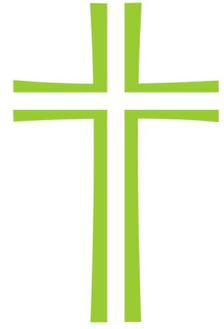


Annual Report 2013



ST MATTHEW'S
H A R W E L L



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1. Introduction

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, which was the calendar year ending 31st December 2013.

The PCC is required by Church law to publish an annual report. This must include certain information and topics. The audience for the report is the general public as well as Church members. Since the report has two distinct audiences, some of the information, such as identification of the parish Church, how the PCC operates and the names of its members (see Appendix 1 and 2) is obvious to existing Church members. Nevertheless it still has to be reported.

The report aims to:

- Explain the vision of the Church, its main activities and any new developments planned
- Relay its pastoral ministry and mission outreach, showing how it relates to those outside and on the fringes as well as to the congregation
- Give a flavour of the Church at worship
- Provide information about the state of the Church's finances, including how its spending links to its objectives and responsibilities

As a charity, the PCC is obliged to have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through worship and prayer, the provision of pastoral care for parishioners, and through missionary and outreach work.

This report was approved by the PCC at its meeting on 4 March 2014 and is signed on their behalf by Jonathan Mobey, Rector and Chair of Harwell PCC.

Signature



Date: 25th March 2014

2. Aim of St Matthew's, Harwell

The primary aim of St Matthew's, Harwell and its PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Specifically, the St Matthew's Church vision is:

"Sharing life at the heart of the community, making followers of Jesus".

The PCC works with the Rector, the Rev Dr Jonathan Mobey, to fulfil this vision.

The details of what the Church has been doing over the last year to further its vision are given in sections 5 and 6 of this report.

3. Context in which the Church's vision is being pursued

It is helpful to understand the local and national context in which St Matthew's Church is operating, as this has a major impact on how it seeks to fulfil its vision.

St Matthew's, Harwell forms a Benefice with All Saints' Chilton. This means that the two Churches share one Rector. Regionally, the Benefice is part of the Diocese of Oxford (very broadly, the Church of England in Berkshire, Buckinghamshire and Oxfordshire) and, locally, part of the Wallingford Deanery. During 2013, the Deanery Synod - to which all parishes in the Deanery send elected representatives - took the decision to reduce from eight to six clerical posts in the Deanery at some point in the future. The reason for this was to maintain the quota of clergy as laid down in the national 'Sheffield Formula' which takes into account, amongst other factors, the population of a Diocese. One post was consequently ear-marked to be lost from the 'Wallingford' end and another from Didcot.

During the year, Deanery Synod worked on and approved a new system of sharing the Diocesan costs between the Benefices. The basic principle agreed was that each Benefice will pay in full its own ministry costs

according to the number of full-time stipendiary (that, is, salaried) clergy in the Benefice, and a corresponding share of Diocesan 'support' costs and costs associated with training future clergy. Fees earned from weddings and funerals will be credited back to the Benefice that generated them. The new scheme will be implemented over a number of years, with ceilings on increases and a floor on decreases. Our Benefice has maintained membership numbers and is able to "pay its way" and will, according to the agreement reached, for a number of years continue to subsidise other Benefices as an act of Christian charity. Like all Churches, St Matthew's is vulnerable to the cultural trend of an ever-reducing proportion of the younger generations who have a Christian faith, and is seeking to address this challenge. See Appendix 2 for statistics on St Matthew's Church membership and attendance.

The population in Wallingford Deanery is set to increase substantially due to large new housing developments. Some are either close by, or even within Harwell and Chilton villages. This influx of population presents potential mission opportunities and challenges for St Matthew's Church and its sister Church, All Saints', Chilton.

4. Objectives

The PCC tries to fulfil the Church vision via four core areas of focus. Where possible, it does this in close partnership with its sister Church in the Benefice, All Saints', Chilton.

The four **core** areas are:

Worship services – the delivery of formal public acts of worship, including regular Sunday services, occasional and seasonal services and "fresh expressions" of worship. "Fresh expressions of Church" is a term used in the Church of England and the Methodist Church. It refers to the 'planting' of a congregation amongst a different group of people than those who already attend the Church which is doing the planting.

Youth and families – the encouragement of the development of Christian faith among under eighteens and their families, both in the congregation and the wider community.

Outreach and support – evangelism among, and discipleship and pastoral care of, all adults, both in the congregation and the wider community.

World mission – the encouragement of and financial support for mission partners abroad, through teaching, prayer and giving.

The PCC also undertakes or is responsible for organising four enabling activities. These help the smooth delivery of the above core activities.

The four **enabling** activities are:

Communications and operations – communications planning and delivery to support various aspects of the Church’s work.

Administration – dealing with the paperwork and other administrative tasks involved in the smooth day to day running of the Church.

Finance – dealing with the Church’s finances, ensuring that income and expenditure are carefully budgeted for and prudently managed.

Buildings maintenance, improvement and management – ensuring that the Church’s buildings (St Matthew’s Church and St Matthew’s Church Hall) are well maintained, fit for present and future purpose and their use optimised.

Section 5 describes the activities undertaken to deliver each of the four **core** areas of focus for the PCC.

Section 6 covers the four **enabling** areas of PCC activity.

5. Delivery of PCC’s core objectives

In this section the activities undertaken in 2013 to deliver each of the four core areas of focus of the PCC are described. Items which were undertaken jointly with All Saints’, Chilton are marked with an asterisk.

5.1 Worship services

5.1.1 Sunday services

Every Sunday we meet together to worship God, hear from his Word, pray together, and encourage one another.

