

## Notes from the Volunteers' Steering Group Meeting, 6<sup>th</sup> November 2017

### 7.45 pm in the Chancellor Room

Present: Andrew Duke (Chair), Canon Ivor Moody, Pippa Alston, Maureen Benson, Chris Birt, Margaret Birt, Pam Bridger, Sarah Carter, Ruth Collin, Ray Cooper, Marian Emuss, Ann Freese, David Frampton, Dan Glading, Jean Glading, Elizabeth Marshall, Nick Robinson, Pam Sharpe, Yvonne Spence.

Apologies were received from Jean and Eric Crook, Susannah Owen, Jean Standen, Mary Love, Mary Farrin, Janet Pettifer, Rosemarie Rowe, Tim Leeson, Ruth Bird, Brian Greatrex, Janice Goodman and The Dean.

1. Andrew opened the meeting with prayers, remembering Daphne Nichols, a former MU Branch leader, who had died since the last meeting.
2. The Minutes of the last meeting were agreed as correct. EM thanked Sandie Duke for taking them in her absence.
3. Matters Arising: The Visitors' Guide in Polish is now available.
4. Safeguarding: EM reminded the meeting that all new volunteers need to do the online training as well as completing the Diocesan Confidential Declaration Form. AD said that he should receive completed Volunteer Role Profiles, one for each Team Leader and the other for each team member.
5. Training: 46 people had attended Ruth Moody's information session about dementia, which also touched on dealing with those with mental health issues. DF noted that some people visiting the Cathedral can be disturbed or aggressive which can be disconcerting to stewards.
6. Recruitment: AD asked if anyone had links to the Cathedral School Newsletter as it would be good to encourage the school parents to volunteer.
7. Succession - this will continue to feature as an agenda item at every meeting! It is hoped that the Volunteer Role Profile will assist.
8. Volunteers' Thanksgiving Service: (15<sup>th</sup> April 2018 at 3.30pm). It was felt that this would be too soon after the last one and that it would be better in 2019. It would be good to involve more volunteers in the service and perhaps include a recommissioning of volunteers to recognise their service for God. 9.30 was thought to be better than 3.30. Agreed to postpone to 2019.
9. Chapter Updates: Round Table discussions have been organised for three Sundays in March, principally to follow up the recommendations of the Visitation. The summary had been sent to all who had participated in the interviews. AD had reported to Chapter at the September meeting; Chapter had complimented the volunteers on all the sterling work they do. The Budget for 2018 had been set including a sum for the Education team work with schools. Harvest 2018 will be celebrated at the 3.30 service.
10. Group Leaders' Concerns/Succession Planning:
  - Jean and Eric Crook wish to relinquish the organisation of the coffee rota;
  - Pastoral Visitors require more people to deliver cards to the parish and the congregation (Rosemarie Rowe);
  - Malcolm Treacher is organising the Christmas lunch again;

- A new prayer group is starting in the Jacob Rom on the 3<sup>rd</sup> Thursday of each month for about half an hour;
- YS said that the Social Committee had organised events with young families in mind but had had little response.
- A WhatsApp group had been suggested, signing up to the newssheet by email, a Facebook page - all possibilities to improve the communication to the congregation which could be done by a volunteer.
- Need for more Sidespersons as age profile means more are giving up.
- RC has organised the deep clean of the kitchens, toilet facilities and windows.
- Raffle tickets for the Christmas Market were circulated (2.12.17). Ball is in January.
- Flower Guild need more from the congregation.
- Paul Ventriss has had to retire from the Friday Lunchtime concerts team through ill health, AD will organise a card.
- Scout Group: support varies from parents and uniformed helpers.
- English for Women: Susannah Owens is now the Project Manager and there have been 80 different women attending since September; there are 60plus volunteers but need more, especially for the crèche.
- Ray Cooper offered to obtain a Danish translation of the Cathedral Guide leaflet. (AD to ask Tony H to do the layout)
- Meeting Point: 10-12 meet for lunch.
- New Interests: planning meeting to share ideas for 2018 programme
- Servers and Lay Assistants numbers are low. More younger people would be welcome
- DF would like to increase the numbers of Weekday Stewards and to increase the caring/pastoral side of their duties. Retired clergy have been circulated of whom one is definitely thinking about it.
- The bookstall has new merchandise: mugs, tea towels and Christmas cards.
- ME said that 500 children had visited the schools workshops so far, 300 for Christmas workshops. Additional volunteers required to share the load.
- Photographs: the policy needs clarification with new regulations coming next May.
- 9.30 readers: 1 new recently and currently don't need more with the reduction to one reading at 9.30.

11. Date of future meetings: Monday 5<sup>th</sup> March 2018, 2<sup>nd</sup> July 2018, 5<sup>th</sup> November 2018

AD asked for someone to act as deputy for the interim while he undergoes a course of chemotherapy. Please let him know if this is something you would consider.