



# 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	09/11/2008	12:00	1.5 Hours	006

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

**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**Status:** New, Open, Outstanding, Closed, Superseded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**Date:** Date due, Date Completed, Date superseded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.		<b>Visitation of Bishop Stack</b>  The proposed itinerary for the Bishop's visit was reviewed.				
	I	It was agreed that the PPC would meet the Bishop at 4.30pm on Saturday 13 <sup>th</sup> December.				
	I	It was agreed that the Finance Committee would meet the Bishop after 11am mass on Sunday 14 <sup>th</sup> December.				

	A	Fr.F to return a modified itinerary to the Bishop's secretary.	Open	2	Fr.F	
4.	A	<b>Scheduling of PPC meetings</b>  It was agreed that always having PPC meetings after 11am mass might not be suitable for everyone. While no single day would always be convenient, meetings during weekday evenings would cause more problems for more people. It was agreed that alternating between Saturday after 6pm mass and Sunday after 11am mass would allow more people to attend. MC to identify 6 dates in 2009 for PPC meetings so that everyone has as much prior notice as possible.	Open	3	MC	
5.		<b>Outstanding actions</b>  These were reviewed.  KK took several candid but tasteful photos of the PPC members in preparation for the formal "launch" of the committee to the Parish.				
6.	A	<b>AOB</b>  <i>Parishioners Questionnaire</i> Following on from a suggestion at the previous meeting it was decided to prepare a questionnaire asking parishioners what they wanted for the future of the parish and to present this during the masses at the end of November (29 <sup>th</sup> /30 <sup>th</sup> ), as part of promoting the existence of the PPC. Parishioners will be asked to complete the questionnaire during mass.	Open	1	AF,TL, BV,LC, KK,JP	
	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.	Open	1	SC	
	A	It was suggested that Trish be asked to put a notification of this event in the newsletter.	Open	1	SC	
	A	<i>Filipino community</i> JP said that she would ask someone from the Filipino community to attend the next PPC meeting.	Open	3	JP	
		<i>Mass books</i> It was suggested that Mass Books / Order of Service sheets would make the mass more welcoming for visitors and be useful for children who might not understand what was going on during the service. One option could be to identify a mass book that would be suitable for children and let parents know where to obtain it.				
7.		After a prayer the meeting closed.				

<b>Outstanding Actions</b>						
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		
5.	A	Following the Fire Risk Assessment there a minor changes that need to be implemented within the church and presbytery.	Closed	2	MC	10/11/08
6.	A	Blessing of the PPC to be arranged with Fr.F in order to highlight the PPC to the Parish.	Closed	2	SC	09/11/08
7.	A	Discuss the itinerary for the Bishop's visitation.	Closed	2	All	09/11/08
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.	Open	2	MC	Ongoing

<b>NEXT MEETING</b>	Saturday 6 <sup>th</sup> December, 7pm at the Old Town Presbytery
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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.