At 8am we celebrate Holy Communion with a quiet, traditional service from the Book of Common Prayer, alternately at St Matthew's Church (1st, 3rd and 5th Sundays) and All Saints' Church (2nd and 4th Sundays).

The main Sunday morning service at St Matthew's is at 11.00am. Holy Communion is celebrated on the 3rd and 5th Sundays of the month (a change to the previous pattern being made in March). The 1st Sunday of the month is family-friendly, All Age Worship, lasting about 40 minutes, and often incorporating Scout parades; on other weeks in term-time there are groups for children.

At 6.15pm a service of Evening Prayer is held on the 1st and 3rd Sundays . The Book of Common Prayer liturgy is used on the 3rd Sunday. Holy Communion is celebrated on the 4th Sunday. The band-led, contemporary style 'Hands Free' service is held on the second Sunday of the month at 5pm, preceded by refreshments.

From May to July we had a sermon series looking at the first half of Acts in the mornings and the first half of Exodus in the evenings. Over the summer holiday period we studied the book of Daniel in the morning services. In September and October we followed a series on Prayer in the mornings and a series on the second half of Acts in the evenings.

In total, 135 worship services were held at St Matthew's during 2013. See Appendix 3 for service attendance statistics.

5.1.2 Songs of Praise*

On the evening before the Harwell Feast, the Marquee on Harwell Recreation Ground was taken over for a 'Songs of Praise' sing-along event.

Following Pimms and Punch, a series of people from the local community were interviewed by the Rector about their faith and their choice of hymn. The congregation sang the hymns/songs chosen by the interviewees, accompanied by an orchestra of local musicians.

5.1.3 Funerals, weddings and baptisms

As well as our regular services, we help our community at important milestones in life through the 'pastoral' services.

Through baptism we thank God for the gift of life. In marriage public vows are exchanged with God's blessing. Through funeral services, friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

In 2013 there were seven weddings at St Matthew's and six children were baptised.

15 funerals or memorial services were held at St Matthew's, plus four at local crematoria, and there were six interments of ashes in Harwell Cemetery.

5.1.4 Music

Music naturally forms an important part of Christian worship. We are grateful to David Evans (organ) and Frances Taylor (piano) for their ongoing leadership of and commitment to this important part of our services.

5.1.4.1 Orchestra

The Orchestra has continued to provide instrumental accompaniment to two services a month, plus during religious festival occasions, including the *Songs of Praise* in May 2013. It comprises up to 19 members, usually with

around ten in attendance covering eight to ten different instruments. The Orchestra is a mix of primary and secondary age children and adults, with an age span from seven years to 80+ years. Occasionally even younger members join in!

David Evans, who has organised and directed the Orchestra since its inception over 20 years ago, decided to step down at the end of 2013, so the service on Christmas Day was his last in charge. He will be sorely missed and we are very grateful for all of the time and expertise that he has contributed over such a long period. We hope very much that the Orchestra will be able to continue to provide not only music for our worship services, but also a valuable musical experience for its members.

5.1.4.2 Bell ringing

There are eight bells in St Matthew's tower. These are rung before the 11am Sunday service and the 6.15pm Service of Holy Communion (4th Sunday) by a team of nine to ten ringers, who also practise on Thursdays. The ringers comprise 14 adults and four children. The team also rings at weddings and occasional funerals on request.

Significant achievements in 2013 include:

- Winning the branch six bell striking competition against some strong teams, for the first time since 1971
- First quarter peals being rung by members Callum, Lyn and Steve
- Winning the village quiz

We are grateful to Tower Captain, Philip Roberts, for the work he puts in to maintaining the bells and the standard of ringing, in particular bringing on new ringers. Philip reports that the striking throughout the year has generally been very good, though some ringers might argue that they have not rung the full eight bells often enough. This is due in part to having a 'young' band with several ringers learning methods for the first time. More ringing 'on the eight' will follow as they progress.

The ringers said goodbye to Paul and Jane Hartley in September as they began their year's voluntary service in Africa. Their contribution is greatly missed, especially on Sunday mornings, and their return keenly anticipated. They also made up one third of the band for the striking competition. However, this will not deter entry to the competition again in March 2014.

40 people attended the ringers' annual barbeque in June. Thanks to all who contributed. The branch ringing master, Richard Loyd, and his wife, Gill, attended and sold honey on behalf of the Moreton bells. Twelve visitors and ringers attended the Boxing Day ring.

More beginners are always welcome.

5.2 Youth and families

Provision for youth and families is an aspect of St Matthew's work into which significant resource is invested. Even more emphasis is likely to be placed on this activity in the future. This reflects the acknowledged importance of reaching the young, not least in growing the Church.

5.2.1 Children's Sunday groups

Groups for children up to 14 years of age meet most weeks in term time during the 11am Sunday morning service. A group for 14-18 year olds (Youth Fellowship) meets on Sunday evenings.

5.2.1.1 Groups for 0-14 year olds

There are four different Sunday morning groups covering children aged between 0 and 14 years as follows:

- Crèche: for 0-3 year olds
- Scramblers: for 3-7 year olds
- Discoverers: for 7-11 year olds
- Pathfinders: for 11-14 year olds

The **Crèche** provides a refuge for infants during services, with or without accompanying parents. No formal teaching takes place, but infants and their carers are warmly welcomed and cared for by a team of volunteers. On the 3rd and 5th weeks of the month, the Church meeting room (which hosts the Crèche) is unmanned but left set out for parents/carers to relax with their children. The service is always relayed to the meeting room.

Scramblers, Discoverers and Pathfinders use the Scripture Union "Light" material for the relevant age group, which sets out a theme and activities for every week of the year.

