

**Minutes of a Meeting of the Combined PCCs
of St Matthew's, Harwell and All Saints', Chilton
held on Tuesday 27th November 2012 at 7:45 pm in All Saints', Chilton**

Present

Mel Gibson	Ruth Poole	Alex Reich
Gordon Gill	Pam Rolls	Monika Buxton
Liz Roberts	Hazel King	Roz Shipp
Tony Hughes	Andrew Hayes	Allan Macarthur
Jane Woolley (Secretary)	Carol Pigott	
Peter Barclay-Watt	Lin Kerr	
Jonathan Mobey (Chair)	John Pigott	

1. Opening and Prayer

Jonathan Mobey opened the meeting with a reading from Isaiah 54 v1-3 about 'enlarging the tent'. Jonathan went on to explain that we are part of God's work in extending His Kingdom across the world. However, Mission happens here as well as in faraway lands. In particular there is an opportunity presented by the people moving into new houses in our parishes. As the Bible passage implies, in this situation it is wise for us to plan ahead ("strengthen the pegs"). We will all have different gifts to bring to this endeavour. Jonathan then led the PCC in prayer.

2. Apologies for Absence

Apologies were received from:

Harwell: Scott Cockburn, Anne Gill, Georgina Greer, Kate Evans

Chilton: Naomi Gibson, Stuart Gibson, Liz Morris, John Berry, Philip Garner

3. Minutes of the last meeting

The minutes of the Combined PCC meeting on 18th September 2012 were signed as a correct record.

4. Matters arising

1) **Carol singing in Harwell**

Jonathan Mobey confirmed that Frances Taylor did agree to coordinate carol singing in Harwell. Cherry Tree Court will definitely be one location. Frances is also considering a further venue.

5. Strategic priorities arising from Awayday discussions

Paper B: Jonathan Mobey's summary of the Combined PCC Awayday.

Jonathan Mobey proposed that the strategic priority arising from the Awayday discussions is to action the idea of "planting" a new congregation at Chilton School, to be near the newly forming Chilton Field community.

Following lengthy discussion (outlined below) the following resolution was carried:

Resolution	To investigate, with a view to establishing from early January 2013 (eg Sunday 13 th January) a weekly congregation at Chilton School. Jonathan Mobey to convene a group to take this action forward.
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The following action is then necessitated by the limitation of the powers delegated to the Joint PCC by the individual PCCs, and by the lack of legal status of the Combined PCC:

Action	St Matthew’s and All Saints’ PCC Secretaries to put the above resolution on the January 2013 PCC meeting agendas, for formal approval by individual PCCs.
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The following two actions were also agreed:

Action	Combined PCC Secretary to put “outreach to ‘Harwell West’” on the agenda for every future Combined PCC meeting until further notice.
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Action	Chair of Communications & Operations sub-committee (Liz Roberts) to put “outreach to ‘Harwell West’” on the agenda at a future Comms & Ops sub-committee meeting and to report back ideas/thoughts to the next Combined PCC meeting.
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Summary of key points from the discussion

About the large numbers on the “fringe” of Church life

- Being on the fringe does not necessarily equate to having a shallower faith
- Home groups are an important way of growing the Church’s relationship with those on the fringe
- Some on the fringe have strong faith, some do not. Even for those on the fringe who profess to have a faith, that faith rarely seems to have a profound impact on their life. We should be aiming to encourage people (whether on the fringe or part of the core) towards a “living faith” and to radical discipleship, not a “just on a Sunday” mentality.
- We need more core Church members – either from the fringe, or from additional congregations/brand new members.

About the proposal to action the formation of a new congregation at Chilton School

- This was first mooted 20 years ago when the Chilton Field development was first in the offing.
- Jonathan Mobey confirmed that Chilton School is available on Sundays but no formal approach to the Head has yet been made. However, the informal indications are encouraging.
- We might have to find money for various costs eg to rent the school, insurance, etc. It is possible that one of All Saints’ restricted funds could be used for this.
- There is a particular time-limited opportunity to be grasped with the Chilton Field development, which is why the proposal is to tackle this new congregation first. There is a short window when an area has an influx of new residents; people in a new environment tend to be more open to considering new experiences.
- Those at Chilton Field are not more important than others in the community. Prioritising our focus on them first is simply a matter of making the most of the limited time during which the new residents are more likely to be open to approaches from the local Church.
- Chilton Field is a Benefice-wide project, not a “Chilton” or a “Harwell” project. It is good to have a project that is relevant to both congregations.

