • Increase capacity of the Church to accommodate extra parishioners from St Hugh and St Teresa 	Fr Stanley/ Deacon Anthony	01/09/2022 On going	<p>Consult with Rachael Oxspring. Re-submit previous plans for approval</p> <p>Contact Andy Page CP Associates for estimated costings</p>	