



## First meeting of the OLSP Forum

Tuesday 21<sup>st</sup> October 2025 at 7.00pm

### Those in attendance:

Communications Team	Jonathan Jenkins, Jordan Taylor Robinson & Seana Dawson
Parish Administration	Seana Dawson
Finance Committee	Chris Pond, Tom Clarke
Tuesday Lunch Club	Jan Beaumont & Christine Hardisty
Sunday Refreshments	Chris & Margaret Pond
Altar Servers	Richard Emms
Readers	Judy Hayler
Children's Liturgy	Jordan Taylor Robinson
First Holy Communion	Victoria Dickinson & Jordan Taylor Robinson
Welcoming	Jonathan Jenkins
SVP	Peter Wells
Ministry of the Eucharist	Peter Wells
Catenians	Larry Newman
Ministry of Consolation	Sue Faulkner
Prayer Ministry	Sue Faulkner
Misso Red Box	Chris & Margaret Pond
Group supporters	Rosalind Turner Pat O'Driscoll

Apologies received from:

*Mike Hope - Confirmation*

*Maribel Favor – Safeguarding and hall bookings*

*Anne Marie Newby – Flower group*

*Fr Jack Lusted*

*Preliminary actions in red*

### 1. Forum Organisation

- *Meeting commenced at 7pm with a brief explanation of why St Bernard's Forum came to be (sudden departure of Deacon Rider and need to portion out tasks he did) and that OLSP might benefit from same administrative set-up.*
- *The Forum is a non-pastoral discussion meeting with the intent of understanding how the various groups and events need to be supported in a practical sense and finding the people to do this. The Pastoral Committee, Finance Committee and AGM will continue to exist with the Finance Committee continuing to make the executive decisions.*

*JJ then led us in a prayer and supplied an informal agenda to start us off. Attendees were asked to give a brief overview of the group they were representing and how they may be helped.*

## 2. Facilities

- a. **CCTV** is now installed in the Church with one camera in the Narthex and one in the Sacristy. There are other cameras outside of the Church and the Office. The one in the Sacristy is to support Safeguarding and the cameras may ensure the eventual opening of the Church during the day sometime in the future. The CCTV does not record sound.
- b. **Defibrillator** – The East Grinstead Defibrillator Society provided a presentation to the Finance Committee, and it has been agreed to fund and install a Defibrillator initially in the Sacristy but eventually to be moved to one of the outside walls of the Church or to a suitable place close by recommended by the East Grinstead Defibrillator Society. *A volunteer is required to maintain and monitor the Defibrillator while it is on Church premises (this is not an onerous task).* After it has been moved the East Grinstead Defibrillator Society will take over the responsibility.
- c. **Medical emergencies, fire safety and lock down procedures**  
There needs to be a protocol for evacuating parishioners from the Church to an assembly point. It was suggested that the Welcomers could help in this role. They will need to be made aware of the protocol and their role in implementing it.
  - i. Hi-Viz jackets would be sourced and there would need to be a discussion/meeting about this.
  - ii. JJ suggested a push button to set off the fire alarm to ensure swift evacuation in a fire or another emergency.*Action- There is an Accident and Emergency protocol and Seana has some details on this but needs support and ideas to get this completed for both Churches.*
- d. **Locking up the loft** – the door accessing the loft needs to be kept locked.
- e. **Safe keys** – Chris keeps a list of key holders with access to the safe.

## 3. Safeguarding

There were mixed experiences with DBS applications. Some parishioners found the process straightforward, while others struggled. Maribel (Safeguarding Representative) had sent word that **no one may undertake their volunteer role until a valid DBS is received.**

- a. It was noted that **SVP members** complete their DBS through SVP channels, which seems smoother.
- b. It was suggested to consult the **UK Government website** for a clear list of who requires a DBS.
- c. Parishioners should also be reminded to **register for the Update Service** once their DBS is issued to simplify renewals.

