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| Tool-web1 | The Catholic Parish of Stevenage Old TownThe Church of the Transfiguration of Our Lord, Stevenage Old Town | CtK-web1 |

MEETING MINUTES

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| **LOCATION** | **DATE** | **TIME** |
| Presbytery, 4 Basils Road | Thursday 19th June 2014 | 20:00 – 21:30 |
| **ATTENDEES** |
| Jacky Swanson | Annette Lines | Kathie Martins |
| Jon White | Kathryn Wallace | Martina Volske |
| **APOLOGIES** |
| Fr. Michael Doherty | David Kissane | Michael Downing |
| Fr. Auson  | Elaine Connolly |  |

## 8;

## Welcome and Opening Prayer: Jacky welcomed everyone to the meeting and Annette lead those present in prayer.

## Apologies: As above

## Approval of previous meeting minutes: The minutes of the meeting held on 17 May were accepted as presented.

## Matters arising:

**CTS Stand:** Simon to confirm progress with respect to the CTS book stand

**Website Maintenance:** Simon to follow up with Trish and Fr. Michael re the practicalities of maintaining

this within the Parish admin resource

**Recommissioning of Sacristans:**
**ACTION:** Fr. Auson to propose weekend and Annette to provide list of sacristans to then be invited

**Parish Gardens:** Good response to the request for support to tidy up the parish gardens in advance of the First Communion celebrations

**Seating at Mass:** The action to request readers to ask the congregation to indicate where available seats are at the beginning of Mass was discussed and revised. A number of parishioners prefer to stand throughout Mass and it was considered that there were logistical challenges in being in a position to indicate vacant seats once the Mass had started. However, it was agreed that there was a benefit in an announcement being made at the beginning of Mass to silence mobile phones and where appropriate make nearby vacant seats more clearly available for those who may wish to sit by not leaving single seats free along the rows, for example.

**ACTION:** Martina to ask Paul to make this announcement

**Communion Antiphon:** The removal of the Redemptorist Leaflet, which includes the Liturgy and Readings for the Sunday has been missed, and reduces Parish participation for the Responsorial Psalm and Communion Antiphon, in addition to following the readings. It was agreed that re-introducing the weekly Leaflets would be more cost effective than ordering, storing and distributing Parish Mass Books.

**ACTION:** Request Trish to re-order the weekly leaflets.

**Altar Servers:** Discuss with Kris and Fr. Auson the commissioning of the trained altar servers into the Guild of St Stephen.

**ACTION:** Jacky to contact Kris

**Youth Representation on PPC:**  **ACTION:** Jacky to contact Hannah to confirm contact details and invite youth volunteers to attend the AGM and PPC meetings.

**Bereaved Families:** It was agreed to invite bereaved families to provide a photo of their deceased to be included in the newsletter and invite the parish to pray for the deceased and their families.

**ACTION:** Jacky to contact Trish about making this offer to bereaved families and including any information provided in the newsletter.

## Communications:

Elaine was unable to attend the meeting. Postpone this item to the next meeting. There was a brief discussion regarding the website with positive comments and appreciation for the revised format and content highlighted.

## Liturgy: Kathryn expressed a wish to use Wednesday Word during the Children’s Liturgy. Jon agreed to increase his regular order and provide these for the Parish. It was proposed that the Parish might make a donation to St Margaret Clitherow School from time to time as an act of thanks ACTION: Simon to review suggestion and implement as appropriate.See comments above regarding Parish Mass Books versus weekly leaflets.

Katie reported on a discussion she had had with a potential musician.

**ACTION:** Kathie to follow up on this with Simon.

## 100th Anniversary:A list of events has been distributed. Kathryn has agreed to arrange a ‘themed’ Parish picnic to be held at St Margaret Clitherow School at a date yet to be announced.

## AGM:

The date will be revised to accommodate events which conflict with the planned date. There was a good discussion regarding the content of the report.
**ACTION:** Jacky to collate content and liaise with Simon to draft the report and agree date.

## AOB:Flower Arrangers: It was highlighted that there was a shortage of flower arrangers and Annette asked whether this was a valued ministry to be continued. There were several suggestions made as to how we might encourage new flower arrangers to come forward. These suggestions will be followed up at a future meeting. ACTION: Annette and Kathie to investigate potential workshop.

**Sunday Coffee Morning:** Reminder and request for help with First Sunday in the month Coffee Morning on Sun 6th July. Suggestion made to ‘advertise’ refreshments on posters/boards outside the Church before Mass.

## Date of Next Meeting:

Monday 21st July, 20:00 – 21:30 in the Presbytery.
**Kathie to lead opening and closing prayers**

Future proposed meeting dates (agreed to be retained as below)

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| Monday 21st July 20:00 – 21:30 (Kathie) | Thursday 9th October 20:00 -- 21:30 (Michael) |
| Saturday 6th September 10:00 – 12:00 (David) | Monday 10th November 20:00 – 21:30 (Elaine) |
|  | Saturday 6th December 10:00 – 12:00 (Simon) |