

**Minutes of a Meeting of the Combined PCCs
of St Matthew's, Harwell and All Saints', Chilton
held on Tuesday 5th February 2013 at 7:45 pm at St. Matthew's, Harwell**

Present

Mel Gibson	Pam Rolls	Roz Shipp
Gordon Gill	Hazel King	Anne Gill
Liz Roberts	Andrew Hayes	Georgina Greer
Tony Hughes	Carol Pigott	Kate Evans*
Jane Woolley	Lin Kerr*	Naomi Gibson
Peter Barclay-Watt	John Pigott	Stuart Gibson
The Rector (Chair)	Alex Reich	Liz Morris

* Kate Evans and Lin Kerr were present until the end of item 6a

1. Opening and Prayer

The Rector opened the meeting with a reading from Ephesians 6 V 10-18 about putting on the armour of God. Jonathan went on to explain that service in the front line of a battle ground is difficult. St. Paul talked about spiritual battle, which is more real than the visible world and we should be equipped. We are taking the kingdom from the ruler of this world which is a real entity. Be alert to opposition to what we are doing to establish the kingdom of light - the Benefice is now running "Connect" in brand new territory. The evil one would rather people stay in ignorance and darkness. We are managing to have an impact. There will be spiritual opposition, affecting individuals, and a threat to our unity, personality clashes, illness and accidents. But He who is in us is greater than he who is in the world, so we must rely on God and his armour. It is no good having armour if it is not used. It is not used if we are not aware it is needed.

Jonathan then led the PCC in prayer.

2. Apologies for Absence

Apologies were received from:

Harwell: Allan MacArthur, Monika Buxton, Scott Cockburn.

Chilton: Ruth Poole, John Berry, Alex Reich, Philip Garner.

3. Minutes of the last meeting

The minutes of the Combined PCC meeting on 27th November 2012 were signed as a correct record.

4. Matters arising

None

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

Communications & Operations subcommittee: Alice Gardiner has left. Avril Butler has joined as an associate member – she does not attend but is tasked by email.

The Group has vacancies for people with an interest in Publications or Websites. The group members are able to meet on two days a week.

There were no other subcommittee membership changes.

6. 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 – Paper B

- **Action Day**

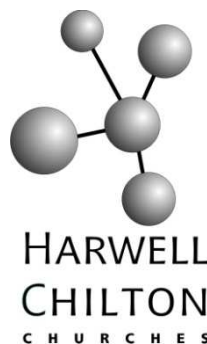
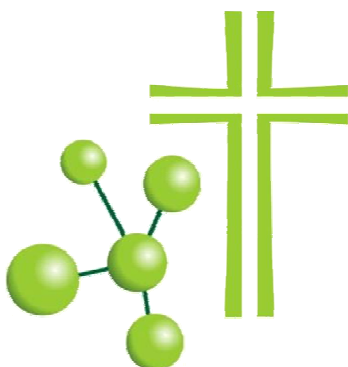
Liz Roberts reported the group ran a website action day and saw 6 people with enquiries and 3 people wanting to register. She suggested running action days twice per year to increase profile. A “Cheat Sheet” was handed out which had Harwell and Chilton contacts - one enquiry from this so far.

- **Benefice Logo**

Lin Kerr gave a presentation of her design process and proposals for a new logo. Investigation of logos of well known churches and local churches showed that many have words and no logo. The requirements for a logo are: well designed, instantly recognisable, dynamic, memorable and stand out in a crowd. Also we need to be clear what we want the logo to say about us, such as traditional or forward looking, conventional, elderly, all ages, cutting edge, welcoming, dynamic, etc.

The image to go with the name could be a cross – elegant, Christian, deeply symbolic, but it is not original or fresh and is associated with fashion, e.g. tattoos and Goths. She considered what was unique to this area, such as the Harwell science area. The image of a molecule could be used; it could emphasise the intimate knowledge of God, and it fulfils the design criteria.

She presented two possible designs in black and white and colour:



All present at the meeting asked questions about the two designs and gave their thoughts on their relative merits.