Scramblers is attended by a regular group of around five children. Biblical themes are brought to life using age-appropriate film, story-telling, quizzes, craft, role play, games and prayer.

Discoverers has a typical attendance of eight from a pool of around 12 children. Discoverers have particularly enjoyed role play involving the Nativity, Moses and Joseph, along with tent making and themed games such as a donkey race over palm branches. They have also enjoyed reading stories from the Bible.

Attendance at **Pathfinders** is around five children on average, with numbers fluctuating between four and ten. Pathfinders meet twice a month. On the 4th Sunday of the month Pathfinders are encouraged to take part in the service in various ways, such as playing in the orchestra, welcoming the congregation on arrival, and serving coffee at the end.

5.2.1.2 Youth Fellowship*

Although held in Harwell, YF serves young people aged 14-18 years in both Harwell and Chilton parishes.

The group meets on Sunday evenings in the meeting room at St Matthew's Church and looks at topics which are relevant to young people's lives. We also get to go places! We went camping for the weekend at the 'Big Church Day Out' in West Sussex in May, and went to the 'Big Church Night In' with Stuart Townend and Philippa Hanna in Reading in November.

In the autumn term we did the 'Christianity Explored' Course looking at Mark's Gospel using engaging DVD episodes.

5.2.2 Connect*



Connect is an informal, family-focused gathering on Sunday afternoons in Chilton School, 4.30-6pm. It is a "fresh expressions" activity as referred to in 4.1.

Design: Lin Kerr

Connect was launched as part of our programme of welcome to the new families moving into the 'Chilton Field' development. It is publicised by word of mouth, specially designed A6 postcard fliers through the doors of the houses on Chilton Field, and posters. It was launched in January 2013, initially with a term-time, weekly format, before moving in the autumn term to a monthly meeting pattern.

Connect has provided a place to meet, socialise and play, and somewhere where some of the key themes of Christianity can be gently presented. Each session is based on a Bible story or theme, and key ingredients are a film clip or short animation, a craft activity, games such as table tennis and darts, singing together, and food.

Numbers have fluctuated, and over the year we have had contact with dozens of individuals and families, particularly children and young adults, a large number of whom are non-British, and nearly every occasion has seen someone new in attendance. 'Connect Carols' in December had over 60 in attendance. Some people have become regulars, whilst others are one-off visitors. A small group plans, prays about and runs 'Connect', and we look forward to seeing how God guides us in the next phase.

5.2.3 Summer Holiday Club*

Holiday Club was run by a team of just over 60 volunteers and was held from 19th to 23rd August 2013 at Harwell School, whose premises were generously made available free of charge.

The Club was free to attend and open to all children of primary school age. Eighty two children attended, 66 of them for all five days, and they represented 51 families drawn from a wide area, covering Harwell (62%), Chilton (18%), Didcot (13%), and surrounding villages (7%).



Photo: Martin Speed

We used Scripture Union material based on the book of Daniel and followed a 'space' theme. The children spent time in year groups for den times, 'key stages' for larger group teaching, and mixed age groups for the afternoon activities. The afternoons saw a choice of 16 different activities provided and run by a large number of volunteers: Swimming, Tri-Sport, Team Sport, Field Sport, Rocket competition, Cooking, Chess, Handbell-ringing, 'Heavenly Harps' (hands on learning to play), 'Build a Spaceship' (junk modelling), Sewing, Decopatch, Miniature Gardens, Moth traps, Exploring 'Where food comes from', and Meteorites.

At the end of the Club many children were heard to ask when they would be able to come back and we have received many positive comments from parents. Holiday Club has given the children a thoroughly enjoyable week where they were able to learn about God through the story of Daniel. It has brought more families into contact with our Churches and has allowed many people from both Churches an opportunity to grow in faith and fellowship whilst serving God together.

5.2.5 Children's activity sessions*

Three activity sessions aimed at primary school children were held in the Benefice, one in Chilton and two in Harwell. Such sessions are structured around a Christian or Bible theme and generally feature crafts, a story and singing.

The timing is designed to appeal particularly to families who do not generally attend Sunday services. In Harwell there was a Good Friday activity in the Church Hall, and also a drama-based Advent Activity afternoon in the School. In Chilton, the event was an Easter Praise Party at the Village Hall.

5.2.6 Fledgelings*



Photo: Roz Shipp

Although held in St Matthew's Church Hall, Fledgelings caters to both parishes. It is essentially a parent/carer and baby/toddler group but with a high ratio of unencumbered volunteer helpers who take the whole burden of planning and organising the sessions and who ensure a welcoming, supportive atmosphere.

The group runs as a drop-in centre between 9.30-11.30am on Monday mornings in term time. The group is currently attended by around ten adults and their small charges on average and is supported by a team of seven volunteers on a rota.

5.2.6 Schools

Both St Matthew's and All Saints' have good and developing relationships with Harwell and Chilton Primary Schools.

Jonathan Mobey and Pam Rolls regularly take assemblies in both schools. Some of the children visit our Churches for class visits and for special services. For example Chilton School contributes towards Education Sunday at All Saints' and Harwell School celebrates its whole-school Harvest Festival in St Matthew's Church.

Jonathan is a Local Authority Governor at Chilton School. Pam and a team of volunteers lead a weekly after-school club (Y-Club) in Chilton School. This team is grateful for the prayer support from faithful prayer warriors in both Churches.

A volunteer team of adults from both Churches ran a Prayer Spaces event in Chilton School in 2013, as they also did in 2012. They hosted the varied and colourful prayer zones which were set up in a tent in the playing field. A report on the 2013 event can be accessed on the Church website at <http://hcChurches.org/prayerspaces2013>.

