

**Minutes of a Meeting of the Combined PCCs  
of St Matthew's Harwell with All Saints' Chilton  
held on Tuesday 3 September 2013 at 7.45 pm  
in St Matthews' Harwell**

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**Present**

**(J) denotes Joint PCC member. There were thus 6 voting members plus the Chair at this meeting - all resolutions refer to Joint PCC votes**

Lizi Bowerman	Andrew Hayes (J)	Allan MacArthur(J)**
Monika Buxton	Tony Hughes (J)	Roz Shipp.
Scott Cockburn	Lin Kerr	Pam Rolls (J)
Peter Cox (Secretary)	Vicki Luker*	Chris Wheaton
Mel Gibson (J)	Ruth Poole	Jane Woolley (J)
Anne Gill	Alex Reich	The Rector (Chair, J)
Gordon Gill	Liz Roberts	

\* Vicki Luker was present from the middle of item 7

\*\* Allan MacArthur was present until the start of item 9

**1. Opening & Prayer**

The Rector read from: Proverbs 3

He said we should continually seek to grow in wisdom from the Holy Spirit. We need to pray for wisdom both as individuals and as a CPCC as it is easy to be 'wise in our own eyes' and not in God's. James also speaks of the need for the wisdom that God gives.

**2. Apologies for absence**

Apologies were received from Peter Barclay-Watt, Philip Garner, Naomi Gibson, Stuart Gibson, Hazel King, Liz Morris, Carol Pigott, John Pigott, Sylvie Thompson,

**3. Minutes of the June 2013 meeting**

The minutes of the CPCC meeting in June 2013 were signed as a correct record with the inclusion of *amendments* to the following items:

**Item 2.** Apologies for Absence: *Peter Cox* added.

**Item 7** Safeguarding: paragraph 3

Vicki Luker confirmed her understanding that the Benefice, not the individuals concerned, would pay the administration fees associated with clearance. It was confirmed that this had indeed been resolved and voted on before at JPCC. Gordon Gill *said that he was aware of some recent changes.*

**Item 8 a) iv** paragraphs 2 & 3

It was noted that there was no denominational affiliation on either of the two new proposed logos, *but Gordon Gill as Lay Chair of the Wallingford Deanery suggested that the name Harwell & Chilton Churches may have to be revisited with new developments in the western edge of the Deanery, the potential for a new church in the parish on GWP/Valley Park and possibly other denominations that may come in the future.*

Tony Hughes asked to have it recorded that the suggestion made that there was something negative

about the words 'Jesus Christ is Lord' was regrettable, given that they are so central to our faith. Gordon Gill reaffirmed Tony Hughes' comment adding that a professional colleague conducting research into Christian brands suggested that overtly Christian statements in brand names/logos can be 'off-putting' to new seeker Christians, almost too evangelical. The examples cited in the research were 'Christianity Explored' compared to 'Alpha'. The Comms and Ops Group had suspected this when first setting objectives for a new logo. The Rector confirmed that the profession of faith 'Jesus Christ is Lord' is still foundational to who we are and what we do, but queried the appropriateness of its use in a logo.

#### 4. Actions / Matters arising Other than those listed

Paper B refers:

**a) Safeguarding (Ref: June Minutes Item 7)**

Gordon Gill has liaised and found DBS checks are centrally not chargeable for Volunteers but we need to pay a processing fee to the Churches Agency for Safeguarding.

**b) Information about new parishioners (Ref: June Minutes Item 8ai)**

There was a good system for collecting and storing information about new residents on Chilton Field, administered predominantly by Philip Garner. It would be good to develop a system that would work for all of Harwell and Chilton. The Rector said, other than for Chilton Field, that he very rarely gets to hear about people moving in and out.

It was stated people attending the welcome barbeque would be recorded. A local Parish Council distributes Church information in the parish welcome pack. In Chilton if a Broadsheet deliverer notices new people on their round, a welcome pack is given out.

The Rector said ideally he or another person would visit all new residents. He asked Outreach and Support Group to consider a system for noting and recording new arrivals and for facilitating this sort of pastoral activity.