- It is helpful to offer people a Church service on their doorstep rather than expecting them to travel to All Saints' or St Matthew's. It would also be difficult to accommodate a significant increase in congregants within the existing All Saints' building.
- We should not delay in getting started; better to get going promptly rather than perfectly and risk missing the window of opportunity.
- A weekly pattern of services is easier for people to remember than if it were less frequent. A weekly event also gives the impression of solidity.
- We can only provide what we have the resources to undertake, so we might need to aim for something quite simple to start with.
- We could fund someone to grow the Chilton Field/school congregation once we have got it established.
- We should not neglect the current congregations. If all the emphasis seems to be on the new and the exciting some faithful people can feel outside the mainstream of church life.
- Part of our strategy should cover sustaining the existing core of the two Churches so that their needs are still being met. This should be made an explicit aim rather than just assumed.
- One way of helping to sustain the existing core is through mutual support offered in Home Groups.
- Jonathan Mobey stated that he is most certainly concerned to sustain the existing core.
- Alex Reich volunteered to join the group to be set up to initiate a new congregation at Chilton School.

About "Harwell West"

- The Church currently does not really reach those in the "Harwell West" area of Harwell village. This is a long-standing problem. It feels as though we are continually putting off making inroads into Harwell West. Why focus on Chilton Field (first) rather than Harwell West? What could be done in Harwell West sooner rather than later? If Harwell West is not explicitly on the agenda, it could remain in the "too difficult" box forever.
- Harwell West should be on the agenda of all JPCC sub-committees.
- On the other hand, if Harwell West is on the agenda of all JPCC sub-committees, then it could become no one's particular responsibility and there is a risk that nothing will happen.
- Might it be possible to hold the Hands Free service in the British Legion? (The building is located in Harwell West). This would not require more resources because this service is already resourced.
- "Messy Church" is a proven effective approach to the sort of population found in Harwell West and is the fastest growing type of mission in the UK. It makes Church relevant to those who have little experience of it.
- Perhaps when Harwell Village Hall is refurbished this would be a good opportunity to invite the Harwell West population to a service in a new location.
- We should make progress with Harwell West as soon as resources allow.
- Jonathan Mobey already has someone in mind who would be good for a "Who let the dads out" initiative. This is the sort of initiative which should work well with the Harwell West situation. This person is unlikely to be involved in the Chilton Field initiative, so it is possible that Jonathan could arrange for "Who let the dads out" to commence in Harwell West in parallel with the Chilton Field initiative.
- We also have two potential new ministry volunteers (Peter and Jean Barton – see item 13 on agenda) who would provide additional resource to draw upon.

Jonathan Mobey asked PCC members to pray about these issues.

6. Reporting of any membership changes on any of the JPCC subcommittees

Communications & Operations subcommittee: Nicky Glover has left. Ideally the group would like another member from Chilton to replace Nicky. Suggestions to Liz Roberts/Ian Thompson.

There were no other subcommittee membership changes.

7. Reports from JPCC subcommittees

Each subcommittee who had met submitted a paper about their activities and recommendations in advance of the meeting. The following sections highlight the points additionally emphasised or discussed during the meeting.

a) Communications & Operations

- To encourage more Church Members to register, the Group will run website “surgeries” in both Churches on the first Sunday in February, March and September or October 2013.
- The Group plans to review the current Church logo and strapline (slogan under the logo) to see how they could better communicate the aim of our Churches to a wider audience. Anyone with any ideas or thoughts on this should contact Liz Roberts. The members of the Youth & Families subcommittee present commented that their group had also identified the need to review the Church vision, as encapsulated in the strapline under the logo.
- Facebook page – Jonathan Mobey has set up a Benefice Facebook page, on the grounds that a high proportion of people under 40 years of age are on Facebook. Liz Roberts commented that the job of managing the content would be quite a task. Jonathan Mobey commented that it is possible to automatically link the Facebook page to the Church website, thus avoiding having to manage the Facebook page content separately.
- The Website – Alex Reich pointed out that there are some sections of the Website that have been set up but are empty eg recent sermons. Jonathan Mobey confirmed that this section in particular would require a volunteer to regularly upload the recorded sermons. Alex suggested that empty sections should either be completed or they should be deleted.