The event was well received by pupils and school staff on both occasions and we hope to hold another event in summer 2014. We would also like to hold Prayer Spaces in Harwell School.

Harwell School is very generous in allowing us to use, free of charge, the School premises for the annual week-long Holiday Club. Chilton School hall is the venue for the monthly Connect (see 5.2.2 above), which has enthusiastic support from members of both congregations.



5.2.7 Harwell Young Singers



Photo: Marc West for Didcot First

Harwell Young Singers is a group for 7-18 year olds who enjoy singing. It has around 17 members aged 7-14 years. Whilst not formally a Church-affiliated group, it is led by a member of St Matthew's and they practise every week in St Matthew's Church on Thursday evenings, during term time.

Harwell Young Singers perform as a choir as well as singing solos, duets and ensembles.

The group sings at weddings if requested, and also at some All Age Worship services. They perform at themed concerts at St Matthew's, Harwell and All Saints', Chilton Churches. The group also sings at various village events, including the Harwell Feast.

In October 2013, the group was particularly excited to be invited to sing at the Didcot First Business and Community Awards Gala Evening, at Cornerstone Arts Centre, Didcot.

5.2.8 1st Harwell (St Matthew's) Scout Group

The Beavers, Cubs, Scouts and Explorer sections of 1st Harwell (St Matthew's) Scout Group are affiliated to St Matthew's Church and the Rector is Assistant Group Scout Leader. They use St Matthew's Church Hall for their meetings and parade during some Sunday morning services.

Harwell Scouting continues to flourish. Sections have been on various Camps and outdoor activities. All the youth membership follow a diverse programme modelled on Adventure, Community Engagement, and Fun.



The Explorers visited Eastern Europe. Their trip included working within the Children's Village of the charity SOS Children's Villages at Kecskemet, Hungary, the fund-raising for which very few Harwell Villagers will have escaped!

2013 has otherwise been a year of consolidation. A change in the Scout Section's meeting night has resulted in a slight fall back in numbers in this age group (10–14 year olds). Conversely due to an ever growing waiting list we have now opened a second Beaver Colony (5–8 year olds) and will soon be looking to extend this to a second Cub Scout section.

Group membership is currently 106 youth members supported by 16 Adult Leaders, and a highly active Group Executive Committee. Currently more adult help is required to facilitate forward plans.

5.3 Outreach and Support

Emotional and practical support for Church members and non-members is a public manifestation of the love of Christ. The sharing of the gospel amongst all members of the community is in obedience to Christ's command to his followers. The deepening and maturing of Christian faith amongst believers is part of the work of 'making disciples'.

This section describes the ways in which St Matthew's has fulfilled these objectives during 2013. Some aspects of the previously described Youth and Families activity could also be categorised under Outreach and Support. However, the PCC has chosen to make a distinction between them.

5.3.1 Home groups

Home groups are a very important part of Church life, where small groups meet regularly (usually weekly) to read the Bible together, to pray, and to support one another in the Christian life. They meet on various days and times and publicise their activities regularly to encourage new members to join. Most groups have members from both parishes.

5.3.2 Pastoral care

The Harwell Pastoral Visiting Team, under the leadership of Rev Joan Impey, continues to make a very valuable contribution to both the Church and the wider community. Many individuals, including other members of the clergy, also engage in pastoral care. Often this work is done out of sight of most people.

As well as local visiting, visits are made to local nursing homes, and help offered in various practical ways.

5.3.3 Evergreens

Evergreens is a thriving community social group meeting monthly in St Matthew's Church Hall. It is currently attended by around 40 people on average. There is no overt Christian theme to its meetings, but the group is organised and run by a committee of seven, which includes members of the Church, and is a forum for informal pastoral care. Meetings always feature a guest speaker; the group goes on an outing three or four times a year and has a Christmas meal and a summer party. The group raises funds to contribute to its running costs by holding coffee mornings.

5.3.4 Ladies Group

Ladies Group is composed of about 20 ladies who meet monthly for fellowship and friendship. Meetings are normally at St Matthew's Church Hall on the third Sunday of the month at 7.30pm. Ladies of any age are welcome.

The group hosts a variety of speakers. Some of these have a definite Christian emphasis, others embrace social concerns. Other gatherings are purely for pleasure, for example a garden meeting and a meal at a local restaurant.

At least once a year, the group joins up with Chilton Wives Group, usually for a Christmas celebration.

5.3.5 Harvest lunch and Harvest donations

Every year, the Church organises a Harvest Lunch in the village hall for all members of the community. This is advertised in the village, and in particular at the small number of office premises. The attendance is a good mix of members of the congregation and other members of the community, and is considered an outreach activity.

Donations of perishable items from the Harvest services were auctioned in aid of Tear Fund at the Harvest lunch.

Donations of non-perishable food items were given to the Didcot Food Bank. Members of the congregations have also been supporting Didcot Food Bank throughout the year, with food donations collected centrally in Church and then taken once a month to the Food Bank.

5.3.6 Harwell Feast

Every year, the Church supports the Harwell Feast by organising the manpower for the BBQ. This involves a mixture of members of the congregation and other members of the community working together on a rota. Around 40 volunteers are involved across the day.

5.3.7 Church magazine

The Church magazine, *Ridgeway Broadsheet*, is distributed monthly to all parishioners by a team of volunteers. The magazine keeps the community informed of Church activities and includes items that seek to nurture and develop Christian faith.

5.3.8 Concerts

St Matthew's Church is open to hosting suitable concerts when approached; this is in keeping with a commitment to ensure maximum use of the building.

"Music in March" was a combined concert of The Crown Singers and the Bagg's Tree Buskers.