ACTION: Outreach and Support to consider
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**c) Sunday notice sheet advance distribution (Ref June Minutes Item 8aiii)**

The Rector is yet to ask the Church Administrator to reinstate this. The noticesheet is also uploaded to the website each week. He demonstrated access via the website. Discussion ensued including:

Liz Roberts said about 20 were sent in advance by email due to infirmity of parishioners, which stopped with the advent of the new website. She asked if the Church Administrator could reinstate this or a similar system.

The Rector agreed to this if people appreciate it. There could be more comments when the Broadsheet review is completed.

There was discussion of the best way to send the document via email. It was suggested the simplest system is used.

Pam Rolls said it was helpful for the people leading prayers.

ACTION: Rector to ask Church Administrator to reinstate Sunday notice sheet advance distribution
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**d) Alpha Course (Ref: June Minutes Item 8bii)**

The Rector reported that there is no Alpha Courses planned by the Churches Together in Didcot and District until at least January.

#### 5. Sub Committee Membership changes

None.

**The Rector delayed item 6 Safeguarding until after item 7 pending Vicki Luker's arrival.**

## **7. Reports of the Sub-Committees**

### **a) Communications and Operations**

Liz Roberts reported: There was no paper as their meetings were out of sync. Their next meeting is in 2 weeks.

#### **7 a) i Broadsheet Review**

As authorised at the last CPCC meeting, Ian Thompson and a small group including the Church Administrator were researching further and considering in-depth changes. The conclusion may be to keep the Broadsheet as it is, but with more colour or a different masthead or photographs. In discussion it was mentioned that it has a lot of text.

The review group is running a customer survey as they only had anecdotes so far. This was discussed briefly, it was pointed out that we hear from the Church 'core' but not from the 80% who do not attend.

The Rector asked Jane Woolley if she could comment from her professional experience. Jane Woolley said she echoed Tony Hughes's comments about the need to get 'customer reaction'. But it would be difficult and time consuming to do a full customer survey. What is being done is useful, as long as the review group can say who or what type of people have given feedback and indicate any likely bias.

The Rector thanked Liz Roberts and her group.

#### **7 a) ii Photographic Competition**

This closes tomorrow afternoon. There are 23 entries so far from 5 families in the benefice. Professional photographer A Calaghan from Marlborough will judge the entries remotely; he only requires a credit or link to his website. The categories were interpreted broadly but the entries will be useful for the website. All submissions will get a word of encouragement, on a thank you card or certificate, possibly by email as all entries were submitted by email.

The Rector thanked Lin Kerr for her ongoing work on publicity, including Connect and Welcome leaflets for both Harwell and Chilton.

### **b) Outreach and Support**

Andrew Hayes reported. He drew attention to the Recommendations and Suggestions in Paper C.

#### **7 b) i Home Group Coordinator Appointment**

Andrew Hayes asked about progress on this matter. The Rector has approached someone who felt it is not the right time; the Rector wonders whether they may be able to take on the role next year, with the option to wait or appoint someone else now. There was a brief discussion and the Rector said we should wait for the person to be available. The Rector said that he had produced an outline job description.

#### **7 b) ii Home Group Coordinator Job Description**

This should include:

- 1) Visit home groups as often as they can
- 2) Be a contact point for new people – to get them to the right group, or send to 2 or 3 groups, one of which suits. The Home Groups are very varied and each group won't suit all people.

#### **7 b) iii Home Group Publicity**

The Broadsheet doesn't detail all the home group meetings. It was said it does list some information, and some do not meet regularly.

The meeting discussed what details should be included in the Broadsheet and website, the merits of listing details of all home group meetings or a contact name and style of meeting for each group to help people choose a suitable one. There is a list of home groups in Chilton Church porch.

Lin Kerr said Communications and Operations group can come back to the CPCC after the Broadsheet review to make a recommendation about this. The Rector agreed.

**7 b) iv Alpha Course at Harwell Church Hall – Preceded by START Course**

This is proposed for January in Harwell Church Hall. The timings and location will be discussed with the Rector. After they have met they will talk to people to see if they can help.

Andrew Hayes, Pam Rolls and the Rector spoke about the START Course which could be helpful as, for example, a baptism course. It is not as resource intensive as Alpha. START comprises 5 or 6 sessions and meal is not necessary. It could be run with one or two couples in a small venue. There was discussion of the merits of each and potential candidates. For example START could be suggested to people making Christening and marriage enquiries

Tony Hughes suggested running a START course rather than Alpha. If we leave Alpha until January it could be combined with other local Churches (See item 4d).

