



The Catholic Parish of Stevenage Old Town

The Church of the Transfiguration of Our Lord · Stevenage Old Town
Shared church of Christ the King · Symonds Green



MEETING MINUTES

MEETING NAME	ORGANISER
Parish Council	Sue Coy

LOCATION	DATE	TIME	DURATION	MEETING NUMBER
Old Town, Presbytery	01/02/2009	12:00	1.5 Hours	009

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Maria Hoffman	MH	Attendees plus: MH,AM,JP,LC,TJ,BV
Mark Cranny	MC	Audrey Murphy	AM	
Anne Francis	AF	Janet Page	JP	
Kris Kasperowicz	KK			
Tony Lennon	TL			
Peter Stones	PS			
Father Frank	Fr.F			
Sister Loretta	Sr.L			

Type: A=Action, D=Decision, S=Statement, I=Information

Status: New, Open, Outstanding, Closed, Superseded

Priority: 1=High, 2=Normal, 3=Low

Date: Date due, Date Completed, Date superseded

Item	Type	Description	Status	Pri.	Owner	Date
1.		SC opened the Parish Pastoral Council (PPC) meeting with a prayer.				
2.		After apologies for absence the minutes from the previous meeting were approved.				
3.		Review of outstanding actions				
	I	The current outstanding actions were reviewed. KK reported that the PPC notice board with member photos is nearly ready to be displayed in the church.				
	S	MC suggested that members of the PPC could take on the role of "Welcomers" at each mass in order to let the parish put names to faces and be available for parishioners to contact re issues (cf. Action 3).				
4.		Feedback from parish questionnaire				
	A	SC/BV to complete the analysis/summary of the questionnaire results so that feedback can be	Open	2	SC,BV	

		provided to the parishioners: this could coincide with the display board being put up.				
5.	A	<p>Parish activities/structure</p> <p>There was some discussion as to which areas of parish activity could be identified and members of the PPC volunteered to take responsibility for each of those areas. (cf. Action 4)</p> <p>An organisation chart with names of those responsible (by area) will be included with the PPC photos</p>	Open	2	MC, KK	
6.		After a prayer the meeting closed.				

Outstanding Actions						
1.	A	Sr.L has requested that one or more people be "trained up" regarding the organising of the various parish groups and rotas.	Open	2	LC, TJ	Ongoing
2.	A	It has been suggested that named photos of all of the Council members be posted on the notice board.	Open	3	KK	Ongoing
3.	A	It would also be helpful if two or three Parish Council members were available (and easily identifiable) at the end of each Sunday mass: this would take some of the burden off Sr.L and Fr.F who tend to be inundated at the end of mass.	Open	2	All	Ongoing
4.	A	SC made a request for volunteers to take on various jobs within the parish: eg. the parish representative for Churches Together in Stevenage would like to step down from the role in the not too distant future.	Closed	2	All	
5.	A	Sub-committee to come up with suggestions and ultimately a proposal (by mid-December) to address this issue, with the aim of presenting something to the Parish Finance Committee at their next meeting (February)	Closed	2	MC, AF, KK, TL, MH, Sr.L	30/01/09
6.	A	JP said that she would ask someone from the Filipino community to attend the next PPC meeting.	Closed	3	JP	

NEXT MEETING	<p>Saturday 7th March, 7pm at the Old Town Presbytery</p> <p>Sunday 10th May, 12pm at the Old Town Presbytery</p> <p>Saturday 6th June, 7pm at the Old Town Presbytery</p>
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The purpose of the Parish Council is to promote and support the pastoral life of the parish in all of its aspects, both when gathered as a worshipping community and in daily life.