Comments about the molecule image included:

- Alternative interpretations of the molecule image
 - Illustrates the geography of the area
 - Connections between the groups in the two churches
 - Planets (relating to the new space centre)
 - God and the family
- The molecule looks like methane – a greenhouse gas. Another molecule such as diamond or water could be used.
- It could spark questions and discussions
- Unusual
- Radical, 3 dimensional, there is a scientific aspect – reclaiming science from new atheism

Comments about the cross image included:

- Not including the cross looks like we are ashamed of it, important in a secular society
- The cross could put people off
- It is elegant but obvious and traditional
- It is like a crossroads open at both ends
- Normal
- Harwell and Chilton in the shelter of the Cross
- The cross needs no explanation

Lin said the designs could be adjusted in response to the suggestions.

As opinion was split between the two designs, and some people said they would need more time to consider, the Rector suggested consulting more widely.

The meeting discussed the consultation: via the Broadsheet, website discussion page and Annual Parochial Church Meetings. It was suggested Youth Fellowship is consulted for a young person's perspective. The Rector concluded by saying he has seen how hard Lin had worked on it and thanked her for her work.

Action: The Rector to use the noticesheet/broadsheet/ACPM as forums to consult. A final decision would be taken after that.

b) Outreach & Nurture

Andrew Hayes reported:

• **New Name**

Following discussion in the group it was proposed that the name of the group was changed to *Outreach and Support*, as its remit included Alpha, home groups and mission, etc. This new name covers everything. The meeting accepted the recommendation.

• **Pastoral Visiting**

The group decided they need to identify how far a visit should go due to limitations on numbers and time - there are a high number of people on the list to visit. The main aim of a visit is to show, on behalf of the Rector and the Church, that the Church really cares. Visitors could go beyond this e.g. shopping or transport if appropriate or wanted.

Joan Impey has taken on the leadership of the Pastoral Visiting team in Harwell. The team in Chilton is co-ordinated by Audrey Slater. The next stage is to sit down with people already doing it and discuss how they can carry on or if they didn't look at professional bodies.

Tony Hughes asked about the phrase "outside umbrella of church"? Jane Woolley asked what is meant by "second tier". Andrew Hayes replied that for a normal visit there has to be a limit, or else the teams won't cover all we should be doing – only to say that the Church is here and concerned. Other things need very professional help. He is not trying to diminish the work but the churches have not got the resources or know-how to give certain types of advice or help.

The meeting discussed the matter, covering the following points:

- If someone tries to help without training they can do damage and may even be subject to litigation, furthermore it is important to manage expectations to avoid creating an open-ended situation.
- We should be motivated by compassion (e.g. the Good Samaritan) and people could be encouraged where they feel confident to give extra help, but should otherwise be 'signposting' to other services/agencies; many care for an individual. If it gets beyond you, they know that the Rector is there as the next step.
- We are defining the primary focus/core aim of the visitors, and to clarify this the Rector suggested changing a key phrase to "Primary aim or function of the group" rather than "in the umbrella of the church".
- Tony Hughes said there used to be guidelines for visiting teams, published in about 1999. He could find a copy. The wording in the report came across as something in church or outside church. Peter Barclay Watt said if there is a document in place the group needs to look at that and update as necessary.
- The Rector said it would be good to have these documents in one place.

Action: Tony Hughes to find c. 1999 Visiting Teams guide and pass to Outreach and Support group for review and update as necessary
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- **Home Group Material.**

The Rector is preparing study materials to go with the Lent sermons. It was discussed whether all home groups should follow the same studies, with suggestions that it was good to do so at perhaps Lent and Advent, but at other times there should be a variety, taking into account the makeup of each group. The Rector said there would be recommended material but groups should do what they feel is right and not feel pressurised. Every group is different. The Rector said materials could also be recommended for the Sermon series e.g. as was done when preaching on Genesis last year. It was asked if a new home group co-ordinator was in post. The Rector replied that there is currently a vacancy as Kate Evans had stood down to take on other things.

Action: The Rector to supply homegroup material as appropriate and consider appointing a new Home Group co-ordinator
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- **Home Group Promotion.**

The Rector has spoken of home groups in sermons. Another possibility is interviews with group leaders to explain how home groups can benefit people. The Rector agreed that this was an excellent idea.

