

**Minutes of a Meeting of the Combined PCCs  
of St Matthew's Harwell with All Saints' Chilton  
held on Tuesday 4 February 2014  
at 7.45 pm in St. Matthew's Harwell**

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**Present**

**(J) Denotes Joint PCC member. There were thus 9 voting members plus the Chair at this meeting - all resolutions refer to Joint PCC votes**

Peter Barclay-Watt (J)  
Helen Brook  
Monika Buxton  
Scott Cockburn  
Peter Cox (Secretary)  
Mel Gibson (J)

Naomi Gibson (J)  
Andrew Hayes (J)  
Tony Hughes (J)  
Hazel King  
Carol Pigott (J)  
John Pigott

Pam Rolls (J)  
Roz Shipp  
Chris Wheaton\*  
Jane Woolley (J)  
The Rector (Chair, J)

\* was present from part way through item 9 a)

**1 Opening & Prayer**

The Rector read from Isaiah 55 then led the meeting in prayer.

**2. Apologies for absence**

Apologies were received from: Lizi Bowerman, Philip Garner, Stuart Gibson (J), Anne Gill, Gordon Gill, Lin Kerr, Vicki Luker, Allan MacArthur (J), Liz Morris (J), Ruth Poole, Alex Reich, Liz Roberts, Sylvie Thompson.

**3. Minutes of the November 2014 meeting**

The minutes of the CPCC meeting in November 2014 were signed as a correct record with the inclusion of an *amendment* to the following item under Present – Scott Cockburn recorded present twice to once and 8 voting members changed to 10 voting members.

**4. Actions / Matters arising other than those listed elsewhere**

Paper B refers. The Rector read the status as listed in the paper and added further comments.

**4 a) Sunday notice sheet advance distribution** (November Item 4b) Rector checking if the recipients still require this.

The only replies received were to state that email copies were not needed, therefore the emailing of notice sheets has ceased.

**4 b) Outreach to Church Visitors** (November Item 4c) Discussion by PCCs

Referred to Churchwardens. The Rector added that PCCs would also consider this.

**4 c) Parish Share 2014** (November Item 10a) November Deanery Synod Meeting

The Deanery Synod has agreed the new proposal for parish share, as discussed at the January PCC meetings.

**4 d) Mission and Pastoral Plan** (November Item 10c) Confirmation of Archdeaconry move

We formally move to be into the new Archdeaconry of Dorchester in March, but as from January have informally come under the pastoral care of the Bishop of Dorchester. However, until a new Archdeacon had been appointed, anything requiring permission from an Archdeacon will be referred to the Archdeacon of Berkshire.

The Rector added that Bishop Colin will visit All Saints' Church, Didcot on 5<sup>th</sup> February at 7:30pm. There is an open invitation. It is organised by St. Peter's and All Saints' parishes. There will be a discussion on Didcot matters, and an opportunity to meet the Bishop. All are welcome.

## **5. Membership changes in Sub Groups.**

Worship Services group are planning to recruit new members.

Youth and Families group have not met. Ruth Poole has left. Vicky McArthur has stepped back temporarily from the group.

## **6. Safeguarding**

The Secretary said that Vicki Luker stated there was nothing to report. The Rector said we should all be aware how important this is due to the historical abuse of minors; the Church is very vigilant on it.

Jane Woolley asked about progress on the guidance booklet. Mel Gibson reported he has made changes following the latest review and Vicki Luker is drafting a further section on vulnerable adults.

## **7. Ministry and Medicine**

The Rector said this was an opportunity for comments or questions or concerns to be raised: The intention is for him to work one day a week in daytime as a GP if he can find a suitable job. This will start after Easter. The purpose is to keep his GP registration and maintain ongoing experience. It would also be fulfilling for him personally. He offered to leave the meeting while this was discussed but it was stated this was not required. He asked if the meeting was content with this.

