



St Matthew's Church Harwell

Annual Report 2011

The Annual Report

This is the annual report of the Parochial Church Council (PCC) for the Church of St. Matthew's in Harwell, Oxfordshire. It covers the last financial accounting year for the church, which was the calendar year ending 31st December 2011. PCC members are elected on a yearly basis at the Annual General Meeting in April, so parts of this financial period were administered by the PCC elected in April 2010 and part by the PCC elected in April 2011. These PCCs were made up to some extent of different people.

Providing this annual report on the activities of the PCC and of the parish in general is a legal responsibility of the PCC. The report aims to:

- a) provide the context in which the annual accounts can be understood
- b) relate the accounts to the wider life of the church
- c) link the financial plans for the vision of the future and review the past year.

The report is also expected to conform to the guidance in the "Statement of Recommended Practice" for reports and accounts issued by the Charity Commission. The reader needs to understand how the finances relate to the organisational structure and activities of the PCC.

This report was approved by the PCC and signed on their behalf by Jonathan Mobey, Chairman of Harwell PCC.

Background

St Matthew's Parochial Church Council (PCC) has the responsibility of co-operating with the Rector in promoting the whole mission of the church: pastoral, evangelistic, social and ecumenical. The PCC works with the clergy and the Churchwardens to ensure continuity of ministry for regular services, ensure that Children and Youth groups are properly run and staffed, organise home groups, social events, lay training courses, etc. It has responsibility for managing the finances of the church and to care for the church building and St Matthew's Church Hall, which it wholly owns. The PCC liaises with the higher councils of the Church of England through its representation on the Deanery Synod and participates in diocesan funding through the Parish Share.

In order to provide a framework for this work, the PCC has adopted a vision statement "Sharing life at the heart of the community, making followers of Jesus" and has based its strategy for fulfilling the vision around a number of key areas. Continual review of these areas provides a way to evaluate the extent to which our vision is being carried forward.

St Matthew's Church Harwell and All Saints' Church Chilton form a Joint Benefice. For efficiency and convenience the two PCCs regularly hold "combined" meetings, where members of the two PCCs come together to discuss matters that are common to both parishes before their individual meetings. Distinct from this, the Pastoral Measure provides for a Joint PCC, separate from the PCCs of the two churches. The two separate PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes. It has not met throughout the year.

The PCC has delegated responsibilities for important areas such as finance and maintenance of the church buildings to a number of sub-committees. Details are given later in the report.

1 PCC Membership

The membership of the PCC includes the clergy, the Churchwardens, representatives on Deanery Synod (all of these *ex officio*), plus members elected for one year at the Annual Parochial Church Meeting. From April 2011 to March 2012, the membership of Harwell PCC has been:

Clergy	Revd Dr Jonathan Mobey	(Chairman from November 2011)
Churchwardens	Allan Macarthur Tony Hughes	
Deanery Synod Representatives	Georgina Greer Gordon Gill Tony Hughes	
Deanery Pastoral Committee	Gordon Gill	
Elected members	Scott Cockburn Kate Evans Sid Gale Mel Gibson Liz Roberts Sarah Milrose Tim Roberts Roz Shipp Jonathan Wood Nicholas Milrose Jane Woolley	Secretary, Deputy Church Warden. (From April 2011) (From April 2011) Vice Chairman (from 2011) Deputy Church Warden Treasurer (From April 2011)

The majority of PCC members are elected by Church members, and seek to serve the interests of the Church members in their common life in Christ. All PCC members therefore very much welcome hearing from Church members their views on matters that the Council is considering, or suggestions for topics of discussion.

The minutes of PCC meetings are published on the notice board in the porch at the main entrance to the church and on the church website (www.harwellandchiltonchurches.org.uk) and are available by email if requested from the secretary.

