



# 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	21/09/2008	12:00	1 Hour	004

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Liz Canavan	LC	Attendees plus; Father Frank      Fr.F
Anne Francis	AF	Mark Cranny	MC	
Teresa Jones	TJ			
Kris Kasperowicz	KK			
Peter Stones	PS			
Janet Page	JP			
Father Dermot Morrin	Fr.D			
Sister Loretta	Sr L			
Father Godfrey				

**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**Status:** New, Open, Outstanding, Closed, Superseded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**Date:** Date due, Date Completed, Date superseded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.	A	Fr D opened the meeting and after a brief recap of the previous meeting advised that a formal structure needed to be applied to each meeting. The following was suggested as a basis that could be adapted to suit;  a) Open with a prayer  b) Record apologies  c) Agree the previous minutes	Open	1	All	
2.	I	Fr D asked if the arrangements to ferry Father Godfrey around were in place and ascertained that everything was going to plan.				

3.	S	<p>There followed a debate over the issues of</p> <ol style="list-style-type: none"> <li>a) putting a council together</li> <li>b) the role of the lay person in the church</li> </ol>	Open			
4.	S	<p>To facilitate the above Fr D gave all present the following handout covering issues that must be discussed before setting up the council.</p> <ol style="list-style-type: none"> <li>1. <b>Role of Parish Pastoral Council:</b> A group who represent the parish community and can be consulted regularly by the Parish Priest and others about the pastoral life of the parish ( can cover church security, keys and other practical issues).</li> <li>2. <b>How many members?</b></li> <li>3. <b>How are members to be selected:</b> who is eligible to be a member – age , relationship to parish community? A link is needed to Symonds Green council. Volunteers from an assembly? Nominated by parish groups? (need to include 'Safeguarding Representative') Nominated by Parish Priest and/or Parish Sister? Elected by mass groups or an assembly? Ex – officio members?</li> <li>4. <b>How will the council give effective representation of the wider parish community?</b> Does the membership reflect the diversity of people and activities within the parish community? Does the membership reflect the diversity of people and activities within the parish community? Can its members form an overall view? Communication with individuals and groups functioning in the mission of the parish? (We will need to publish details of council members, and minutes need to be accessible to the parish bearing in mind that not everyone has access to the internet and in some cases are not literate.) Relationship to a regular parish assembly? (We need to have an 'open meeting' on a regular basis ie half yearly or annually) Offices within a parish pastoral council : chair, secretary, link persons? ( job descriptions need to be decided upon).</li> <li>5. <b>How often should the Parish Pastoral Council meet?</b> Ie monthly, every other month and stick to the same date ie 1<sup>st</sup> Sunday of the month.</li> <li>6. <b>Length of meetings?</b></li> <li>7. <b>Length of term for members?</b> What to do if there is a vacancy? (do we advertise?) What to do when a member fails to attend on several occasions without sending apologies? (is it assumed that they no longer want to attend)</li> <li>8. <b>How many consecutive terms can a member serve?</b> Is a regular turn-over in members desirable?</li> <li>9. <b>Continuity?</b> Should the members serve overlapping terms?</li> </ol>	Open			

5	A	<b>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.</b>	New	1	All	30/09/08
6	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
7	A	It has been suggested that named photos of all of the Council members be posted on the notice board.	Open	3		
7.1	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		
8	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		
9.		After reflection and a closing prayer the meeting closed.				

<b>NEXT MEETING</b>	Sunday 19 <sup>th</sup> October, 12 noon Old Town Presbytery
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<p>The purpose of the Parish Council is to:</p> <ul style="list-style-type: none"> <li>• promote the development of the parish in all of its different aspects</li> <li>• to work with and assist the parish priest and his team in the practical and spiritual growth of the parish as an inclusive community</li> </ul>
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