Discussion ensued, including:

- This should not replace the Rector's day off. The Rector responded that the GP working day was likely to be Friday, with his day off being Wednesday
- It would be good for the Rector personally as medicine is one of the loves of his life.
- People usually work 5 days a week and two days off. This would be an extra day's work and result in one full day off per week, which is not an uncommon routine for full time clergy.
- The Rector said he had asked the Church Wardens if they had any concerns, which they did not (other than to insist upon the Rector scheduling one clear day off per week)
- The Rector will communicate this more widely if the CPCC agrees.
- There was discussion of the implications of the Rector earning extra income. It was stated the position of Rector does not have a requirement for set working hours each week, it is an incumbency. His income as Rector would not be reduced. It would be his intention not to benefit financially from the work, and so having made arrangements not to be 'out-of-pocket' from work-related expenses (e.g. insurance, fees, and travel); he would find an appropriate use for any net income generated.

## **8. Stewardship**

Paper H refers. Peter Barclay-Watt reported and answered questions: The paper covers giving, legacies, results for last year and budget for this year. Funding for the Children and Families worker would be covered in a subsequent item.

The last Stewardship Campaign was held in autumn 2012. The need for a further stewardship campaign in the autumn would be reviewed in the light of the response to the pledges for funding a Children and Families worker.

The funding for the Children and Families Worker is separate from Stewardship.

The Friends scheme being considered by St. Matthew's would aim to encourage donations from people interested in the Parishes but not part of the congregation for e.g. maintenance of the fabric.

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

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

The Secretary read the following on behalf of Liz Roberts:

- The group will have managed to meet only by email since last November. There have been no membership changes.

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- Its chief activity will have been to produce a calendar for processing projects and publicity for events so that design, print, distribution or other publicity can be coordinated in a timely fashion.
- We would welcome any general feedback there is to give 'in the round' about Christmas cards.

The Rector said that for the last 3 years a Christmas card with the dates and times of the Christmas services and a Christmas message has been delivered to all houses in both Parishes. Some blank cards of the same design were also obtained to sell. Mel Gibson said selling the blank cards had been profitable for the first year, less so for the next and ran at a loss last year. There are stocks of the blank cards.

Discussion ensued including:

- The first year the design was a picture of the two Churches and they all sold.
- The cards last year were only available after people had bought their cards and too late to send abroad.
- The Rector said it is an optional extra to have cards to sell. It can be a distraction to have them on sale in Church. He is not keen on selling things in church in general.
- The remaining stock of cards could be sold at harvest lunch or at Evergreens.
- The current stock can not be sent to houses this year because of the work to add the message, and the designs have been used already.

The Rector concluded by proposing that we put the current stock on sale much earlier this year. He asked the organisers of the relevant events to take note.

<b>ACTION:</b> Monika Buxton to arrange for left over Christmas cards to be on sale at Harvest Lunch 2014.
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Carol Pigott to contact Judy Goodall about having left over Christmas Cards on sale at Chilton Wives Group meeting.
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The Rector asked for his thanks to be passed to Lin Kerr for her work in producing the artwork.

### 9 b) Outreach and Support

Paper C refers.

Andrew Hayes said he hoped the paper was self explanatory. Liz Roberts has helpfully emailed on related subjects. The recommendations and suggestions are mostly for the Rector. The Rector said he had given permission to the group to make these recommendations and remind him as required.

The meeting discussed the welcome of people moving into the parishes including:

- Observing houses for sale, so new people can be identified quickly and a visit arranged.
- If any of the congregation moves away a note could be made of which parish they were going to so the new minister could be informed - a house move can be a time when people stop attending church.
- The Rector said the biggest change at the moment is people moving in to the villages.

Andrew Hayes said the paper was proposing a wider responsibility for contacting people moving on. In some cases a Rector has written to a contact when people move away. This would be with permission.

There was discussion of the role Broadsheet deliverers in having contact with new residents including: logging or making a mental note of "for sale" signs then delivering a welcome leaflet or visiting them or passing details on for the Rector to visit. It was stated that new residents should be told they are welcome at church.

Andrew Hayes said the Broadsheet deliverers are crucial and he would like to see their profile raised. The first stage is to get them together to see how many were comfortable to do this - training and backup is possible. Also it would be a chance to thank them. The welcome currently given varies between a welcome pack being put through the door and a personal visit.