Action: The Rector to organise interviews as appropriate
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- **Book Recommendation.**

The meeting discussed how a monthly recommendation in the Broadsheet could be achieved. The Rector suggested a pool or rota to read and recommend books. Liz Roberts suggested the recommendations in the Diocesan newspaper “The Door” could be reproduced in the Broadsheet.

Action: Comms & Ops group to consider as part of a review of the Broadsheet.

- **Prayer focus.**

The Rector has already referred in Church to one of the new roads in Chilton. The Rector said the roads are continuing to be built.

- **Food Bank Referrals.**

Liz Roberts said the Clergy, Churchwardens and Outreach and Support are in a position to cross refer for food bank vouchers.

c) **World Mission**

Pam Rolls reported that the group had met the previous day to think about missions the two churches support. The group will make recommendations in the spring about which to support. Some missions are supported by both churches; some are only supported by individual churches. The group has 9 members at the moment. New members are welcome.

Action: WMG to recommend future mission support

d) **Worship Services**

The Rector reported:

- **Intercessions**

The group wants as many people as possible contributing to the services e.g. leading prayers. Changes to this end include moving ‘lay-led’ intercessions from Holy Communion to Morning Worship. This will be an increase from one to two services per month with lay-led intercessions. This will mean increasing the team size. Mel Gibson in Harwell and Naomi Gibson in Chilton do the rotas. **The meeting was in favour**

Action: The Rector to liaise with Mel and Naomi regarding rotas

There was a brief discussion about how leading intercessions from within the nave would work in so people could hear and/or have time to get the radio microphones to people. It was suggested that the current sound systems may not currently be adequate.

- **Sermon series**

The Genesis series was appreciated. It was proposed that the lectionary readings were followed during major liturgical ‘seasons’ but that sermon series be followed at other times. The preachers said they are in favour at the recent ministry team meeting. The Rector proposed the following mini-series, e.g. 6-8 sermons, in “ordinary time” as follows:

Morning Service:

Lent: Fruits of the Spirit

After Easter: Start of Acts

Summer: Daniel

Autumn: Prayer

Evening Service:

Lent: no series (As Lectionary)

After Easter: Exodus 1-12

Summer: no series (As Lectionary)

Autumn: Acts part 2

Anne Gill asked if home group study notes could be produced though this would require more work.

The meeting was in favour of the sermon series proposal.

- **Special Spot**

Under review

- **Pattern of Organ Use**

Organ accompaniment will be reintroduced at the 11am Harwell Communion Service which will be the third Sunday and dropped from the 1st Sunday evening service. David Evans and Frances Taylor are happy with this. Chilton has organ or piano accompaniment depending on the songs, David Evans is willing to help out at Chilton as required. Tony Hughes said the shift in the use of the organ fits better with the range in songs likely to be used – it is not ideal for most ‘worship songs’.

- **BCP Morning Prayer Services**

As this issue is more a Chilton issue it will be discussed and reviewed by Chilton PCC. The Rector asked the meeting to think and pray.

- **5 year extension to Mrs. Kate Evans Authorisation to Preach and Lead Services in the Benefice**

Vote: approve 5 year extension to Kate Evans authorisation.

The following resolution was carried unanimously: To approve the extension of Kate Evans’ authorisation to lead and preach by a further 5 years.

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 March 2013 PCC meeting agendas, for formal approval by individual PCCs.
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Gordon Gill said that Bishop Andrew was encouraging lay people to be involved in services and preach.

- **All Saints Easter Day Special**

See below under ‘Connect’.

e) Youth & Families

- **Group Report:**

Naomi Gibson reported:

The Group is conducting an audit of the existing groups to see if they are happy or need more help. Tony Hughes asked if the group was connecting with community groups such as “Our Street Corner” in Harwell which deals with non-churched people. They have got a youth leader; it has Church members as leaders. Mrs. Gibson said she will feed this back to the group. The Rector said Scouting is popular in both villages and is another key group to relate to.

- **Safeguarding - Eligibility for Criminal Records Bureau (CRB) Checks.**

Paper G 'Investigating and renewing CRB Checks' had been drafted by Jane Woolley in response to an enquiry by the Parish Safeguarding Officer, Georgina Greer, who had asked which of the Sunday group leaders are due a check, as some are coming up for 5 year renewals. Because Jane didn't know what else they do that needs a check she started the exercise which resulted in the paper. The Rector approved the paper and agreed to its circulation. Mrs Greer said she was upset she only found out about this when she received the finished document as she would have been very willing to contribute. The Rector said that in his view the paper was endorsing her important role and apologized that Mrs Greer had not been consulted. Mrs Greer informed the meeting that following five years serving as Safeguarding Officer she would relinquish the role at the APCM.

