



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	07/09/2008	12:00	1 Hour	003

DISTRIBUTION (Participants, Copies for information)		
ATTENDEES	APOLOGIES	COPIES
Sue Coy - Chair SC	Fran Birch FB	Attendees plus;
Liz Canavan LC	Glyn Jones GJ	Father Frank Fr.F
Mark Cranny MC	Tony Lennon TL	Sister Loretta Sr.L
Anne Francis AF	Audrey Murphy AM	
Teresa Jones TJ	Janet Page JP	
Kris Kasperowicz KK	Bernadette Vella BV	
Peter Stones PS		
Father Dermot Morrin Fr.D		

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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 meeting by welcoming Father Dermot Morrin OP, whose role within the diocese is to help with the setting up of Parish Councils.				
2.	I	Father Godfrey will be arriving on Wednesday 10 th September to provide cover while Fr.F is away.	Open		MC	
2.1	A	Alan Bruce will be collecting Father Godfrey from the airport but has requested some company for the drive: PS volunteered to go along.	Closed	1	PS	07/09/08
2.2	A	SC requested that someone took ownership of ensuring that Father Godfrey would have transport between the Old Town and Symonds Green for 10.30am mass on Tuesdays and 9am mass on Sundays	Open	1	MC	
3.	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	
	S	It would be useful if there was a complete list of all				

		groups within the parish and their representatives				
4.	A	It has been suggested that named photos of all of the Council members be posted on the notice board.	Open	3		
4.1	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.	Open	2		
5.	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; following the Fire Risk Assessment there a minor changes that need to be implemented within the church and presbytery.	Open	2		
6.		There has been a suggestion for the creation of a "child friendly" area within the Transfiguration church, possibly near the Sacristy (easy access to the WC!). After some discussion it was felt that this could be difficult to implement with the restrictions of the current church building and that it couldn't be taken further without the whole Parish Council present to discuss it. The subject of how we make people of all age groups welcome and included within the parish and at mass is one that needs further discussion.				
7.	A	Fr.D requested a list of Parish Council member names and contact details.	Closed	2	MC	08/09/08
8.	I	Fr.D gave a brief overview of his role within the diocese and talked about the role of the Parish Council: <ul style="list-style-type: none"> • Practical jobs within the parish • Involvement in local issues • Welcoming people into the parish • "sharing the priesthood of Christ" – all baptised Catholics have a role to play, not just the parish priest • The Parish Council is there to work with the parish priest and represent all lay members of the parish • Possible written set of rules/constitution? • How often should the Parish Council meet? (increased frequency initially in order to get things up and running?) • Communication: the Council represents all of the lay people and needs clear communication to all within the parish (process needs to be clear and seen, not just an anonymous group taking decisions in secret) <p>All of this needs to be approached in a prayerful way in order for it not to appear hollow or just an administrative task: as Catholics we have a Communion and a Mission.</p> <p>As time goes on Fr.D will be able to feedback what is taking place within other parishes as regards the</p>				

		various Parish Councils: sharing ideas.				
9.		There was some discussion as to what methods of communication would work best within the parish as regards the decisions/activity taking place within the Parish Council.				
10.	I	SC informed the meeting that the bishop will be visiting the parish in December and would like to meet the Parish Council members.				
11.	S	LC proposed an Action Plan be drawn up, with clear responsibilities and target dates.				
12.		It was decided to try and increase the frequency of Council meetings to two-weekly in order to get things moving.				
13.		After reflection and a closing prayer the meeting closed.				

NEXT MEETING	Sunday 21 st September, Old Town Presbytery
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<p>The purpose of the Parish Council is to:</p> <ul style="list-style-type: none"> • promote the development of the parish in all of its different aspects • to work with and assist the parish priest and his team in the practical and spiritual growth of the parish as an inclusive community