It was stated that there is no Harwell welcome pack or leaflet. Discussion ensued: It was stated that there did not yet appear to be a Harwell welcome pack or leaflet. No one present knew if such a leaflet is in the pipeline. It was suggested Communications and Operations group could consider this.

The Rector confirmed this is a question for Communications and Operations group.

**ACTION:** Peter Cox to ask Liz Roberts (Chair of Communications and Operations Group) to consider a Harwell Welcome Leaflet

**9 c) World Mission**

Paper D refers. Pam Rolls reported:

Since the last meeting there has been a “Mission Focus” each month on a particular mission. It is promoted in the Broadsheet, prayer bulletin in the Notice Sheet, and on the website.

**9 d) Worship Services**

The Rector reported:

**9 d) 1 Service Planning Process**

These papers refer:

Paper E: Notes from the group’s last meeting, with proposal for service planning.

Paper F: Proposed Service Planning Process and Timetable.

This has arisen because of the need to co ordinate the increased range of music with the services and sermon themes. The group proposes it takes on a bigger overview role to include this.

Discussion ensued including the current division of responsibilities. The Rector stated that the group will advise him and co ordinate the meetings to plan services. He asked if the meeting was content with this. There were no objections.

**9 d) 2 Alcohol Free Wine at Holy Communion**

The Rector proposed a different supply of alcohol free wine is obtained to replace the supply used in the trial so far. This is because of adverse comments on its taste.

Discussion ensued including:

- The Church Wardens have also received adverse comments on the taste.
- The number of extra communicants generated by the initiative was discussed; the Rector said more may participate once it is generally known. There are some people who do not receive communion due to this issue.
- A Church Warden said someone asked about the reason for the trial, he explained and the person was happy.
- The Rector said there was a brief explanation of the trial in the notice sheets. It was stated this may need repeating. The Rector said it would be in several times.

The Rector asked if the meeting was happy for the trial to continue with a different alcohol free wine. There were no objections.

**ACTION:** Alternative new supply of Alcohol Free wine to be trialled – Rector to ask Church Administrator to obtain suitable supply.

**9 d) 3 Prayer for Individuals after Services**

Peter Barclay Watt asked if a group could be available for people who want prayer after services. The Rector said this was part of the WSG remit as prayer ministry. Specially trained and commissioned people could be provided. People have also asked him for this.

Discussion ensued including:

- This sometimes happens spontaneously after Chilton services if people know each other. Newcomers would be less likely to do this.
- The Rector said if someone is seen to be upset, someone may pray with them informally. The suggestion is that there is also a formal arrangement.
- If the sermon is on prayer in Chilton, someone is available in the chancel.
- If people are commissioned for this, then the preacher or service leader can point people to them. The preacher and service leader are usually at the church door after the service and cannot necessarily pray with someone e.g. at Chilton Morning Service when they need to get away quickly.
- The Rector said the chancels are good places as they are private enough but visible.
- Once people get to know this is available they may participate.

The Rector said he is happy to take this forward with WSG.

ACTION: Jonathan Mobey: WSG to consider 'prayer ministry' group
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**9 d) 4 Christmas Services**

Tony Hughes said a recommendation on the pattern of Christmas Services was mentioned in paper E (Item 3d). The Rector said the required attendance figures were not available yet. The item would be on their next agenda.

**9 e) Youth and Families**

There were no matters raised other than Children and Families Worker.

**9 e) 1 Employing a Children and Families Worker (CFW)**

These papers refer:

Paper J: Funding Proposal

Paper K: Job Description - latest draft for discussion

Paper L: Proposed Timeline - if we are to proceed

The Rector said that the Working Group had met twice. Membership is: the Rector, Helen Brook, Mel Gibson, Chris Wheaton and Roz Shipp. They have done a lot of work and there is more to do.

The Rector asked if there were any general comments. Discussion ensued including:

- A Working Group member asked if the meeting understood what the CFW was going to do. Is the guiding principle understood not just the process?
- A Church Warden said that the intended function and process to be gone through was clearly laid out with a lot of detail in the papers provided and this had been agreed at the last meeting. The working group has done a remarkably good job getting to this position.