2 Committees and Representatives

The PCC has sub-committees for the following purposes:

Standing Committee	Required by law, with the power to transact the business of the PCC between meetings if necessary The Rector, the Churchwardens, the Treasurer and the PCC Secretary.
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Finance and Budget	Proposes the Annual Budget and advises the PCC on matters concerning financial affairs. Peter Barclay-Watt (Chair), Jonathan Wood, Elizabeth Gill, the Rector, Allan Macarthur and Sid Gale.
Missions	Gives special attention to encouraging interest in overseas mission work and recommends allocation of funds to overseas and home missions. Sid Gale (Chair), Kate Ullmer, Betty Pyke, Grace Mein, Georgina Greer and Margaret Pepper.
Buildings Committee	Deals with maintenance, improvements and repairs to the church and church hall. Tony Hughes (Chair), Mel Gibson, Roz Shipp, David Pyke, Philip Roberts and Mandy Birkenshaw.
Joint PCC representatives	Sid Gale, Georgina Greer and the “standing members” (the Rector, the Churchwardens and the Treasurer).
Worship	This committee is a joint committee with Chilton and is responsible for the planning and review of all aspects of worship, the planning and preparation of Sunday worship, ensuring that the varied gifts of the congregation are being used in worship and exploring and planning developments and new initiatives in worship. It was noted that this group was currently not meeting. It was thought that it might be beneficial not to reform it while the post of Rector was vacant, but a decision on this will be taken at a later date.
Ministry Leadership Team	This group consists of the Rector, Churchwardens, the Church Administrator and those authorised to lead services. Jonathan Mobey (from November 2011), Steve Ward, Kate Evans, Joan Impey, Bruce Keeble, Pam Rolls, Alex Reich, Carolyn Vickers, Gordon Gill, Vicky Macarthur, the Churchwardens from Chilton and Harwell and Naomi Gibson (Secretary).

The PCC has also given special duties to the following, not all of whom are PCC members:

Bookkeeper	Elizabeth Gill
Stewardship Secretary	Ruth Slatter
Social Secretary	Monica Buxton
Christian Aid representative	Mary Hanley (from 2011)
Village Hall committee representative	Vacancy
Our Street Corner Youth Club Representative	David Woolley
Churches Together in Didcot representative	Kate Evans
Electoral Roll Officer	Mike Pepper
Gift Aid Secretary	Vacant

3 Church Membership and Attendance

Attendance at church services is measured on the Sundays in October throughout the Church of England. The average figures (per Sunday) for 2011 were:

under 16 years old – 21, over 16 years old – 108.

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2011 stood at 140.

4 Review of the Year

The PCC has met six times since the last annual report, including four combined meetings with Chilton PCC. The joint PCC did not meet. The following items summarise some of the main areas of PCC business during the year.

Appointment of the new Rector

Three candidates were interviewed on Thursday 3rd March 2011 and an appointment was made.

It was officially announced on Sunday 13th March in both churches that the appointment was given to Revd Dr Jonathan Mobey from St Andrew's Church, Oxford who is married to Dawn and has 4 children of school age.



The Institution by the Bishop of Reading and Induction by the Archdeacon of Berkshire of the Revd Dr Jonathan Mobey as Rector of Harwell with Chilton was held on Tuesday 6th September 2011.

The service was both a legal act and an act of worship. It marked the beginning of Jonathan's ministry and a new stage in the life of these parishes. As the mission and ministry of the Church is the responsibility of all baptised people, so they came together with their new minister and the Bishop to celebrate their ministry and offer themselves afresh to God.

The service had a number of distinct elements:

- The Gathering of the People, including the Presentation of the New Minister.
- The Liturgy of the Word, in which we read the Bible together and discern how it applies to our lives.
- The Liturgy of Institution, in which the tasks of ministry are spelled out and its collaborative nature is emphasised as the context for the ministry of Jonathan, which is then formally inaugurated; Jonathan is then duly welcomed.
- The **Institution**, which is the admission by the Bishop of a team Rector, Rector or Vicar into the Bishop's spiritual oversight and care of a parish/parishes.
- The **Induction**, which is the admission



by the archdeacon of a team Rector, Rector or Vicar into the possession of the church building, churchyard and parsonage.