In July, Harwell Young Singers and 1st Harwell (St Matthew's) Scouts held an 'Us and the World' concert.

Steventon Choral Society performed Handel's Messiah for the 'Voices for Hospices' series of concerts in October. Harwell Young Singers held a Winter Wonder Concert for Children in Need in November and a Christmas Concert in the Church.

5.4 World mission

The PCC sets aside 12.5% of its budget to support a variety of mission partners, many of whom work abroad.

The World Missions Committee continues to meet monthly to share news from the mission partners, to pray for them, and to discuss ways of promoting their work at both St Matthew's, Harwell and All Saints', Chilton. In December 2013 they published detailed information on each of the supported missions and displayed this on the Church notice boards and website. Attention was drawn to this information through the service sheets during December.

See Appendix 4 for details of the distribution of the Missions Giving budget.

6. Enabling activities

This section outlines the activities undertaken or managed by the four enabling categories of PCC work in 2013, supplemented in the Appendices where necessary.

6.1 Communications and operations*

The Communications and Operations Committee undertook, amongst other activity in 2013:

- A website surgery, held on the first Sunday in February in both Churches. It was staffed by C&O members and features of the by then year-old website were demonstrated and basic troubleshooting offered. They estimated that real progress was made with about six individuals. The 'layman's introduction' to the website was left in both Churches for visitors to pick up subsequently.
- A review of the content of and schedule for *Ridgeway Broadsheet* magazine. This is still ongoing. This led initially to the implementation of an improved layout of the Calendar of Events in 2014.
- A new logo design for our Churches, which has been adopted, and prompted a review of 'branded' paper items for congregations and visitors to the Church. For example, new 'Welcome to ... ' leaflets have been produced for Chilton Broadsheet deliverers to offer to newcomers or for visitors to pick up from All Saints'. An equivalent leaflet for Harwell is planned for 2014.
- Running a photo competition as an outreach activity for all ages and in order to refresh the library of photos for use in publications and on the website.
- Design of a Christmas card for use in promoting Christmas services to all households, which was well received. For the second year, some stocks were sold to cover the cost of this outreach activity. Sale of cards has had a mixed reception.

6.2 Administration*

St Matthew's has a paid Administrator, shared with All Saints', Chilton. Carolyn Vickers is employed for 12 hours per week and is located on two days a week at the Church Office at St Matthew's. The PCC is very grateful for Carolyn's dedication, hard work and efficiency.

Amongst many other things, Carolyn puts together and prints the weekly notice sheets and orders of service, the monthly *Ridgeway Broadsheet* magazine, deals with Diocesan 'returns', manages stationery supplies and administers the website calendar and various rotas. Carolyn also maintains a regular production line of a variety of sizes and formats of posters and other branded paper products which alert our village communities to our activities.

6.3 Finance

Setting a budget and keeping account of the income and expenditure of the Church is a key responsibility of the PCC.

6.3.1 Financial position

The financial position of St Matthew's Church is satisfactory. Its income just about covers its tightly-controlled expenditure and it has some funds in reserve for a 'rainy day'.

Income in 2013 was £100,560 compared with £76,453 in 2012, and expenses were £88,687 compared with £79,329 in 2012. The General Fund therefore realised a surplus of £11,873 in 2013, but this must be read in the light of the inclusion of 21 months' tax recovered under the Gift Aid scheme, which contributed around £10,000 for the extra nine months.

The increase of £8,274 in planned giving as a result of the stewardship campaign in autumn 2012 is reflected in the 2013 accounts. We are grateful to those who have increased their giving and also to those who contributed to the Digital Projection upgrade (see Section 6.4.1.1 below).

See Appendix 5 for a summary of income and expenditure over the years 2012 and 2013 and the approved budget for 2014.

6.3.2 Reserves policy

It is PCC policy to try to maintain a balance on free reserves which equates to at least six months' unrestricted payments. In the case of St Matthew's Church, this would be equivalent to £44,000 for the forthcoming year of 2014. It is held to smooth out fluctuations in cash flow and to meet emergencies. The actual balance of the free reserves at 2013 year end was £32,968 which is 25% lower than this target.

6.4 Buildings maintenance, improvement and management

The PCC is charged with the care, maintenance and insurance of the Church buildings, including the Church Hall. The property and movable goods of the Church are vested in the Churchwardens, who are also responsible for inspecting the fabric of the Church and making an annual report (the Fabric Report) first to the PCC and then to the Annual Parochial Church Meeting. The PCC exercises its responsibilities for care and maintenance of the Church through the Buildings Committee.

6.4.1 St Matthew's Church building

St Matthew's Church is a Grade 1 listed building, parts of which date back to 1100. It is kept in a good state of repair by the Buildings Committee and other volunteers.

Significant improvements to the Church building in 2013 were the installation of a digital projection system in July (see Section 6.4.1.1) and, related to that, the replacement of both radio microphone units.

General repairs and maintenance to the internal and external fabric of the Church and its surrounds has been carried out when and where necessary. See Appendix 6 for details.

6.4.1.1 Digital projection



Photo: Tony Hughes

A new digital projection system was installed by Oak AudioVisual in July 2013. It consists of a digital high definition (HD) projector mounted on a nave cross beam, a large drop down screen mounted behind the chancel arch, and flat screen TV monitors for each of the side aisles.

The main screen is invisible from most areas of the Church when retracted, and the side aisle monitors swing out of sight when not in use. The system is controlled by remote signals and the wiring and connectors include HD compatibility. Extra monitors can be mounted on the platform, in the north transept, in the chancel or at the back of the Church if needed. There is also provision for video camera input from the front and back. The picture shows the screens in position for viewing.

