



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 Pastoral Council	Sue Coy

LOCATION	DATE	TIME	DURATION	MEETING NUMBER
Old Town, Presbytery	10/05/2009	12:00	1.0 Hours	011

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Anne Francis	AF	Attendees plus: Audrey Murphy, AF, TJ, TL, LC, JP, JS, BV
Mark Cranny	MC	Teresa Jones	TJ	
Maria Hoffman	MH	Tony Lennon	TL	
Kris Kasperowicz	KK			
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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.		Parish Questionnaire There was some discussion regarding the parish questionnaire. A full analysis of the results needs to be compiled ready to be fed back to the parishioners at the Annual Parish Assembly. From a brief initial inspection of the parishioners responses several issues were identified:				
	A	Altar servers – Fr.F and KK to look at establishing a group of children to act as Altar Servers.	Open	2	Fr.F / KK	
	A	Children and noise – Fr.F suggested trying a “child friendly” area to the left of the altar near the sacristy (closer to the loo for toddlers!)	Open	2	SC/MH	

	A	Music – Fr.F and MC to approach several parishioners and ask them to start a music group/choir.	Open	2	Fr.F / MC	
	A	Parish Directory – MC to ask Alan Bruce if a basis for a directory already exists.	Open	2	MC	
	A	Several parishioners gave their contact details: contact needs to be established with them.	Open	2	All	
4.		Annual Parish Assembly				
	I	The date for the Annual Parish Assembly was confirmed as being 5 th July 2009 after 11am mass				
6.		AOB				
	A	<i>Deanery Pastoral Council</i> Alan Bruce has informed SC that he intends to step down as parish representative on the Deanery Pastoral Council: a new representative needs to be found. The next Deanery meeting is on 19 th May and should have representation from our parish.	Open	1	All	
	A	<i>Parish ramble</i> MC to organise a parish ramble. 16 th August 2009.	Open	3	MC	
7.		After a prayer the meeting closed.				

Outstanding Actions						
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 at the Annual Parish Assembly in July.	Open	2	All	
3.	A	AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	
4.	A	KK will look at organising a "Welcomers" rota.	Open	2	KK	

NEXT MEETING	<p>Saturday 6th June, 7pm at the Old Town Presbytery</p> <p>Annual Parish Assembly: Sunday 5th July, 12pm at The Transfiguration</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.