- The **Installation**, which is the formal placing by the archdeacon of a priest in her/his seat in the church.
- Prayers for all in need.
- The Dismissal, in which the people are sent out with God's blessing to proclaim the gospel to the world.

Visit by the Bishop of Oxford

The Bishop of Oxford, the Rt Reverend John Pritchard came to St Matthew's Church, Harwell, to take the evening service on Sunday 27th March 2011. It was decided to serve tea, coffee and hot cross buns after the service.

John Pritchard was born in Salford, Manchester. He was educated at Arnold School in Blackpool before going on to study law at St Peter's College Oxford.



On the 11th December 2006, it was announced that John Pritchard would become the 42nd Bishop of Oxford. Having taken office at his confirmation - of- election in London on 23rd March 2007, he began his ministry in the diocese on 8th June 2007 after a service of inauguration at Christ Church Cathedral, Oxford.

The sermon he preached at St Matthew's was taken from the Book of John, chapter 5 verse 42.

It concerned water and the amount that we drink annually, which is 200 billion bottles, as well as tap water. Too much can kill you and too little can kill you. John Pritchard went on to talk about children dying from dirty water and poor sanitation.

He has twinned his loo with one in Burundi. We live in a grumpy litigious culture and the first sign of dehydration is grumpiness. We are spiritually dehydrated. We are short of living water! The Samaritan woman's life had been very hard, 5 husbands and a lover, but Jesus said that she needed living water

for her faith. If you drink ordinary water you will get thirsty, drink my water and you will not thirst and it bubbles in you all the time. We have to pass the living water on. Being a Christian is done in details - the way you forgive your friends, the way you handle arguments, the way you relate to those who are in pain, the way you defend the weak the way you stand for justice , the way you twin your loo. So here we are in this service - to receive that living water: drink up!

The Bishop of Reading

Andrew John Proud was installed as the suffragan Bishop of Reading on the 16th April 2011 and one lay member from Harwell was invited to attend. Pam Rolls from Chilton was attending and it was agreed that Georgina Greer would attend from Harwell. Andrew John Proud graduated from King's College London and studied for ordination at Lincoln Theological College. He was ordained a deacon

in 1980 and began his ministry with a curacy at St. Mary's, Stanstead Mountfitchet. In 1981 he was ordained priest. In 1993 he became Team Vicar of Borehamwood until 1990, when he moved to Hatfield, where he was an assistant priest in the team ministry until 1992. From that point until 2001, he was Rector at St. Mary's East Barnet before he returned to university to do a master's degree at the School of Oriental and African Studies, London during 2001/2002 before relocating to Adis Ababa as Chaplain at St. Matthew's Church. In 2005, he was made canon at All Saint's Cathedral, Cairo. Between 2007 and 2011 he was Area Bishop for the Horn of Africa. Mr Proud is married to Janice, who is a plant physiologist and they have two adult children and one grandchild.

The Rectory Lawn Function.

This took place on Saturday 6th August 2011 and the new Rector had agreed that it could do so on the Rectory lawn. It was organised by Harwell Feast Committee and the refreshments were provided by Harwell Church. The day was a great success.

Churches Together in Didcot

Kate Evans is our representative for Churches Together in Didcot and is on a working party discussing the new Community Centre on the Great Western Park Development. It would be a temporary building holding about 25 persons initially and should be in place by October. The running of the Community Centre was being discussed and Harwell had been asked to help in finance or kind. £80,000 has already been earmarked for the project. It was agreed that we would help in kind. A permanent site for the centre was being discussed. Jonathan Mobey has joined the working group after being inducted as Rector of Harwell and Chilton.

Church Hall

The PCC has reviewed the Conditions of Use for the church hall. The present arrangements have been in place since the new hall was opened in 1994. The motivation for looking at how we should use the church hall in the future stems largely from two factors. The cost to the church for maintenance, electricity and insurance is now over £4,000 per year, with very little income to contribute towards these costs. Also, the hall has been rather underutilised in recent years apart from when Little Pippins made use of it while their new building was under construction. There have been suggestions that if the hall were more widely used it would not only serve the community better, but also have the potential to raise more income towards the running costs.