The Rector asked if we could explain why a CFW is needed. The reasons suggested were:

- Those given in the papers issued so far
- Because there are so many young people who don't know Jesus or the Gospel. This is a person to reach out or work with groups and make contact with families and children and introduce them to church. Jewish Children go to school on Saturdays to learn about Judaism, Moslems go to Madrassas, many of our children go to secular schools where there is vague religious teaching. There is not enough time just in Sunday Services.
- To encourage knowledge of the Church.
- If we don't get children into church it will decay. Childhood is not what it used to be, children are lost, we want to show them truth and life and make them disciples, not just keep the church going and solvent.
- It is good that Ministers visit schools. Pam Rolls replied you have to be very careful what you say in schools, if they are in church or neutral territory there is a lot more freedom.
- A lot of churches that are moving forward have a CFW

There was further discussion of the issues mentioned at the November meeting including secular childhood, a critical age group, the pressures on current volunteer resources, someone with experience who can relate to that age group. Additionally:

- A CFW would not do everything. They are the focus and the rest of the church works with them
- Having a CFW has not been successful where there is no support from the parish. The worker has felt isolated and lonely. They will need all our support to get started.
- The Rector said the CFW gives leadership and empowerment; they can only be in one place at a time.

It was asked how we explain that we can afford this when Chilton did not meet its parish share this year.

- There are Chilton funds that can be used for growing the Church that cannot be used for the Parish share
- Hopefully the shortfall will not be repeated. We are hoping to raise new funds to cover the CFW.
- There may be grants available for the CFW

It was suggested that the documents and papers produced so far or a summary could be made available on the website or in print so the benefits could be seen. It should be publicised continuously now to get the wider congregation on board.

The Rector said it had been mentioned in sermons over the last few Sundays. There would be a focus on it then “Pledge Sunday” and materials would be made available. It was stated a pledge had come in already.

**THE THREE PAPERS WERE DISCUSSED:**

**JOB DESCRIPTION PAPER K**

The Rector said that comments had already been received:

- Additional duty: to improve the reach of the church in places in the villages where it is not strong.
- Connect: add to consider setting up a similar group in Harwell as appropriate
- Dwelling: change preferably living in Diocese to in Benefice.

It was stated that it was asking a lot of one person to do, and to have all these attributes. Candidates may be frightened off or it may take a long time to get someone who fits the specification. A Working Group member said that there is a table at the end with “essential” and “desirable” skills.

Other comments included:

**Person Specification List**

- Point 1: Mature Christian faith: Will come with age. We are looking for someone with experience who can be strategic – hence the higher salary. They will provide leadership to mature Christians. Possibly “Mature” could be removed.
- Point 3 Qualification: There was discussion if a suitable candidate will have one anyway, possibly change “will” to “should”.
- Point 4 Knowledge of the Bible: phrase unnecessary – to communicate biblical truth you must know it.
- Point 5: Proven skills due to the risks taken in employing someone – via references and application form. Someone with no experience should be avoided.
- Point 6: Reword “staff”
- Point 9: There was discussion of what required music skills this covered. The Rector said that this is desirable. It was stated “provide resources” should be reworded to “identify resources” – the person does not spend their own money.

**Essential / Desirable Attributes Table**

- The list and table do not agree. The Rector said this would be made consistent if the meeting was happy with the content.
- Driving Licence: It was suggested that this should be essential. The Rector said that a candidate may not have one e.g. for medical reasons, but could make other arrangements and should not be excluded.
- Fundraiser: The Rector said that it would be useful if they could continue fundraising.
- Uniformed Groups Scouts and Guides: The Rector asked if experience of these should be specified. It was stated that it depends where the focus is as Scouts and Guides are an older age group. These groups could be over-emphasised in the list. Also, Harwell Scout groups are affiliated to St Matthew’s but the Chilton Scout groups are not affiliated to All Saints’.

There was discussion of the resources budget available to the worker and what should be included about it in the job description. This may include grants. The job description should say that there is one to be managed, and experience of managing budgets should be desirable.

A full DBS should be specified, though if someone is already working in that area they will have one.

It was stated that the table column headings were the standard ones.

**Job Title**

The Rector asked if all were content with this, e.g. “worker” not “minister”.