b) Outreach & Nurture

- Proposal to change the Group’s name to “Outreach & Pastoral Care” - Jonathan Mobey is concerned that this name does not reflect the “Discipleship” aspect of the Group’s remit. Jonathan suggested “Growth & Outreach” instead. Lin Kerr pointed out that the latter suggestion does not encapsulate the “Care” part of the remit. Jonathan Mobey highlighted that the remit of the Group covers the following three areas and therefore might need all three to be reflected in the Group’s name:
 - Pastoral care
 - Evangelism
 - Christian Discipleship
- Andrew Hayes said that the Group is meeting again shortly and will revisit this naming issue.
- The suggestion of a series of pre-Lent sermons on Home Groups – Jonathan Mobey thinks this is worth trying and he will take this idea to the Worship Services Group. It was noted that Lent starts on 11 February.
- The suggestion of having a “who does what”/“family tree” structure chart on the website – Andrew Hayes clarified that the intended audience would be internal rather than external ie for use by PCC members, JPCC subcommittee members and other Church Members. Tony Hughes reminded the meeting that the PCCs both previously issued a Church Directory, which largely fulfilled this purpose, although now out of date. Lin Kerr commented that it would be useful for such a document to include photos as well as names and functions. There was general agreement that some source of information about who does what is desirable.

Action	Andrew Hayes to discuss with Liz Roberts how to action the compilation of a source of information for “who does what”
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c) World Mission

The Group has not yet met and so there was no report or discussion relating to this subject.

d) Worship Services

- The improvement of projection facilities at services – this is in hand.

- The improvement of “the welcome” given on entering the Church at services – the meeting agreed that the welcome is very important and that ideally further training of sidespeople is required in order to achieve a consistently high positive impact on those attending services. The following were raised as particular issues:
 - Services with a particularly high number of attendees who are less familiar with attending Church are probably the services at which to particularly focus on getting the welcome right
 - Some people find it is more awkward to welcome those arriving if there is no paper/books to hand them (ie if projection facilities are in use) – though the Worship Services Group had suggested that the opposite was the case; that over-attention to organising and handing out paperwork can inhibit other functions
 - It can be difficult if there is a high volume of arrivals but one of the sidespeople is dealing in detail with someone with a specific individual need.
 - It is easy to unintentionally offend sidespeople if you say they need further training as it can make them feel as though they are being criticised.
- Lin Kerr suggested including on the Website details of someone in each Church that people who will be visiting the Church for the first time can contact in advance to “look out” for them.

Action	Anyone who is interested in helping to improve “the welcome” to get in touch with Jonathan Mobey
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- To further develop and promote the monthly all-age worship service – Jonathan Mobey confirmed that he would ideally like to form a group which focuses on the all-age worship services
- To change the pattern of services at St Matthew’s – this will need individual PCC approval. Jonathan confirmed that there would still be a Communion service in one of the Churches every Sunday, and that 8am services would be unaffected. Tony Hughes noted that the St Matthew’s Church sign would need updating to be consistent with the new pattern of services, and perhaps the Website address could be added to it when this is done. It was noted that the Church sign was currently incorrect for the 2nd Sunday evening service.

The following resolution was carried:

Resolution	From March 2013, to standardise the service pattern of the main Sunday morning service at St Matthew’s and at All Saints’ by moving the 11am Communion service at St Matthew’s from the second Sunday to the third Sunday of the month, and by making the 11am service on the fifth Sunday of the month a Communion service instead of a Morning Worship service.
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e) Youth & Families

- The Group has met twice so far.

- The Group is planning to carry out a “community audit” by speaking to users and/or leaders of Church-affiliated Groups serving the youth/families community. The aim would be to find out what issues need addressing.
- Mel Gibson commented that when he has led Pathfinders when it is a Communion service, it does not work very well starting off in Church and then coming back again before the end – it makes the session too short. He would prefer just on Communion Sundays for the children’s Sunday groups to meet straightaway ie not come into Church to start with, and then return in time for Communion at the end. Ruth Poole commented that this had also come up at the Youth & Families Group and they are looking at the issue. Jonathan observed that the three main options for ‘communion’ Sundays were (i) for the children to go straight to groups and return for communion, (ii) to start in church, go to groups, then return for communion, and (iii) to start in church, go to groups, and not return for communion.