The Rector said all groups and leaders must be clear as to whether checks are needed for their members and to refer to the document, and give feed back if there are inaccuracies. He also proposed that all safeguarding matters in future be dealt with at benefice level, not least because the Safeguarding Officer covers activity in the whole benefice.

The following resolution was carried: That the PCCs delegate to the JPCC powers to deal with all matters pertaining to the safeguarding of children and vulnerable adults, including the implementation of the safeguarding policy and the Disclosure and Barring Service (DBS) processes.

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 March 2013 PCC meeting agendas, for formal approval by individual PCCs.
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The Rector described the content of the other papers.

Gordon Gill reminded the meeting that safeguarding covered working with vulnerable adults as well as with children. The meeting discussed some specific instances of CRB check requirements which were clarified by Georgina Greer. The CRB forms have changed recently and Georgina Greer said she was waiting for the new forms. The Rector thanked Mrs Greer for all her work as Safeguarding Officer.

7. Benefice Activity

a) Connect – Sunday afternoons in Chilton School.

The Rector reported:

There had been 3 sessions held in Chilton School. There is a good team spirit, people are setting up the catering and setting up and running crafts and activities such as darts and Giant Jenga. There is a welcome team and a thought for the day.

Some people have attended all three sessions. Numbers had been the highest the previous Sunday. Up to that point there had been eight families and 25 guests (non Church) in attendance at some point. Mainly Chilton families attended and some from Harwell. Some attend and then invite others. Chilton Field is 1/6 full and there were approximately 60 people (guests plus helpers) attending on Sunday; if attendance is going in line with the development there may be a space issue!

He thanked all who helped, he is very grateful. He asked for prayer for the activity.

Naomi Gibson said it was encouraging so many Harwell people helping, they are very grateful as it is based in Chilton. Carol Pigott said one person who has been to Connect attended Christingle. The Rector said the School is happy so far with the arrangements and the state it is left in.

EASTER SUNDAY CONNECT

As Connect meets in term time there would be no session the following Sunday and the Sunday next would be Easter Sunday, a 5th Sunday, which would normally be a Chilton evening service. He asked if we could combine the two, possibly in All Saints' Church or at the School. There is the offer of a Barbeque and cold food had been suggested.

The meeting discussed the time and format of the event and the possible locations. It was agreed to leave the decision to the Connect team and the Rector.

b) Summer 2013

The Rector introduced these items:

1. Songs of Praise Sunday 26th May 2013

Harwell Feast is on 27th May this year. The Rector proposed a Sunday evening service in a marquee with music and testimony with an outreach feel as a Benefice outreach activity. It is more a Harwell activity though Chilton are involved. Harwell PCC has agreed. It was pointed out that this had been done before. It was agreed to proceed and it was pointed out that volunteers would be needed to organise the event.

2. Family Event similar to the Olympicpicnic

There could be another event similar to the Olympicpicnic, possibly annually. The meeting discussed the format and location, such as a walk to Harwell for a picnic on the Rectory lawn. It was suggested that it could be connected to "Connect". The Rector said if people are generally positive he would continue to give the matter consideration. It is weather dependant.

3. Prayer Spaces at Chilton School 8-12 July 2013

As this is becoming popular and Catherine Clayton (who co-ordinates Prayer Spaces in Schools) is in demand, these dates have already been booked. It will be in a tent again. Last year this was well supported by volunteers from both parishes, and we will need a good number again this year.

4. Holiday Club 19-23 August 2013

The venue will be Harwell School, using Scripture Union "Space Academy" material based on Daniel. All volunteers welcome who are able to give anything from an hour on any of the days.

c) Harwell West

There could be a 'Connect' style event at some point, possibly to follow on from the Holiday Club. Tony Hughes said this broadly reaches that sector of the community as does the Our Street Corner youth group.