The origin of the current Conditions of Use was investigated in detail and it was concluded that a somewhat wider range of uses, and the possibility of a letting scheme for some users, could now be considered. The investigation included a discussion with the Chairman of the Village Hall Committee, to ensure that any wider use of the church hall would not conflict with the interests of the Village Hall, and consultation with neighbours of the hall.

In November the PCC considered a proposal to broaden the Conditions of Use, compatible with the terms of the original 1948 Deed of Gift of the land, which stated that its use should "be directly or indirectly conducive to assist or benefit the work of the Church of England in the said Parish". The PCC agreed to the following proposals:

- The broadening of the conditions of use and adoption of a letting scheme in order to offset upkeep costs of the Church hall. This is also an opportunity for St. Matthew's to make available a facility to the village and through sensitive use of leaflets outlining church activities and possibly a small lending library of contemporary Christian books, be a means of outreach to the community.
- That the Buildings Committee and the Finance and Budget Committee form a small working group charged with proposing detailed management arrangements and details of proposed fee structure for discussion and approval at the January 2012 PCC meeting.
- That the Buildings Committee should be asked to arrange redecoration and consider the best way of providing regular and responsive cleaning.

An interest-free loan of £2,000 had been offered to help cover the costs of redecoration and cleaning to enable any new scheme to become viable.

The Working Group has already reported back to the PCC and is continuing to look at the details of how the revised arrangements will operate, but the hourly charges introduced for wider use will not apply to existing church-affiliated users. Use for church-related activities will continue to have priority. The main hall has already been re-decorated and a cleaning scheme is now in place with the Scout Group contributing towards its cost. Some new lettings have already taken place. The situation will be monitored as experience is gained with the new arrangements.

Pastoral Care

The Visiting Team continues to make a very valuable contribution to both the church and the wider community, but often this work is done out of sight of most people. As well as local visiting the Team also visit the Crown Nursing Home and Nursing Homes in Wantage and helps with transporting people to medical and other appointments.

Children's and Youth Work

The PCC received generally positive reports on the regular Sunday groups for young people.

The Fledglings Group for pre-school children and their carers continues to flourish and every month they hold "Under his Wings" worship sessions.

Once again St. Matthew's ran a summer holiday club for 5 to 11 year old children, this year using the Scripture Union "Mission Rescue" package. Around 30 children enjoyed five days of spy-themed activities, learning how God used Moses to rescue His people from slavery in Egypt. Highlights



included building spy bases, gadgets, games, stories and craft, and an enthralling drama directed by Fiona Brennan-Scott. Harwell School very kindly made their facilities, field and pool available; without their generosity the club would be much less effective. Thanks are also due to everyone who gave up their time to make the event such a success.

The Youth Fellowship (YF) is a Church group for teenagers typically 14-18 years old which meets every Sunday night between 7.00 and 8.30 in term time at the home of Malcolm and Mandy Birkinshaw. It currently has 8 regular members who range between the ages of 13 and 17 years. In September 2011 Georgina Doman took over from Steve Manning the responsibility of leading YF alongside Malcolm.

Since September YF has been looking at a guide called "Freedom in Christ for Youth", which is a 13-week discipleship course. Beginning with the fundamental truths of Christianity, particularly looking at who we are in Christ, the course moves on to considering what can deflect us from the truth. The

group considered what can affect their relationship with God, including handling their emotions and exploring the issue of forgiveness. They concluded the course by exploring Jesus' command to love our neighbour as ourselves, reflecting on the importance of their responsibilities in a relationship, rather than their rights.

Since completing the Freedom in Christ course they have had a debate about the YouTube video "Why I hate religion, but love Jesus" which has been a social media sensation recently. They also dedicated an evening to looking at the Old Testament book of Obadiah, discovering the story of Esau and Jacob and considering how this can impact their lives today.