## 4. Grounds

Tom has appointed a company to attend to the grounds of OLSP and St Bernard's and Holly Cottage. *The need for lighting along the pathway adjacent to the Church to the parish hall is urgently needed. This will be addressed.*

## 5. Parish Hall

*There is an ongoing shortage of storage and a lack of clarity over who manages the Hall's contents.*

- a. Some cupboards contain items left from past groups.*
- b. Shannon Weight (Projects Manager) is exploring installation of an outdoor storage shed for seldom-used items.*
- c. Once the old carpet is removed, tables will be stored in the corridor cupboard.*
- d. The Lunch Club noted the Hall is sometimes left untidy by other users; a "House Rules" or clean-up checklist will be created and displayed.*

## 6. Tuesday Lunch club

- a. Open to all parishioners — anyone "feeling hungry" on the **third Tuesday each month** is welcome.*
- b. The club is **self-funding and self-sufficient** but cannot provide transport for attendees (H&S reasons).*
- c. More attendees would be welcome.*

## 7. Refreshments

*Chris Pond organises the rota for providing refreshments after the 10.30am Mass every Sunday. There are nine pairs on the rota with a new volunteer recently recruited. This seems to be working well. There was a query about the possibility of people doing an ad-hoc stint on the Refreshments rota and Chris said given enough notice this could be facilitated.*

## 8. 100 Club

*There are 150 subscribers with a draw every quarter during coffee time after Mass. New members are encouraged.*

## 9. Catenians

*Larry Newmans reported that the Catenian Christmas evening has been arranged for 12<sup>th</sup> December at Sweetwoods Golf Club and the Bishop has been invited and will be attending. It is hoped this might procure more members. The Catenians is a male organisation, and voting is taking place amongst its 6,000 members to decide if women can join.*

## 10. Rosary and Adoration

*Peter reported that this is going well with at least 10 people attending every Friday. People are free to come in and out of Adoration any time between 11am and 12 noon. A request was made for 10 laminated copies of the Angelus/Divine Praises for those who attend and 5 copies of the Rosary document in time for each weekly session. *Seana will action this.**

## 11. Readers

*A few readers were lost from the 6.15pm rota with the last call for new readers filling the gap. There have been a few people leaving from the 10.30am rota without letting Judy know. Currently there are 5 pairs of readers for 10.30am Mass and 6 pairs for 6.15pm Mass. **Judy Hayler has done the rota for a number of years and would like to find a replacement.***

## **12. Volunteers**

*A Community Action event was suggested promoting the importance of volunteering as an extension of faith in action. This would be a time of encouraging people to volunteer for the various jobs that need to be done in the Parish. Victoria D discussed ways of doing this. It was thought that embracing the month of January as “Volunteer Month” might be one way, as would a Volunteer Fair. Lively discussion by attendees at the meeting of ideas of how this might go.*

## **13. First Holy Communion**

*There is a shortage of catechists with only four available to run the programme this year. It will not be possible to hold sessions if any of the four are unavailable. **The need for more catechists is urgent.***

## **14. Welcomers**

*Jordan suggested a casual welcoming sign-up list for welcomers and to encourage a young welcomers' team.*

## **15. SVP**

*SVP has served since 1973 and currently has **6 members**, with **2 more joining**.*

- *They assist parishioners in need and provide **lifts to Mass**.*
- ***13 people** receive home Communion fortnightly.*
- *The SVP welcomes more volunteers — both regular and ad hoc — and relies on parish contact forms and Fr Jack for referrals.*
- *DBS checks for SVP members are handled through SVP directly.*

## **16. Ministry of the Eucharist Rota**

*Peter Wells oversees the rota but would also like to **step down**.*

- **6.15pm Mass:** 10 ministers.
- **10.30am Mass:** 9 ministers.

## **17. Ministry of Consolation**

*The monthly Consolation Cafes are going well with 5/6 regular attendees who find it helpful and supportive. One to one consolation support has also taken off in the past few months with monthly support provided. Bereavement support training is regularly available via the Diocese.*



## **18. Closing**

- Jonathan thanked everyone for their attendance and contributions.
- Future Forum meetings will be held quarterly (dates to follow).
- Meeting closed: 9:05pm