

**Minutes of a Meeting of Harwell PCC
held on Tuesday 1 October 2013 at 7.45 pm in St Matthew's, Harwell**

Present

Jonathan Mobey (Chair)	Liz Roberts	Scott Cockburn
Jane Woolley (Secretary)	Tony Hughes	Mel Gibson
Chris Wheaton	Lizi Bowerman	

1. Opening & Prayer

The PCC read Psalm 136 together, which includes the repeating refrain, "His love endures forever". Rev Jonathan Mobey reminded us that it is good to remember to give thanks to God.

The PCC then had a period of silent reflection and then prayer.

Agenda items 5 and 6 were taken next.

2. Apologies for absence

Apologies were received from Vicki Luker, Anne Gill, Allan Macarthur, Gordon Gill, Monika Buxton, Peter Barclay-Watt and Roz Shipp

3. Minutes of the July 2013 meeting

The minutes of the PCC meeting on 2 July 2013 were signed as a correct record.

4. Matters arising

Harvest lunch arrangements (Monday 7 October) – Monika Buxton had sent in a written update in her absence. This relayed that the arrangements are going smoothly, and that the Chairman of the Village Hall Committee (Keith Beswick) had agreed to the use of the village hall for the harvest lunch on an annual basis, providing that the trustees are informed of the exact date before the end of June each year.

Action outstanding to feedback on: Monika Buxton to:

Consult the Harvest Lunch regular volunteers about whether in future years it would be workable to hold Harvest Lunch on a Sunday instead, so that families can attend.

5. Parish Share – new formula

Both St Matthew's and All Saints' PCC members were present for this item, the main purpose of which was to provide feedback to Deanery Synod representatives as to which option PCC members favour.

Jonathan Mobey summarised that the difference between the two presented options is over how the Church of the Future element of the parish share is calculated. Option 1 is for this to be shared by each benefice in the deanery in the same way as the share of ministry costs. Option 2 is for this to be shared on an “ability to pay” basis.

Tony Hughes (St Matthew's) commended the transparency of option 1.

Alex Reich (All Saints') queried what would happen if a parish couldn't meet its parish share. Jonathan Mobey explained that the new parish share formula will be focused on sustainability. So there is a risk that unsustainable parishes or benefices (those which do not meet their parish share) will eventually lose a clergy post.

Andrew Hayes (All Saints') felt that it is important that we support what our Treasurers are recommending, which is option 1. However, from a purely Christian point of view, option 2 felt better to him. But in practice, Andrew said that he had observed that the “ability to pay” approach has not been very successful in the past. So, with a heavy heart, Andrew said he was in favour of option 1.

Jonathan Mobey asked for a show of hands across both PCCs present to give an indication of which option is favoured by PCC members. The result of this was that a large majority was in favour of option 1, which was duly noted by the Deanery Synod representatives present.

6. Toy Service

Both St Matthew's and All Saints' PCC members were present for this item.

Members of both PCCs indicated that they were in favour of the toys collected at the Toy Service being donated to the Oxford Women's Refuge once again.

Jane Woolley agreed to make the requisite arrangements.

Jonathan Mobey suggested that individual PCCs pass a resolution that the Refuge is to be the standing recipient of the toys donated at the Toy Service every year, unless agreed otherwise. See Any Other Business section for where this resolution was duly passed.

Jane Woolley asked anyone with any other specific suggestions for an alternative recipient in future years to either let her know or to raise it at a future PCC meeting.

<p>Action: Jane Woolley to confirm with the Refuge that they would like the donated toys and to arrange publicity in Broadsheet and service sheets asking donations to be provided</p>

7. Distribution of the missions giving budget

Paper D reported on the meeting of Jonathan Mobey, Pam Rolls and Sid Gale to discuss the concerns over the selection of Mission Partners raised by St Matthew's PCC members at their July meeting.

PCC members supported the list of five proposed criteria for the future selection of Mission Partners given in Paper D. PCC members also supported the suggestion that the onus should be on a critic to make a strong case for the de-selection of a proposed Mission Partner.

PCC members indicated that they would like to have a clear response from the World Missions Group in due course on the following two matters:

- What the timeframe is for deciding the allocation for the missions giving budget, so that PCCs can consider and provide feedback on the proposal in good time
- The list of five proposed criteria for future selection of Mission Partners in Paper D

Resolution	Approve the distribution of the missions giving budget as originally proposed at the July 2013 PCC meeting				
Moved	Chair	Seconded	-	Passed	7 in favour 1 abstention

There was also some discussion in advance of consideration of the 2014 budget that PCC members are going to need to consider carefully how much to put into the missions giving budget in future, given our need to continue to pay our Parish Share in full and to maintain an adequate level of reserves.

Mel Gibson noted that the percentage of income we had agreed to allocate to missions giving in 2013 had been cut from 15% in 2012 to 10%, but then revised to 12.5% during the year. He felt that this indicated strong continuing support for world missions giving amongst PCC members.