Gordon Gill said a few Emmaus courses are run in Didcot; it is less evangelical.

Ruth Poole said they were hoping Connect might lead to an Alpha Course. The Rector suggested seeing who was interested and what course would suit.

Anne Gill requested that if the Church Hall is to be used a time could be decided soon to give the required notice to other users. There is also demand from displaced Chilton Village Hall users.

Ruth Poole said the Community Room in Chilton Fields will be available soon. There was a brief discussion of other locations such as the crèche room or people's houses for Alpha.

The Rector proposed that there is an Alpha Course in January; he will discuss with local churches - and *ad hoc* START courses would be run for groups and individuals.

ACTION: Alpha course to be run in January. The Rector is to discuss with local churches if Alpha Courses are being held from January 2014 on. Run START courses <i>ad hoc</i>
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Andrew Hayes said it helped to have this discussion.

**7 b) v Alpha Follow Up and Nurture**

This matter was discussed. Follow-up is essential; Alpha draws people in but then they are at risk of falling away. Attendees have mostly not followed on to home groups, though one home group was started from a course. Enthusiastic attendees have been moved straight into church involvement. Course attendees could be prayed about and groups be suggested that suit them. Other churches have experienced this.

Chris Wheaton raised the subject of follow up events after the excellent outreach at the Holiday Club. The Rector said this was a challenge and various activities and communications were planned. See item - 7 e) ii.

**7 b) vi Outreach to Church Visitors**

Gordon Gill visited a Vineyard Church recently. The welcome was very good and he was asked by a welcomer to write his details on a contact card. He received an email from the welcomer which he read the meeting: It encouraged him to join and get involved, and invited him to their events. They picked up on his leadership role. He also received a letter from their Pastor which was lower key. He has visited most churches in the deanery and someone picked up on him as a visitor at all of them. Discussion ensued including:

The email received some unfavourable comments from the meeting. It was stated personal contact is generally better and that there was not the follow up here. We need to consider how to do this in a way appropriate to our church culture and the low numbers of visitors in a village.

The meeting debated if sidespeople should also be welcomers, whether more training should be given, or if a new team should be recruited. Ideally the whole congregation would be welcoming. Some people are good at engaging and have a gift but some current sidespeople may find it difficult to welcome. There is now one sheet to give out so there is more time to talk. Welcoming should take place before and after the service, and the ministers try to point people to the coffee as they leave the service.

In Chilton there is more welcoming of visitors, possibly due to the (smaller) size of the congregation and perhaps the culture of the church or village.

The Rector said he would liaise about this with the Church Wardens and Liz Roberts, who also has a particular interest.

ACTION: The Rector to consider this matter with the Church Wardens and Liz Roberts including a consideration of the role of sidesmen
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The Rector thanked Gordon Gill and the Church Wardens.

**c) World Mission**

Pam Rolls reported: The group met yesterday (5 present) to share news and pray for missions.

**7 c) i Bible Sunday 27<sup>th</sup> October 2013**

They have received information from the Bible Society for the annual Bible Sunday and the Church Administrator has been asked to obtain some free resources from the Society. WMG members would like to encourage people to engage with regular reading of the Bible and plan to have a display of Bible reading notes for adults and children in both churches on 27 October, and possibly some children's activity sheets.

**7 c) ii Missions Giving Proposal**

The individual PCC mission giving proposals went to the two PCCs in July. Chilton PCC approved it. Harwell PCC has not approved it so far. From the Harwell PCC minutes various queries were raised. Pam Rolls wished to express that the group worked hard indeed to address all the questions and that the group is disappointed and frustrated that this is being pushed back and back. They understand answers are required but no alternative proposals have been suggested. We must think our way around this and get it moving or else it will never be sorted out and the money will not be sent to the people we want to support.

The Rector apologised, the action was for him to talk to her and Sid Gale before Harwell St Matthews PCC meet in October. He asked for comments, but only as they related to general principles, not the specific Harwell concerns.