The system and its installation cost £16,832 including VAT, plus £340 for associated electrical alterations. The costs were fully covered by donations and grants, the latter including £3,000 from Vale of the White Horse District Council, £400 from the All Churches Trust, and £775 from the Harwell Feast Committee. We are very grateful to all those who contributed to the cost of the project and to its organisation and fundraising.

So that the view of main screen is not obstructed the chandelier was moved from the nave to the chancel, and its height adjusted using a new hanging bar.

6.4.2 St Matthew's Church Hall

The Church Hall is located on the corner of The Park and Wellshead, Harwell, approximately 100m South of the Church. Its fabric is generally in good order. See Appendix 6 for further details.

The Hall is used by Church groups and Church-affiliated groups. Some further groups and individuals also now rent the Hall, which helps to offset the cost of its upkeep. The use of the Hall by a range of organisations means that it has more complex day to day management requirements than the Church building. The Hall is therefore managed by the Church Hall Management Committee.

During 2013 the Hall has benefited from increased bookings, bringing in more than £3,000 of income. The aim of extending the use of the Hall is to:

- Bring the broader community into contact with the Church
- Defray the cost of running the Hall at a time of stretched finances for the Church
- Provide an economic venue for Church groups or Church-affiliated groups

All bookings are now managed via the calendar on the Church website, and the usage is split fairly evenly between outside groups and Church (related) groups. The biggest single user is the Scout Group whose various sections occupy the Hall from Monday to Wednesday evenings, and who make a significant contribution to the paid cleaning which helps to sustain the Hall as a venue for all groups. Broadband was installed in the Hall at the instigation of, and funded by, the Scout Group.

The Hall hourly hiring rate was increased to £8 per hour from 1st January 2014, which is still an extremely competitive rate. Although the increased use of the Hall does bring with it increased running costs in terms of heating and cleaning, the annual income now covers those basic running costs.

7. Future plans

7.1 Growth

The focus of the PCC in 2014 and beyond will be on Church growth, in both depth and breadth. In particular, the focus will be on reaching children aged 0-11 and their families. This focus has been identified in part because of research which shows the importance of nurturing the Christian faith of the next generation at a very early age.

The PCC has agreed to co-fund with All Saints', Chilton a Children and Families Worker for the Benefice for three years starting in 2014, provided sufficient funding can be raised. Recent research shows that employing a Children and Families Worker is often associated with Church growth.

7.2 Aligning the Church building with Church growth

The PCC is also considering ways in which the growth of the Church can be supported by adapting our buildings for wider and more flexible use.

Appendix 1: Administrative information

St Matthew's Church is situated on Church Lane, Harwell. It is part of the Wallingford Deanery in the Diocese of Oxford within the Church of England.

The correspondence address is:

The Rectory
Church Lane
Harwell
Didcot
OX11 0EZ

The Rector is Rev. Dr Jonathan Mobey.

The independent examiner of the PCC financial accounts is Mrs Jane Moreton, Harrow House, Burr Street, Harwell.

Appendix 2: Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is a charity, but is exempted from registering with the Charity Commission because its gross annual income is less than £100,000.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Matthew's, the membership of the PCC consists of the Rector, Churchwardens, and members elected by those members of the congregation who are on the electoral roll of the Church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive a briefing on the workings of the PCC from the PCC Secretary.

St Matthew's, Harwell and All Saints', Chilton form a **Joint Benefice**.

For efficiency and convenience the two PCCs regularly hold **Combined PCC** meetings, where members of the two PCCs come together to discuss matters that are common to both parishes. Distinct from this, the Pastoral Measure provides for a **Joint PCC**, separate from the PCCs of the two Churches. The two PCCs can agree to place in the hands of the **Joint PCC** any matters involving both parishes. So far, the Joint PCC has been delegated powers by the individual PCCs to:

- appoint sub-committees to discuss and make recommendations about the four core areas of activity (Worship Services, Youth & Families, Outreach & Support, World Mission) and the enabling activity of Communications & Operations (see Page 33 for further detail of these sub-committees.)

- deal with all matters pertaining to the safeguarding of children and vulnerable adults

The **Joint PCC** consists of particular members of each PCC. Meetings of the **Joint PCC** are generally held as part of **Combined PCC** meetings. As such, voting by **Joint PCC** members on any decisions required by the **Joint PCC** generally follows discussion by the **Combined PCC**.

St Matthew’s PCC met five times during the year. In addition, there were four Combined PCC meetings with the members of All Saints’ PCC.

Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees are responsible either to the PCC or to the Joint PCC. The committees report back regularly at PCC meetings, with minutes of their decisions and recommendations being received and discussed as necessary.

St Matthew’s PCC membership

From April 2013 to March 2014, the membership of Harwell PCC has been:

Clergy	Revd Dr Jonathan Mobey (the incumbent) Revd Pam Rolls (Assistant Curate)
Churchwardens	Mel Gibson Tony Hughes
Elected Deanery Synod Representatives	Mel Gibson Gordon Gill Tony Hughes

Other elected members	Allan Macarthur	(Vice Chair)
	Jane Woolley	(Secretary)
	Peter Barclay-Watt	(Treasurer)
	Lizi Bowerman	
	Monika Buxton	
	Scott Cockburn	
	Anne Gill	
	Vicki Luker	
	Liz Roberts	
	Roz Shipp	
Chris Wheaton		

At the 2012 APCM a resolution was passed such that, from the 2013 Annual Meeting onwards, PCC members would be elected for a three year term instead of a one year term. The PCC subsequently decided to implement this by having a third of PCC members retire each year, with a further third elected to replace them.