8. Review of non-statutory fees for weddings & funerals

The following resolution was carried:

Resolution	The following charges to apply in 2013. The charges to be reviewed again at the end of 2014.	
	Item	2013 Charges
	Bells (there are 8 bells at St Matthew’s, 6 bells at All Saints’)	£100 Harwell (£10 each ringer, £20 to Tower fund) £75 Chilton (£10 each ringer, £15 to Tower fund)
	Choir	£60 Harwell Young Singers £50 Chilton choir (no charge for funerals)
	Organist	£65 (in Chilton £50 to organist, £15 to PCC funds)
	Videotaping	£30 (£15 to organist, £15 to PCC funds)
	Flowers	By individual arrangement with arranger In Chilton this has been £50 paid to the arranger, plus the cost of the flowers; in Harwell there has been no fee for arranging, but flowers are charged for as appropriate
	Verger(s)	£25 Vergers prepare the church including heating and lighting, put out cones and parking signs as appropriate, operate the sound system and CD player as needed, assist funeral directors and guests as they arrive, and clear up after the service

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9. Visibility of approved PCC minutes

The following resolution was carried:

Resolution	Combined PCC and individual PCC minutes to be made accessible to anyone via the Website and in the Church porches (most recent set only in the porches). Due to the length of time before minutes are officially approved at a subsequent meeting, minutes which have been reviewed by PCC members by email are to be displayed in the meantime. These minutes are to be labelled "subject to formal approval".
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10. Secretary to Combined PCC

Peter Cox is willing to act as Secretary to the Combined PCC. Peter is from Harwell and has attended St Matthew's for many years. He leads the Harwell Wednesday Daytime Home Group. Peter is also Secretary of the Harwell Branch of the Royal British Legion.

The following resolution was carried:

Resolution	To accept the offer from Peter Cox (St Matthew's) to act as Secretary to the Combined PCC.
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11. The requirements associated with revising the electoral roll

An entirely new church electoral roll must be prepared in 2013 in advance of the annual parochial church meeting in every parish. As part of this, PCCs have to take reasonable steps to inform all those whose names are entered on the existing roll that a new roll is being prepared, and that they must make a fresh application if they wish their name to appear on the new roll.

Jonathan Mobey suggested that "reasonable steps" would include notices in Sunday service sheets and in the Broadsheet.

Peter Barclay-Watt suggested that it would be a good idea to visit the relatively small number of people on the electoral roll who are not regular Church attendees to see where they are with respect to our Churches at the moment.

Peter Barclay-Watt explained that our Parish Share contribution to C of E costs is directly related to the number of people on the Electoral Roll.

Jonathan Mobey explained that from 2014 the Diocese will be applying a different formula to Deanery Share allocations, reducing the emphasis given to the number on Electoral Rolls. At this time Deaneries will need to review how they calculate Parish Share. The accuracy and significance of Electoral Rolls varies significantly between parishes. For example, some Churches have large student congregations, but these individuals tend to be relatively transient and not on the Electoral Roll.

Jonathan Mobey wondered if it might be possible to include Website registration as part of the Electoral Roll application process. There is an official Electoral Roll form. We will have to explore whether we are allowed to adapt it.

Action	St Matthew's and All Saints' PCC Secretaries to include preparation of a new Electoral Roll on the January 2013 PCC meeting agendas.
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12. Good News for Young People initiative

Vicky Macarthur (Chair of Youth & Families subcommittee) has kindly agreed to attend the meeting about this on behalf of the Benefice, and to be the Benefice contact for future correspondence on the subject.

Action	Jane Woolley to reply to the invitation on behalf of the Benefice
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13. Jean Barton & Peter Barton

The following resolution was carried:

Resolution	We welcome the transfer by Jean Barton and Peter Barton of their ministry to the Benefice of Harwell with Chilton.
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14. JPCC delegated functions

Jonathan Mobey clarified that the Joint PCC (JPCC) only has the powers that the individual PCCs assign to it, and currently that is limited to the formation of the subcommittees. The Combined PCC has no official status. So any votes at today's meeting have no legal validity – they are merely straw polls to give an indication of the likely official decision at the individual PCC meetings in January. This does not necessarily delay any action to be taken on the basis of today's meeting, because it is now fairly clear how the individual PCCs are likely to vote in January.

Jonathan Mobey invited PCC members to consider whether they might like to delegate further powers to the JPCC at some point. This would then mean that the members of the JPCC could vote on relevant issues during

a Combined PCC meeting. This would then save going over the same items again at the next individual PCC meetings, and any possible consequential delay in taking action.

15. Any other business

St. Matthew's Evening Carol service on 9 December 2012 – Monika Buxton reminded St Matthew's PCC members to please donate 12 minced pies for the after service refreshments.