It was asked if any donations were being sent. Pam Rolls replied no donations are being sent - the Rector said the budget was an *en bloc* approval. Some donations were questioned, some not, but as it is a whole budget no payments have been made.

ACTION: The Rector to discuss the matter with Pam Rolls and Sid Gale.
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**d) Worship Services**

Paper D refers. The Rector reported.

**7 d) i Alcohol Free Wine at Holy Communion**

The Rector has asked for legal advice regarding Church of England regulations (Canons) He is still waiting for the advice and will chase it. The meeting discussed contact with the legal team and asking other Churches about non alcoholic wine options. The Rector said we are considering to only provide non alcoholic wine. He believes the meeting wants him to move forward on this.

ACTION: Rector to obtain legal advice
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**7 d) ii Taizé Service**

The 5<sup>th</sup> Sunday of October evening service at Chilton is to be a Taizé service. The Rector and Pam Rolls explained Taizé was a monastic community in France that has developed a characteristic and very popular form of musical worship. Taizé services involve a meditation worship style. Some chants may be familiar. Liz Roberts suggested an explanation is put in the Broadsheet. The Rector agreed.

Action: Rector / Liz Roberts to write an article explaining Taizé Service for the Broadsheet
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**e) Youth and Families**

**7 e) i Prayer Spaces at Chilton School 8-12 July 2013**

Paper D refers. Pam Rolls reported:

She was very encouraged by the church's response. The report will be on the website, the Headteacher has approved this, as the children's thoughts are quoted anonymously. The children's personal and heartfelt thoughts were expressed. There was a wonderful turnout of people to help and set up, man the sessions, and take down. It was resourced by "Prayer Spaces for Schools", who gave more leadership last year but who this year handed over much more to us to do locally. Chilton School will run this again next year and the possibility of running it at Harwell School will be explored again.

The Prayer Tent works well; the children have a desire and instinct to pray naturally. We could do this in an all age context. The whole school went through. She asked for continued prayer for the children.

There were very favourable comments from the meeting, particularly for the writing of confessions in the sand then wiping it away - a very powerful message.

The Rector thanked Pam Rolls for organising and giving leadership to the Prayer Tent this year.

**7 e) ii Holiday Club 19-23 August 2013**

Paper E refers. The Rector reported:

This built on schemes that had been run for number of years. There was originally a play scheme at Harwell School. The Church then took this on, organised by Sid and Alison Gale. It was organised last year by the Rector, Dawn Mobey and others. It grew again this year, and the hope is that it will grow again next year. He asked for any questions or comments:

Chris Wheaton proposed a vote of thanks to the Rector and Dawn Mobey, agreed by all present.

The Rector thanked him for this; it was an enormous group effort, including those who just came for a few hours.

There were very favourable comments about the amount the children had taken in, and the film and Barbeque at the 11am Harwell Service. This helped the children make a transition into church.

The Rector returned to Chris Wheaton's earlier comment: Follow up is important. There is a big fringe around the Church which is not hostile and wants their children involved. We should build on this. However Holiday Club took a lot of time and energy. He enjoys doing it and it is both important and fruitful, but it means he is not doing other things.

Follow up events include Connect, All Age Worship, Sunday Groups, the Light Party, activities mornings and others to keep families involved. The Rector will send invitation emails.

Action: Rector to invite Holiday Club families to relevant events
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**7 e) iii Employing a Youth and Families Worker.**

Jane Woolley reported on behalf of Naomi Gibson. The group had not met or discussed anything further and there is nothing to report. The Rector said this matter would be considered on the Away Day.

**7 e) iv Youth Fellowship Leader**

Tony Hughes asked about this as the current leaders and hosts are stopping. This activity is often out of view but important. It has been successful in the past and we should try to keep it going.

The Rector said Youth Fellowship has – as with many groups like it – fluctuated in numbers. Georgie Doman, a former member, has led the group for the last two years, following on from Steve Manning. Malcolm and Mandy Birkenshaw have been hosting the meetings. However, Ms. Doman is starting a new job and can't continue and the Birkenshaws will no longer be hosting. The Rector has asked a couple to lead but they have declined, at least for the present. There is no other leader forthcoming. The Rector could lead – he likes this work and has experience, but if he does this he will not be available on Sunday evenings.