PCC communications

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 from the Secretary on request.

The Communications and Operations Committee occasionally alerts congregants to forthcoming PCC meetings in order to encourage contributions from the wider Church membership.

St Matthew's PCC sub –committees and representatives

St Matthew's PCC has sub-committees for the following purposes:

- | | |
|----------------------------|--|
| Standing Committee | <p>Required by Church law, with the power to transact the business of the PCC between meetings if necessary.</p> <p>The Rector, the Churchwardens, the Treasurer and the PCC Secretary are automatic members of the Standing Committee. The PCC also approved a resolution in May 2012 that the Vice Chair is an elected member of the Standing Committee.</p> |
| Joint PCC | <p>Has the powers which have been delegated to it by the PCC of each parish in the Benefice.</p> <p>The Rector, the Churchwardens and the Treasurer are automatic members of the Joint PCC. The PCC also approved a resolution in May 2012 that the Secretary and the Vice Chair are elected members of the Joint PCC.</p> |
| Finance and Budget | <p>Proposes the Annual Budget and advises the PCC on matters concerning financial affairs. Its members are:</p> <p>Peter Barclay-Watt (Chair), Elizabeth Gill (Bookkeeper), Jonathan Mobey (Rector), Mel Gibson (Churchwarden).</p> |
| Buildings Committee | <p>Deals with maintenance, improvements and repairs of both the Church and Church Hall, apart from minor day to day Church Hall maintenance, which is dealt with by the</p> |

Church Hall Management Committee. Its members are:

Tony Hughes (Chair), Mel Gibson, Roz Shipp, David Pyke, Philip Roberts and Mandy Birkinshaw.

Church Hall Management Committee

Manages the bookings for the Hall, the cleaning of the Hall, the key inventory and minor day to day maintenance. Its members are:

Tim Roberts (Chair), Roz Shipp, Anne Gill, Monika Buxton, Wendy Sinclair

Other key roles and representatives

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
Harwell Charities Trust representative	Peter Barclay-Watt
Village Hall Committee representative	Monica Buxton
Our Street Corner Youth Club representative	David Woolley
Churches Together in Didcot representative	Jonathan Mobey
Electoral Roll Officer	Mike Pepper
Gift Aid Secretary	Peter Barclay-Watt

Churchwardens' deputies

Allan Macarthur, Tim Roberts, Ruth Slatter, Roz Shipp (to August 2013), Frances Taylor (from August 2013)

Deanery Missions and Pastoral Committee rep Jonathan Mobey

Joint PCC sub-committees

The Joint PCC was given the power to form sub-committees, by the PCC at the PCC meeting of November 2011. The sub-committees have primarily an advisory function: monitoring, encouraging and seeking to develop the work of the Churches in the defined areas so as to advance the mission of the Church. Such matters are most efficiently and effectively considered at a Benefice level.

The sub-committees listed below, their Chair, Vice-Chair and members were agreed at the July 2013 Combined PCC meeting (which incorporated a meeting of the Joint PCC). The Chair and Vice-Chair of each sub-committee is appointed annually by the JPCC (maximum term normally 5 years). The Chair or Vice-Chair or both shall be members of the PCC of one of the parishes. Other sub-committee members were either from one of the PCCs or from the wider congregation.

Communications and Operations

Is concerned with the communication of the Churches in the parishes they serve. Facilitates access to, and participation in, the services and facilities of the Churches.

- Chair: Liz Roberts (Harwell); Vice-Chair: vacant

Outreach and Nurture

Monitors, consults on and make recommendations relating to the evangelism among, discipleship and pastoral care of, all adults in the Benefice.

- Chair: Andrew Hayes (Chilton); Vice-Chair: Frances Taylor (Harwell)

World Mission

Encourages and promotes support for our Mission Partners beyond the Benefice of Harwell with Chilton through preaching and teaching, prayer prayer and giving. The group considers how our missions giving should be distributed, presenting a suggested budget to PCC annually.

- Chair: Pam Rolls (Chilton/Harwell); Vice-Chair: Sid Gale (Harwell)

Worship Services

Is concerned with the development of formal public acts of worship in the Benefice, including regular Sunday services, occasional and seasonal services, and “fresh expressions” of worship

- Chair: Jonathan Mobey (Chilton/Harwell);
Vice-Chair: Pam Rolls (Chilton/Harwell)

Youth and Families

Is concerned with developing the work of the Church amongst those under 18 and their families. It monitors and encourages this work in Church, in the primary schools in the Benefice, and in whole-family events.

- Chair: Vicky Macarthur (Harwell); Vice-Chair: Naomi Gibson (Chilton)

Appendix 3: St Matthew's Church membership and attendance figures

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2013 stood at 141 (it was 139 in 2012).

Attendance at Church services is measured on the Sundays in October throughout the Church of England.

The average figures per Sunday in October 2013 were: under 16 years old – 30 (26 in 2012); over 16 years old – 115 (125 in 2012)

Average attendance for the year for each of the types of services held was:

8am service – 10

11am service – 101 including 21 under 16s

11am All Age Worship services specifically - 127 including 29 under 16s

Hands Free service - 27 including 6 under 16s

6.15pm service – 20

Festivals/other special occasions

Crib service - 220 including 79 under 16s

Carols by Candlelight - 345 attending across two services including 35 under 16s

Harvest Festival – 192 including 68 under 16s

Remembrance Day service – 188 including 50 under 16s

Easter morning All Age Worship – 178 including 44 under 16s

Christmas morning All Age Worship – 178 including 34 under 16s

Toy Service All Age Worship – 164 including 54 under 16s

One particular 11 am All Age Service with a baptism – 201 including 48 under 16s

Appendix 4: Missions Giving

The distribution of the budget for the support of missionary work that was proposed by the World Missions Committee and agreed by the PCC is shown below. The local Charity and Emergency budgets were not used.

