



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	28/02/2010	12:00	1 hour	018

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Father Frank	Fr.F	Liz Canavan	LC	Attendees plus: LC, MH, JP, Sr.L, Audrey Murphy
Sue Coy - Chair	SC	Maria Hoffman	MH	
Mark Cranny	MC	Janet Page	JP	
Anne Francis	AF	Sister Loretta	Sr.L	
Kris Kasperowicz	KK			
Tony Lennon	TL			
Janet Middleton	JM			
Peter Stones	PS			
Jackie Swanson	JS			

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.		Easter arrangements SC asked for a summary of what activities would be needed over Easter.				
3.1	A	<i>Maundy Thursday</i> Washing of Feet: JM to approach 12 volunteers on Palm Sunday (each to provide a minimum of one foot). Confirmation Group involvement to be confirmed (?!) by Fr.F.	Open	2	JM	
	A		Open	2	Fr.F	
3.2	S	<i>Good Friday</i> Welcomers needed to welcome Anglican guests.				
3.3		<i>Easter Vigil</i>				

3.4	A	MC to organize Brazier (with John O'Boy?) <i>Flowers</i>	Open	2	MC	
	S	The Flower Arranging Team have all of this covered.				
3.5	A	<i>Easter Eggs for Children</i> MH to obtain some eggs (preferably Fair Trade ones) for Easter Sunday services.	Open	3	MC	
4.		AOB				
4.1	I	<i>Alter Servers</i> PS asked about the status of this: Fr.F is arranging CRB checks for KK so that this can be progressed.				
4.2	A	<i>PPC communication to Parishioners</i> PS asked that announcements be made in the Newsletter regarding the PPC meetings. PS to contact Parish Secretary to arrange this. JM to arrange for hardcopy of PPC meeting minutes to be made available at the back of church.	Open	3	PS	
	A		Open	3	JM	
4.3		<i>Social event – Quiz Night</i> TL has been looking into organising a Quiz Night (with Fish & Chip supper) to raise money for CAFOD. This could possibly be arranged for late April or early May. TL to confirm date.				
	A		Open	2	TL	
4.4	I	<i>Christmas meal</i> JS reported that this has been discussed by the CTIS Leadership Team and that St Peter's already arrange something for this: we could possibly get involved as volunteers with them or arrange our own meal. JS to find out what they might need and/or what we could provide for them.				
	A		Open	2	JS	
4.5		<i>"Order of Mass" sheets</i> SC showed a laminated mass card with the Order of Mass: it was suggested that this would be very useful in helping parishioners (and older children) follow mass. Fr.F informed the PPC that there will be some changes to the wording of the mass later in the year. It was decided to wait until later in the year before ordering any Mass sheets, but in the meantime we could print the main prayers onto labels and include in the back of the hymn books. SC to ask parish Secretary to help with this.				
	D					
	A		Open	3	SC	
5.		After a prayer the meeting closed.				

Outstanding Actions						
1.		Several parishioners gave their contact details: contact needs to be established with them. MC to coordinate list with rest of PPC and make contact with volunteers.	Open	2	All	Ongoing
2.		AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	Ongoing
4.		Music – SC to arrange meeting of several parishioners and ask them to start a music	Open	2	SC/MC	Ongoing

		group/choir for 6pm mass. Announcement needed for newsletter asking for those interested to come to a meeting.				
5.		Compile a Parish Directory (distribute early February)	Open	3	MC	Ongoing
6.		Christmas Dinner for those who are alone.	Open	2	JS/All	
7.1		Announcement in the newsletter asking for volunteers.	Open	3	MC	
7.2		Welcomers rota	Open	3	KK	Ongoing

NEXT MEETING	<p>At the Old Town Presbytery: 12pm Sunday 18th April 7pm Saturday 15th May 12pm Sunday 13th June</p> <p>Parish AGM & 'Bring & Share' Lunch: 12pm Sunday 11th July</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.