8. Deanery and Further Afield.

a) Mission and Pastoral Plan

Gordon Gill gave a presentation on the Wallingford Deanery Ministry Action Plan:

Three areas of challenge:

- 1) New Housing developments will lead to a population increase from 45,000 to 75,000

- 2) Church and Youth Clubs organisations
- 3) Missing Generation – 35 to 45 year olds. The average age of Church of England congregations is 61, and in rural areas 64.5 so is pensionable. The Harwell and Chilton congregations are representative of the Deanery. The Rector has said the Church is one generation away from extinction.

Tools:

- 1) Inherited Church
- 2) Different experiences of church e.g. Connect, Messy Church.
- 3) Outside the building: 'Train', Street Pastors, and Walk of 1000 men.
- 4) Night Churches for retail workers, e.g. Church of England night community pastors for Club workers.
- 5) Independent Chaplain. Harwell Oxford Campus will reach 4,000 in 10 years, Milton Park is expanding; half of it is in our Benefice.
- 6) Church-based community franchises – Food Bank, Street Pastors, Prospects, Who Let the Dads Out. Possibility of government funding via the Big Society, and start-up grants available from Cinnamon Network.

Changes to Deanery Stipends:

The current allocation is: Wallingford 2, Cholsey and Moulsoford 1, Churn 1, Harwell and Chilton 1, Didcot 3. This is to be reduced. Wallingford and Cholsey 3 to 2, Didcot 3 to 2. The Rector said the detail is to be sorted out how Didcot goes from 3 to 2. There may be a new stipendiary post linked to new housing developments.

New Schools:

Oxfordshire County Council are currently running a consultation on the new schools in Great Western Park, which will include a secondary school. People can respond, e.g. to request a Church School, via the County website up until 31st March. The current Didcot secondary schools are very interested in running it, as are Oxford Diocese. Bishop Colin is actively involved though our area is not currently in Bishop Colin's patch.

Action: The Rector to publicise a link to the website and put it on the notice sheet.
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Realignment of Parish boundaries:

Possibly Milton Park will go to Harwell and Chilton; proposal to put all Harwell Science Park into Harwell and Chilton benefice, along with all of South and North Drive area, some of which is currently in East Hendred parish.

b) Parish Share 2014

The Rector reported:

The Deanery formula for parish share is changing for 2014 for the Diocese. The financial year runs from January to December. The Deanery decides how to divide out the shares between parishes. There may be transitional arrangements. There will be a one day meeting for Rectors and Treasurers at some point to agree new parish shares for the Deanery.

c) Great Western Park

The Churches Together in Didcot and District (CTDD) GWP working group is continuing to meet, and discussing amongst other things the community building in the northern district which CTDD had bid to run. The Rector is on the working group.

9. Finances

a) Stewardship Committee Report

Peter Barclay Watt reported that the committee had met on 29th January. The result of the recent appeal is an extra £5450 per annum but there is a deficit of £7,000. Chilton is in a similar position. Stuart Gibson stated Chilton Parish has a £4,000 deficit which can't be supported. Something will go. Peter Barclay Watt continued that the group considered how legacies can be encouraged or better used and giving made easier and simpler e.g. online giving such as the BT giving scheme. This is being investigated further. The group will meet in another month. The Rector said the stewardship appeal had borne some fruit but costs continue to rise. It could be worse! It was noted that at Harwell 25% of funds come from 3 people, 25% from 3 squared (9) people, 25% from 3 cubed (27) and 25% from 3⁴ (81). It was clarified that we were applying for funding in respect of Connect (Archdeaconry Mission Development Fund), with an application deadline of 1st May.

b) Parish Share as Mission Giving

Gordon Gill introduced this matter for consideration by the Committee members:

A Church may decide to give a certain amount to 'Mission' then struggle to meet their Parish Share, which is mainly used to pay the stipends of parish priests. In Mr. Gill's opinion the Rector's work *is* mission. It is important to think in terms of sustainability. The Archdeaconry is £380,000 short. Many congregations are aging, going from paid employment to retirement and austerity is having an effect. There could be a problem unless we grow congregations at the younger end of the age range. This is vital and we must be prepared to do what is necessary.

10. Any other Business

None

11. Date of Next Meeting

4th June 2013.

There being no further business the Rector closed the meeting with the grace at 22:24 hours.