	£
CPAS	1000
Pioneers UK (Christine Perkins)	2000
Church Mission Society (CMS) (David and Heather Sharland)	2900
(Rachel Ullmer)	500
Missionary Aviation Fellowship	710
Barnabas	600
Bible Reading Fellowship (BRF)	600
Scripture Union	600
Gideons International	600
	<u>£9510</u>
<u>Special Collections</u>	£
Christingle (Children's Society)	138
CMS (boxes in homes)	470
Harvest Sale and Lunch (Tearfund)	386

Appendix 5: Income & Expenditure in 2012 & 2013 and 2014 Budget

The full and independently examined Accounts for 2013 are published separately. They should be read in conjunction with this report.

	£		
Income	2012 (actual)	2013 (actual)	2014 (budget)
Envelopes/planned giving	50974	59248	59500
Tax recovered	14635	23462	13000
Loose Alms	4318	3897	4100
Donations/legacies/other	2478	7759	5000
Fees	1540	2542	3000
Church Hall	2272	3510	3800
Interest	<u>236</u>	<u>142</u>	<u>200</u>
	<u>76453</u>	<u>100560</u>	<u>88600</u>
Expenditure			
Parish Share	44380	46599	46599
Mission Giving	9600	9510	10060
Joint PCC	7424	8635	9159
Harwell PCC	<u>17925</u>	<u>23943</u>	<u>26930</u>
	<u>79329</u>	<u>88687</u>	<u>92748</u>
Net surplus/deficit	<u>-2876</u>	<u>11873</u>	<u>- 4148</u>

After transferring £2,236 to Restricted Funds the balance on the **General Fund** at December 31st 2013 was £32,968.

Designated funds (designated by the PCC for a special purpose but could be spent elsewhere if the PCC so decides) include £4,760 for the ongoing Church internal redecoration, £445 for small repairs to the bells, and £500 held for insurance excess.

Restricted funds (which can only be used for the purpose for which they were given) total £4,250 and include £1,602 in Memorial funds, given in memory of recently deceased parishioners, and £1,583 for a new altar frontal.

The full accounts include the joint costs with Chilton; these are balanced at the end of the year and totalled £4,317 in 2013. The income and expenditure on the General Fund in the Accounts are both therefore £4,317 greater than in this report.

Appendix 6: Fabric report

Summary of work carried out to the Church in 2013

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 that 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 available for inspection

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 available, along with the inventory of valuables.

There is a Log Book of repairs and maintenance for St Matthew's Church Hall.

General repairs and maintenance to the fabric of the Church, the Church Hall and their surrounds have been carried out as and when necessary. This has included continuing to monitor electricity usage using the *sMeasure* scheme and checks into the Church sound system, ultimately replacing both radio microphone units. The new digital projection system was installed in July, accompanied by moving the chandelier from the nave to the chancel, and adjusting its height with a new hanging bar.

Other key items of work carried out in 2013 are as follows.

External

The troublesome north aisle guttering has been repaired, sections replaced, and re-aligned so that rainwater now flows in the intended direction. The suspect areas of the south side of the chancel roof have been inspected by removing stone tiles, and repairing or replacing defective ones. This seems to have stopped the occasional small leak into the chancel. A patch of rendering on the south side of the Church has been repaired in order to see if we can find a better colour match to the main areas. It looks as if this

experiment will continue for some time. A new flagpole has been prepared, painted and mounted on the tower.

Internal

The lower parts of the walls of the side aisles have been re-rendered and painted with limewash. A trial of replacing the front row of pews in the nave with chairs was started in November 2013.

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 5 year inspections of the fixed electrical systems of the Church and Church Hall have been carried out and remedial work effected. The Church lightning protection system has been inspected and passed as fit for purpose. A failed contactor for one of the side aisle heaters and various failed spotlight bulbs have been replaced.

Working days

Working parties to unscrew pews for re-rendering work on the side aisles walls were convened on 9 March and 6 April and for the limewashing campaigns in November. A working morning was also held at the Church Hall on 16 March to clear rubbish and vegetation from behind the hall and tidy up the boundary with Wellshead.

Church Hall

The general running of the Church Hall is now handled by the Church Hall Management Committee. *The Church Hall is generally in good order.* There are though some continuing problems with the rainwater goods and external paintwork. A gatepost has been replaced in 2013 and the gates re-hung.

We are grateful to all those who manage the Church Hall and help 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 of these can be found in the hall Log Book.

Work planned for 2014 on the Church and Church Hall

This includes:

- Continuing the internal re-decoration of the Church walls by tackling the side aisles and some areas at the West end of the Church.
- Regular testing of portable electrical equipment and the lightning protection system.
- Installing a new floor covering for the upstairs extension.
- Assessing flaked stonework on the buttresses at the east end of the Church and obtaining quotations from stonemasons recommended by the Church architect, so that we have a better idea of the scale of the problem and remedial costs.
- Making good gutters and painting fascias and soffits on the Church Hall. In addition, the Church Hall Management Committee is planning to repair and re-seal the floor of the main hall.

The PCC is also considering what further improvements could be made to the interior of the Church to ensure that St. Matthew's continues to be a vibrant and growing environment for worship and a valued facility for the local community.

Tony Hughes and Mel Gibson - Churchwardens

If you would like a copy of this publication in large print, please contact the Church Administrator on 01235 83 42 56 or via our website:

www.harwellandchiltonchurches.org.uk