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The Rector continued that it should not be a group that is neglected. Most of the things our churches run are aimed at older adults (excluding the all age service). Pastoral care is mainly a ministry to the old as are funerals. Weddings are a ministry to adults. The younger age group is essential to minister to. Young people are growing up in a culture hostile to Christianity and the average age of the church is 61 and increasing. If an evangelical church like ours is not involved with young people, who will be? It was suggested that he could be a short term Youth Fellowship leader. Discussion ensued including:

- There are several others who lead and could run the evening services. People would understand if the Rector is only occasionally there because he is doing something else that is important.
- It would make him more approachable to young people in the villages.
- It is important that Youth Fellowship continues and has good leadership. We should therefore compromise about the evening service; the Rector should run Youth Fellowship and explain to the other groups.
- There are likely to be several people who could assist him with Youth Fellowship, even if they were not ready yet to lead.

The Rector said the comments were very helpful especially if he is to stop attending most evening services.

Tony Hughes pointed out that in the past Youth Fellowship have led occasional evening services and that some might attend Hands Free because that does not overlap YF in time.. There are only three other services in most months, so it should be possible to operate in the way suggested, especially in the hope that it might be temporary.

Lizi Bowerman suggested bringing the couple in on a shared basis, an easier transition.

The Rector proposed he lead Youth Fellowship for a period then hands over. He thanked Tony Hughes for raising this matter and the meeting for the discussion; he would discuss this further with relevant individuals.

Action: Rector to lead Youth Fellowship <i>pro tem</i> then transition to other leaders
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## 6. Safeguarding

Item held over from earlier. Vicki Luker reported:

### a) DSB reports

There are several more CRB or now known as DSB reports back. There were 6 portability reports, 5 outstanding. Portability reports are when a person has an existing CRB (or now DSB) certificate for their existing employer. We can use this for our purposes as long as they are still working and we do identity checks. They are quicker to obtain.

There are only 3 CRB checks outstanding from Chilton and 3 from Harwell; she will inform Naomi Gibson and Jane Woolley for the rotas.

The Rector asked if there were any questions. There were none.

### b) 2014 Training Courses and Information Booklet

There will be courses for Clergy to ensure they are up to date, and for pastoral care teams - this is for their safety.

Mel Gibson said he is composing a guidelines and information book for group leaders and helpers and that he, Roz Shipp and Vicki Luker had met to discuss this. A version for comment is being produced.

Vicki Luker said training is on an annual basis for those working with children and vulnerable adults. There are set guidelines what to do in certain situations. When faced with a situation the last thing you would want to do is go through policy and procedures on the internet. The booklet will list what to do and who to contact. It will be in the Scramblers and Pathfinders folders.

Gordon Gill said this is high on the Diocesan agenda. The number of complaints of abuse by children is high but the number successful in court is small. The number of complaints of abuse by vulnerable adults is by comparison small, but successful prosecutions in court is high, with one priest being removed from post, hence the training course.

## 8. Benefice activities

### a) Connect Sunday Afternoons in Chilton School

Paper F refers. The Rector reported:

There was a planning meeting yesterday. Connect will be once a month on the 3<sup>rd</sup> Sunday at Chilton School. They are broadening out who it is targeted at, not just Chilton Fields, e.g. Holiday Club families. It is not church but an appropriate family friendly event.

They are suggesting a program starting with a song, a video with a bible theme, more songs, a craft time and a talk aimed at adults. Then food aimed at the children and tea/cake for the adults. The Rector asked for comments. There were none.

### b) Harwell West

Tony Hughes said Holiday Club must have encompassed some of Harwell West. This is difficult to address in a focussed way but there are things happening. Anne Gill said Fledgelings also includes this area.

Jane Woolley said there may be an opportunity when the housing next to Manor Green is built. There was a brief discussion of the building timescale which could be a year.

## 9. Review of PCC meetings pattern in 2013 and proposed meetings pattern and dates for 2014

Paper G refers. Jane Woolley introduced this item:

The 2014 schedule was composed with the Chilton PCC Secretary and the Rector. This pattern has now had a one year trial. The proposed 2014 dates will be the first Tuesday of the month, excluding December and August. She asked if the pattern was working as we need to agree the 2014 dates. The Rector asked for comments. There were some positive comments and debate ensued:

It was suggested that the meeting pattern should revert to bimonthly with Combined and Individual PCCs alternating, possibly with a time limit. It was stated this could mean a return to meetings lasting past 11pm, which led to resignations from the PCC.