5 Financial Position

The General Fund income in 2011 was £83,227 compared with £80,864 in 2010, an increase of £2,500. The total at the end of the year in 2010 was decreased by £11,700 due to a transfer to a designated fund of a legacy which was put in the Church Redecoration fund. In 2011, £2000 of this was transferred back to the General Fund. Thanks to a very generous donation on the 11th hour the General Fund ended in surplus instead of deficit. Regular giving is not keeping up with regular expenditure. With this in mind the budget for 2012 has set Planned Income expectations rather higher at £60,000 compared with the present £48,500.

Expenditure in 2011 from the General Fund was £81,549 compared with £80,324 in 2010, an increase of £1,200. With the £2,000 transferred back into the General Fund this made a surplus of about £3,600.

The overall reserves however fell from £38,193 to £33,697, partly due to the internal decoration of the Church which is proceeding in stages each year. Our reserves are rather small compared with our annual income of nearly £98,000. The recommended amount for charities is half the turnover, or £49,000 in our case.

The full Accounts which are presented at the AGM include the joint expenditure with Chilton as one item and their repayment of this also as one item, so the total income and expenditure in the unrestricted fund will be £4056 higher than in the simple accounts in this report.

Budget and Spend

The full and independently examined accounts for 2011 are published separately. These should be read in conjunction with this report.

Below is a summary of our income and spend over the years 2010 and 2011 with the approved budget for 2012.

<u>Church Payments</u>	<u>2010 (actual)</u>	<u>2011 (actual)</u>	<u>2012 (budget)</u>
Parish Share	<u>£43,298</u>	<u>£43,298</u>	<u>£44,380</u>
Mission Giving	<u>£10,000</u>	<u>£10,725</u>	<u>£10,200</u>
Local Care & Emergency Aid	<u>£563</u>	<u>£-100</u>	<u>£0</u>
Joint PCC Expenditure	<u>£8260</u>	<u>£8,251</u>	<u>£11072</u>
Harwell PCC Expenditure	<u>£18203</u>	<u>£19,375</u>	<u>£20,000</u>
<u>TOTAL</u>	<u>£80,324</u>	<u>£81,549</u>	<u>£85,652</u>

<u>Income</u>	<u>2010 (actual)</u>	<u>2011 (actual)</u>	<u>2012 (budget)</u>
Envelopes/planned giving	<u>£44,119</u>	<u>£48449</u>	<u>£60,000</u>
Tax recovered	<u>£14,080</u>	<u>£12460</u>	<u>£13,000</u>
Loose Alms	<u>£5,031</u>	<u>£4461</u>	<u>£4,000</u>
Donations/legacies/other	<u>£15,537</u>	<u>£16702</u>	<u>£5,000</u>
Fees	<u>£1,831</u>	<u>£998</u>	<u>£1,500</u>
Church Hall	<u>£0</u>	<u>£0</u>	<u>£0</u>
Interest	<u>£194</u>	<u>£157</u>	<u>£100</u>
VAT reclaim	<u>£254</u>	<u>£0</u>	<u>£0</u>
Transfer from designated fund	<u>-£11702</u>	<u>£0</u>	<u>£1016</u>
<u>TOTAL</u>	<u>£69162</u>	<u>£85227</u>	<u>£84616</u>
<u>Net surplus/ Deficit</u>	<u>-£11,161</u>	<u>£3678</u>	<u>-£1,036</u>

Missions, Local Charity and Emergency giving for 2011

The distribution of the budget for the support of missionary work that was proposed by the Missions committee and agreed by the PCC is shown below.