Lizi Bowerman highlighted the current imbalance between the size of the world missions budget and the outreach/local missions budget. Tony Hughes pointed out it rather depends on what one counts as local missions spending; the cost of clergy and church buildings could be considered to fall into this bracket. Furthermore, local missions can feasibly benefit from congregation time resource as well as financial resource, which world missions generally cannot.

8. Timing of the second carol service

Resolution	Approve the proposal that the start time be 6.30pm rather than 6.15pm in order to a) standardise this across our two churches and b) to be a more intuitive start time				
Moved	Chair	Seconded	-	Passed	Unanimously

It was noted that the increased gap between evening Carol services would be welcome for those involved with setting up.

9. Christmas arrangements

The checklist from the churchwardens' manual was reviewed, and the following actions listed below agreed.

Action:

- Supply of candles/tapers – Mel Gibson is checking stock (with Allan Macarthur)
- Supply of Christmas trees – Tony Hughes has asked Mike Pepper and Mike will order
- Christmas tree erection and dismantling – Tony Hughes
- Crib – Mel Gibson will ask Vicky Macarthur
- Chandelier cleaning – Mel Gibson has spoken to Mike Pepper and Mike will action
- Supply of advent candles – Mel Gibson
- Mulled wine – Mel Gibson will speak to Monika Buxton
- Minced Pies – Jane Woolley will email PCC members to ask them to donate
- Wreath – Jonathan Mobey will ask Wendy Sinclair
- Crib service – Jonathan Mobey will speak to the Zimmermans/Jean Barton
- Toy service – Jane Woolley as per agenda item 6
- Chocolates for Christmas Day service – Jonathan Mobey will ask Carolyn Vickers
- Christingles – Jonathan Mobey will ask Wendy Sinclair (NB service to be first Sunday in February, not in January as previously)
- Christmas cards – Tony Hughes to add to churchwardens checklist; Liz Roberts reported that Lin Kerr is arranging the printing of "outreach" Christmas cards to replace the December Broadsheet. Lin is also arranging for Christmas cards to be printed with an image of St Matthew's/All Saints' to be offered for sale in each church, along with any cards left over from last year.

10. Christian Aid Collections

Resolution	Accept the recommendations in Paper F, including to stop door-to-door collections from 2014 onwards				
Moved	Chair	Seconded	-	Passed	Unanimously

<p>Action: Jonathan Mobey to</p> <ul style="list-style-type: none"> I. write to the Christian Aid co-ordinator and collectors to thank them for their work II. liaise with the Christian Aid co-ordinator about how best to liaise with the Christian Aid Committee about the above decision and rationale to cease collections III. to publicise the decision and rationale, and highlight other ways in which people can give to Christian Aid IV. to encourage those who have expressed an interest in running other fund-raising ventures for Christian Aid to meet to discuss and plan these as appropriate, but for such events only to be run if judged not to be detracting from or 'competing with' other church activities and mission giving priorities

11. Coffee making facilities

The meeting noted Paper G, which relayed the fact that a coffee percolator has been funded by a donor and will be located in the vestry when in use.

12. New altar frontal

Resolution	Accept the proposal to purchase a replacement cream altar frontal of the design shown in Paper H and using funds donated for this purpose				
Moved	Chair	Seconded	-	Passed	Unanimously

13. Welcome to church

The meeting noted that the churchwardens and Liz Roberts are considering how to optimise our "welcome".

Chris Wheaton said that he has been visiting a few other churches to see how they handle this side of things and will feed in any useful ideas.

14. Church building layout and facilities improvements

The meeting noted Tony Hughes' intention to produce a paper for discussion at the January meeting. This item includes plans for heating.

15. Finance Committee report

The meeting noted that the projected deficit of c£4k is lower than that budgeted, mainly as a result of increased giving. Chris Wheaton reinforced the point made in the report (Paper J) that it is not sustainable for expenditure to exceed income in the long term, as our reserves are gradually diminishing. It was also noted elsewhere in the meeting that the projected deficit was in fact lower as no account had yet been taken of the Feast Committee grant towards the new Digital Projection System (see item 17).

16. Buildings Committee report

The trial of more flexible seating at the front of the nave is waiting for an archdeacon's temporary licence. This has been held up due to the archdeacon vacancy.

The meeting noted the content of update Paper K.

17. Digital Projection Group update

As relayed in Paper L, the system has been successfully installed and donations/grants have covered all the costs. The Group has therefore now disbanded.

PCC members expressed their thanks to the Group for their work.

Jonathan Mobey explained that the current proposal is to routinely use the projection system instead of printed service sheets at the 11 o'clock service on the first Sunday of the month, with a small number of printed service sheets available as back up for those who need them. It will also generally be used on the fourth Sunday of the month, but as an alternative to printed service sheets. Its use could be extended in due course.

Tony Hughes supported this gradual introduction to allow time for people to get used to it.

Liz Roberts highlighted the issue of speakers' visual aids on the screen not always adhering to good visibility principles (eg font size too small, or using yellow text on a black background)

Action: Chris Wheaton to design a Powerpoint template for speakers which would nudge them towards using good visibility principles, which Jonathan Mobey could then circulate or people could download from the church website