The Rector asked if matters are discussed that the PCC would prefer not to cover; e.g. would we rather he and the Church Wardens took these decisions. If less business is done at PCC or CPCC meetings it would be done elsewhere, or not done. Certain things may not happen as there is no forum to discuss them.

There was further discussion, the view was advanced that sub groups are not working due to low attendance. Possible factors were discussed, such as the number in sub groups and the meeting frequency.

It was suggested that discussions should be brief and decisions made quickly. Some reports for update only are discussed because the meeting was not aware of issues. Tony Hughes said that there was no shortage of matters to discuss and proposed for clarity that items are specified in the agenda as for noting, for discussion or for decision.

Some examples were given of unnecessary or lengthy discussions and possible report wordings from this and previous CPCC and PCC meetings. Alternative patterns and meetings were described from other Benefices and the Diocese.

Jane Woolley said she took the suggestion of agenda items being specified for discussion or decision but the Secretaries rely on the reports to the Committee to set the agenda, e.g. what is to be specified if there is no paper. The Secretaries can't second guess what the committee wants.

There was discussion on the need for papers and reports

The Rector proposed running this pattern of meeting dates for a further year. He felt the consensus was to carry on.

Action:

Current pattern of meetings to continue for a further year.

CPCC and PCC Secretaries to specify agenda items as for noting, discussion or decision

## 10. Deanery and further afield:

### a) Parish Share 2014

The Rector reported there had been no decision yet on this matter. Gordon Gill reported there was a meeting this month. The Area Dean has approved the final figures for the Diocese and is sending it to the Parish Treasurers this week. The Rector said this affects our Parish budgets.

Chris Wheaton asked if there was an increase year on year. Gordon Gill said each benefice covers its direct costs and "Church of the Future". Those who are judged able to pay more support the others.

### b) Great Western Park

The Rector reported that the development is just reaching Harwell Parish. Discussions are ongoing about whether to form a new parish including all of Great Western Park and Valley Park or treat the areas as extensions of the 3-4 surrounding parishes. A new parish can access funding not available otherwise. A new parish would include an area currently in St. Matthew's parish (on the Didcot side of the A34). Discussions in the Deanery and Diocese are ongoing as to how a new church would start and be funded, e.g. one option is the involvement of St. Ebbe's, Oxford.

### c) Mission and Pastoral Plan

Gordon Gill reported on the aspiration that the parishes develop its own mission action plan based on the Deanery Mission Action plan. The Wallingford Deanery Synod and Berkshire Archdeaconry Mission and Pastoral Committee has approved the Wallingford Deanery Mission Action plan. Not pre-empting the change of boundaries, he is attending the Dorchester Area Dean and Lay Chair residential Conference in 2 weeks at the invitation of Bishop Colin.

The Rector said that there was a possible Archdeaconry boundary change. Gordon Gill said that if General Synod approves the plan it would move 'old Berkshire' deaneries (including our own) into ecclesiastical Oxfordshire ("Dorchester"). Oxford City and Cowley Deaneries are not overseen by the Bishop of Dorchester, instead directly by the Bishop of Oxford. More later.

## 11) Stewardship

### a) Friends Group

The Secretary reported on behalf of Peter Barclay Watt: There is no stewardship report as there has been no meeting. A meeting will be held in October to consider setting up Friends Groups.

The Rector said there had been an Archdeaconry event encouraging Friends schemes.

## 12) CPCC Away day

The Rector reported the results of the Doodle poll: There were 24 responses, 15 can attend on Saturday 5<sup>th</sup> October (and others possibly can). The venue is the Court Hill Centre near Wantage.

## 13) Growing Leaders Course

The Rector said a 10 minute video about this course would be shown after the meeting. It consists of monthly sessions across a year. He wondered how well it would be received if people already feel that there are too many meetings. But it is worth doing.

**The Rector closed the meeting with a prayer at 21:50.**

**The next meeting is November 5<sup>th</sup> 2013 at All Saints Chilton**