- A working group member said he had seen this (“worker”) in adverts. Members at the meeting confirmed that they were content with “worker”.

**Terms**

The Rector said this post is 3 years full time initially, with an aspiration for a permanent post. The probation period was specified as 6 months. This would include Christmas which is a good time for both parties to assess each other. The Rector stated that a separate contract of employment would be required. We intend to have the Job description reviewed by an HR specialist.

It was asked how we would judge success; this is not specified in the job description. It was stated that it should not be in the job description. The Rector said we would revisit this and assess if it is bearing fruit when we decide whether to extend the post. It was stated that it won't necessarily bear fruit straight away.

**Purpose of Post**

The age range was discussed (stated as Crèche up to year 6 and 11-18 depending on experience.) It was stated that this was a broad range. The Rector said that there was a balance between not discouraging people that do not have that experience and encouraging those that do.

It was stated that the wording in this paragraph "...taking responsibility for the planning and running of the Sunday Morning groups..." implies that the worker runs all the groups simultaneously. The Rector said the worker is expected to be a practitioner not just direct from an office – "do" not "tell". It was suggested that the wording is "participating" not "running".

**Accountability**

It was suggested that rather than be an employee of both PCCs the CFW should be an employee of just one PCC for legal reasons. This would be a similar situation to the Church Administrator. The Rector said he would investigate and clarify this.

ACTION: Rector to investigate options for employment by one or both PCCs
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**Duties and Responsibilities**

The Rector said, as previously discussed, that there was a long list of responsibilities. It was stated that interpretation of the list was obvious if you had experience, but not if it was a first job, but people would not apply if it was their first job. Someone else stated that they thought that it is a relatively short list.

Point 17: In reply to a question the Rector stated that he will be the line manager.

The Rector proposed that the Working Group produces a final version of the Job Description taking account of the comments made and circulates it for comment. There were no objections.

ACTION: CFW Working Group to compose revised final Job Description
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**PROPOSED TIMELINE PAPER L**

The Rector stated that a 3 month period was allowed between informing the successful candidate and the start date to allow for notice. An advert will be published in Youthworks magazine in 6 weeks. The meeting discussed if an on line advert with a shorter lead time would be enough. The Rector stated that it was a print and online package. We could opt for online only, but the timeline has time for both.

The membership of the fundraising and appointments committees is to be determined.

There was also discussion of the following:

**INTERVIEW DATE AND FORMAT:** The interview date can be moved to take into account village and church events. A Sunday could be considered so that candidates have exposure to all age services and children's activities.

**NOTICE PERIOD:** The meeting discussed how it would affect a teacher applying. It was stated that the deadlines given were too late to give notice required by a school. This only mattered if a current teacher applied; a candidate may have past teaching experience. Other possible candidate backgrounds were mentioned e.g. the Working Group is in touch with Centre for Youth Ministry (CYM) for advice.

ACTION: CFW Working Group to contact CYM for advice about possible background of candidates
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**GRANT APPLICATIONS:** This is proposed to start in April. It was suggested that applications should start soon. They require a lot of supporting documentation and the funding and the length of the post need to be agreed. It can take 9 months to get the grant funds.

**The Rector said that the Working Group would work to the timescale taking into account teachers' notice requirements, grant applications and advert deadlines.**

It was stated that DBS clearance timing also needs to be taken into account.

#### APPOINTMENTS COMMITTEE

The Rector invited discussion of the makeup of this committee and interview panel. The meeting discussed these issues and the format of the interview day. It was stated that we need to be welcoming not intimidating.

The Rector asked if we should appoint people to the committee now. It was proposed that the Working Group take this forward. The Rector said that the job of the appointments committee - advert application and contract - would be carried out by the existing Working Group. A formal appointment committee would then be appointed with delegated authority to make the appointment. This is delayed until the March PCCs

It was stated that this process should be checked against the statutory requirements. It is different from the appointment of the Rector who was appointed by the patrons and is not employed by the Benefice.

A working group member said that the PCC members give agreement. The Rector asked for volunteers to go on the appointments committee. Some volunteers came forward.

