



# 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	06/12/2008	19:00	1.0 Hours	007

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Teresa Jones	TJ	Attendees plus: TJ, Fr.D
Liz Canavan	LC	Tony Lennon	TL	
Mark Cranny	MC	Father Dermot Morrin	Fr.D	
Anne Francis	AF			
Maria Hoffman	MH			
Kris Kasperowicz	KK			
Audrey Murphy	AM			
Janet Page	JP			
Peter Stones	PS			
Bernadette Vella	BV			
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**Status:** New, Open, Outstanding, Closed, Superseded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**Date:** Date due, Date Completed, Date superseded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.	I	<p><b>Parish Questionnaire</b></p> <p>BV and SC provided some initial feedback:</p> <p><i>Main issues</i> Overcrowding at 11am mass, noise during mass, children being allowed to run around in front of the altar and near the tabernacle.</p> <p><i>In general</i> The feedback was very positive, with the Parish</p>				

	A	described by the majority of responses as being friendly and welcoming, with specific mention of Fr.F and Sr.L. There was very little negative comment. There has been a request for more social events eg. tea and coffee after mass. Some people volunteered to help in the Parish but failed to provide any contact details. BV/LC will try and identify them.	Closed	2	LC	07/12/08
	A	Fr.F asked when it was intended that the Questionnaire results be reported back to the Parish. BV stated that the analysis needed to be completed. It was decided that a short verbal response and some handouts take place on the 3 <sup>rd</sup> weekend in January.	Open	2	All	
	S	Fr.F suggested that a Social Committee be formed and allowed to get on and organise a couple of Parish events.				
	S	A suggestion box needs to be made available at the back of both churches.				
		Fr.F mentioned the Parish's current needs and that groups should be identified: where the Questionnaire addresses these groups volunteers should be sought eg. church cleaning needs more volunteers.				
		Church music could also be covered by another sub-committee.				
		There was some discussion re rotas for each group/activity. It was suggested that a person from each group be nominated to do rotas etc.				
	D	A list should be compiled stating what several key parishioners do and what could be handed over. Sr.L suggested that Ian Lines be invited to the next meeting to give an overview of the many jobs he performs for the Parish.				
4.		<b>Visitation of Bishop Stack</b>  The proposed itinerary for the Bishop's visit was reviewed. PPC should be at the Presbytery at 4.15pm on Saturday 13 <sup>th</sup> December to meet with the Bishop.				
5.		<b>AOB</b>  <i>Nativity play at Christmas Eve mass</i> AF has agreed to organise this with help from SC. Issues were raised regarding crowding at the Christmas Eve service. It was decided to only invite children from the First Holy Communion group to take part in the Nativity.  <i>PPC Notice board</i> It was suggested that a notice board for the PPC be put up in the churches.				
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		
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.	Open	2		
8.	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 (January 26 <sup>th</sup> )	Open	2	MC,AF, KK,TL, MH, Sr.L	Ongoing
9.	A	A4 notices politely requesting that parishioners respect the time before Mass commences to be put up in The Transfiguration.	Closed	2	MC	30/11/08
10.	A	A sub-committee will prepare the questionnaire: meeting to finalise the format in the Presbytery on <b>Tuesday 18<sup>th</sup> November at 7pm</b> . It was estimated that around 350 copies of the questionnaire would be required.	Closed	1	AF,TL, BV,LC, KK,JP	30/11/08
11.	A	JP said that she would ask someone from the Filipino community to attend the next PPC meeting.	Open	3	JP	

<b>NEXT MEETING</b>	<p>Tuesday 20<sup>th</sup> January, 7pm at the Old Town Presbytery</p> <p>Sunday 1st February, 12pm 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.