



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	19/10/2008	12:00	1.5 Hour	005

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Teresa Jones	TJ	Attendees plus: TJ, JP, AM Fran Birch Glyn Jones Bernadette Vella
Liz Canavan	LC	Audrey Murphy	AM	
Mark Cranny	MC	Janet Page	JP	
Anne Francis	AF			
Maria Hoffman	MH			
Kris Kasperowicz	KK			
Tony Lennon	TL			
Peter Stones	PS			
Father Frank	Fr.F			
Father Dermot Morrin	Fr.D			
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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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. After apologies for absence the minutes from the previous meeting were approved.				
2.	I	Audrey Murphy sent a letter stating that she would be stepping down from the PPC but was still willing to help in whatever way she could.				
3.		Constitution of the Parish Pastoral Council				
3.1	A	After a short discussion the PPC agreed that the draft Constitution should be accepted as being at First Issue.	Closed	1	All	19/10/08
3.2		TL suggested that the PPC meetings should be clearly announced in the Parish Newsletter well in advance and that Parishioners be invited to contribute items for the agenda. Fr.F could also				

3.3		draw the congregation's attention to this at the end of Mass. AF suggested handing out notices to this effect at each mass at the weekend and inviting Parishioners to let the PPC know what direction they would like to see the Parish taking and any other suggestions.				
	A	Sr.L reminded the PPC that there was an outstanding action to make the Council well known to the Parish (eg. names/photos of Council members on the notice board etc). Fr.D suggested that a way to do this would be a short blessing of the PPC members during each Sunday Mass after the gospel.				
	A	Blessing of the PPC to be arranged with Fr.F	Open	2	SC	
4.	S	"Hospitality" The arrangements for Fr.Godfrey were a little bit ad hoc: SC suggested that in future we try to perform the function of hosting guests within the parish in a more organised.				
	I	The Bishop will be making a Parish Visitation on Sunday 14 th December.				
	A	After some discussion it was decided to address the arrangements further at the next PPC meeting when hopefully Fr.F will have more information as to the Bishop's itinerary.	Open	2	All	09/11/08
5.		Meeting room space SC informed the PPC that 44 children and adults had attended the Children's Liturgy for the 11am Mass at The Transfiguration that morning and that the space issue was now critical.				
	A	After some discussion it was decided to form a sub-committee and 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 th)	Open	2	MC,AF, KK,TL, MH, Sr.L	Ongoing
6.		Noise levels during Mass The issues of noise and the behaviour of some of the congregation at Mass were again discussed.				
	S	Announcements before Mass by Fr.F and Sr.L asking the congregation to be quite have had some effect.				
	A	A4 notices politely requesting that parishioners respect the time before Mass commences to be put up in The Transfiguration.	Open	2	MC	Ongoing
7.		AOB				
7.1	S	MC asked that the relationship between the PPC and the Finance Committee be formally agreed/clarified.				
7.2	S	Fr.D stressed the importance of ensuring that PPC meetings didn't clash with other events (eg. Baptisms) and were convenient for Fr.F to attend.				
7.3	S	Sr.L highlighted the amount of work that is				

		performed by certain key members of the congregation and that these tasks should be documented.				
8.	I	Fr.F nominated MH to join the PPC.				
9.		After a prayer the meeting closed.				

Outstanding Actions						
A1.	A	As we need to agree a constitution before we can proceed there is a meeting on 30 September at the House at 7.30 pm to put this in place.	Closed	1	All	30/09/08
A2.	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
A3.	A	It has been suggested that named photos of all of the Council members be posted on the notice board.	Open	3		
A3.1	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		
A 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		
A 4.1	A	Following the Fire Risk Assessment there a minor changes that need to be implemented within the church and presbytery.	Open	2	MC	Ongoing

NEXT MEETING	Sunday 9 th November, 12 noon 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.