



# 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	07/03/2009	19:00	1.0 Hours	010

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

**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**Status:** New, Open, Outstanding, Closed, Superseded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**Date:** Date due, Date Completed, Date superseded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.		SC introduced JS to the committee: JS has agreed to take on the role of parish Ecumenical Contact from Alan Bruce and will take over from Annette Lines as parish representative on CTIS.				
4.		<b>Parish activities/structure</b>				
		There was some further discussion concerning the various roles of the PPC members.				
	I	LC and TJ have already taken on the ownership of several rotas from Sr.L.				
	A	AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	

	A	Fr.F to approach Fran Birch re starting a parish choir group.	Open	2	Fr.F	
	A	KK will look at organising a "Welcomers" rota.	Open	2	KK	
5.	A	<b>Feedback from parish questionnaire</b> There is still an open action to complete to complete the analysis/summary of the questionnaire results so that feedback can be provided to the parishioners. SC to chase.				
6.	I	<b>AOB</b> SC reminded the PPC that the constitution requires that an Annual Parish Assembly be held to report back to the parish on the previous 12 months activity. A suggested date for this is Sunday 28 <sup>th</sup> June after 11am mass. (tbc)				
7.		After a prayer the meeting closed.				

<b>Outstanding Actions</b>						
1.	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: members of the PPC could take on the role of "Welcomers" at each mass in order to let the parish put names to faces.	Open	2	All	Ongoing
2.	A	The analysis/summary of the questionnaire results needs to be completed so that feedback can be provided to the parishioners.	Open	2	SC,BV	
	A	Sr.L has requested that one or more people be "trained up" regarding the organising of the various parish groups and rotas.	Closed	2	LC, TJ	07/03/09
	A	An organisation chart with names of those responsible (by area) will be included with the PPC photos	Closed	2	KK,MC	07/02/09
	A	It has been suggested that named photos of all of the Council members be posted on the notice board.	Closed	3	KK	07/02/09

<b>NEXT MEETING</b>	<p>Sunday 10<sup>th</sup> May, 12pm at the Old Town Presbytery  Saturday 6<sup>th</sup> June, 7pm at the Old Town Presbytery</p> <p>Annual Parish Assembly:  Sunday 28<sup>th</sup> June, 12pm at The Transfiguration (tbc)</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.