<u>Charity</u>	<u>Amount</u>
John Abu Bakker	£700
CPAS	£1000
Gideons	£700
Scripture Union	£600
Bible Society	£600
The Eden Network	£425
Church Army	£500
Missionary Aviation Fellowship	£700
Barnabas Fund	£500
Action Partners (Christine Perkins)	£2,000
CMS (David and Heather Sharland)	£3000
<u>TOTAL</u>	<u>£10,725</u>
<u>Special Collections</u>	
TEAR fund (Harvest Sale Lunch)	£278.85
Children's Society (Christingle)	£185.03
CMS (boxes)	£462.79
Didcot Emergency Food Bank(Harvest Sale Lunch)	£278.85
Bishop's Outreach (Service 29 th March 2011)	£122.51
Bishop's Outreach (Induction Service)	£463.51

6 Fabric Report 2011

Summary of work carried out to the church in 2011

A special mention is due to all those who have given their time, either on a regular or occasional basis, to maintain and enhance our buildings. Thanks are due also to those members of the church who give their time to ensure our buildings are kept clean and tidy, who decorate them, and who generally contribute to their upkeep.

The log book of church repairs has been maintained and is presented with this report.

The Terrier, recording details of the church buildings and land is held as subsection 1.2.2 of the church's Maintenance and Operations Manual and is also presented, along with the inventory of valuables.

There is a log- book of repairs and maintenance for the church hall.

Key items of work carried out in 2011 are as follows.

Electrical

All portable electrical equipment in the church and church hall was tested, with unsafe items being disposed of and other items being repaired. The fuse box for the church extension circuits had to be replaced after a serious electrical fault on 17th August 2011. A new anti frost heater and guard has been installed in the small toilet in the extension. We are currently taking part in a survey to monitor and hopefully reduce electricity use in the church and church hall.

External

The external gutters, downpipes and window ferris work have all been redecorated and a section of gutter outside the north aisle replaced. The external woodwork of the extension windows has been treated and a fascia board replaced. The Parish Council has replaced a fallen gravestone along the east path.

Internal

The internal walls and ceiling of the north transept and crossing have been redecorated. Whilst the scaffolding was up, the roof timbers were inspected and treated. Mould that tends to accumulate around the wood panelling under the east window has been cleaned off and fungicide applied. One of the channels on the radio microphone system failed in May and this meant that we had to install a new wireless tuner for one of the radio microphones. The British Legion flag holders in the north transept have been repositioned so as to accommodate a new flag and an extra name was added to the WW2 memorial plaque at the request of the British Legion.

About 3 m² of rendering behind the font, which was pulled off by an unknown perpetrator pulling on the rope and its fixings around the old tomb, had to be repaired in the summer.

Working Days

A cleaning up day of the chancel, north transept and crossing areas was held on the 26th May 2011 after redecoration work had been completed and items such as the war memorial plaques were put back up on the walls.

Tower

The bell ringers are installing extra sound insulation measures in the bell chamber.

Church Hall

The church hall is generally in good order. Some refurbishment of the hall has been carried out including new taps in the toilets and repainting the main hall. A clean up day was held on 19th November 2011 when the cupboards and utility room were cleared out, cleaned and restored, the cooker and other items cleaned and the walls, doors and floors cleaned and washed. The ventilation system was also serviced.

The PCC has reviewed the Conditions of Use of the church hall, which was built in 1994. After looking at the background to the current practices, it has been concluded that the conditions of use should be broadened and a letting scheme adopted. The aims are to make better use of the Hall as a facility for the community and to offset its upkeep costs, which are over £4000/year. A working group is currently looking at the details of how this will operate. Priority will continue to be given for church use and the letting scheme will not apply to existing church- affiliated users.

We are grateful to Wendy Sinclair for managing the Church Hall and to all those who helped to keep it clean and in working order. There are a number of general repairs and grounds work that need to be carried out each year and the details of all these can be found in the hall Log Book.

Work Planned for 2012 on the church and church hall

This includes:

- Repairs to the external rendering and masonry and to the north aisle gutter.
- Applying mastic filler to first floor windows of extension and re-decorating them.
- Replacing missing roof tiles.
- Installing a new flag pole.
- Installing extra roof insulation in the extension loft.
- Installing new floor covering for the upstairs extension.
- If possible, continuing the internal re-decoration of the church walls.
- Continuing the refurbishment campaign for the church hall.

Allan Macarthur and Tony Hughes, Churchwardens

Signed **Chairman** **Date.....**