**ACTION:** CFW Working Group to check statutory requirements and propose Appointments Committee.

PCC secretaries to arrange for PCCs to delegate appointment process to this Committee at March PCC meetings.

#### **FUNDRAISING PROPOSAL PAPER J**

##### **Costs**

The Rector asked if the meeting was content that the costs are split All Saints' 1/3 St. Matthew's 2/3. It could be 50-50 due to e.g. the new housing in Chilton Field and North Drive. Discussion ensued of the populations in the parishes currently and in future, and where the need for Children and Families work would be. It may move between the parishes over time.

**The meeting agreed that the funding should be 1/3 - 2/3.**

##### **Underwriting**

The Rector said that if sufficient new funds are not raised individual parishes' existing funds could be used to cover certain costs: the St. Matthew's unrestricted reserves and All Saints' Church Hall Fund. This will require the individual PCCs to agree the commitment.

##### **Pledges Received Already**

A pledge of £12,000 (£4,000 per year for 3 years, including gift aid) has been received from within St Matthews.

##### **Balance Required to Trigger Appointment Process**

The Rector said that the balance to be raised is in the final column.

It was asked how the grants are applied for and divided between the two parishes. The Rector said that the parishes would work together, any grants would be apportioned 1/3 All Saints – 2/3 St. Matthews, and £28,000 to be raised by St. Matthews only. In reality both churches would fundraise. He proposed that once £28,000 has been raised between the parishes we can go ahead.

The meeting discussed whether a 2 year appointment should be made if insufficient funds were raised. It was stated that we should commit to fund raise for £28k over 3 years which is £7,500 per year with gift aid. If people do not understand the vision now they will not understand it later.

The Rector gave the example of 25 people responding, needing to provide £300 each per year for 3 years to trigger the process. Any more would reduce the amount drawn from Parish funds.

It was stated that the PCCs have a legal responsibility as trustees and this is 12-13% of annual income, stated as £80-90,000.



Mission Giving Funds were mentioned as a contingency, but it was stated that using these funds had not been discussed. The Rector said that we don't need to consider this if the £28,000 is raised. If it is not raised we do not proceed. It was stated that if it is not raised it is a sign that we have not got the vision across.

The Rector said that £28,000 is a reasonable "Gideon's Fleece" (see Judges 6 v 36-40).

The Rector said that the sentence under the table implies the funds are raised between both Churches; there could also be grants and pledge responses funds from outside the benefice.

It was suggested that we need £1 per day from 25 people. If people commit to that they are more likely to support the CFW in other ways as they would have a stake.

The Rector said that the individual PCCs need to agree to their share of the costs, underwriting and funds to be raised. It was stated this is because the PCCs are financially liable and responsible for their decisions.

<b>ACTION:</b> PCC secretaries to arrange for PCCs to agree share of costs and underwriting at March meetings.
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**The Rector asked if the CPCC was content that the appointment process goes ahead once £28,000 is raised. All present agreed.**

It was suggested that a current CFW visits and explains their role. The Rector said that each CFW works in a unique situation; people may assume our CFW will do the same as the visiting one. Discussion ensued. It was suggested that a CYM student or tutor could visit instead.

<b>ACTION:</b> Rector: to consider CYM or other appropriate visit
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## 10. Benefice activities

### 10 a) Connect Sunday Afternoons in Chilton School

The Rector reported Connect is continuing. It has a very international flavour, often the majority are non British.

### 10 b) Songs of Praise 2014

The Rector asked if we should commit to go ahead or have a year off. A group would be needed to take this forward. It is a plan at the moment. He asked for people to pass their comments to him after the meeting.

### 10 c) Harwell West

The Rector said that this links into the Children and Families Worker.

### 10 d) Alpha

The Rector reported that the course has started. The taster session went well and was well attended; numbers dropped following the introductory session, but some people gave apologies for not attending. Pray: it would be good if the initial interest picks up again.

## 11. Deanery and further afield:

### 11 a) Great Western Park

Paper G refers. The Rector said that it is an update paper. There is a meeting including this tomorrow at St. Peter's (See item 4d).

## 12) CPCC Away day Follow Up

Paper I refers. The Rector said that there is quite a lot to take forward to the groups.

## 13) Any Other Business

### 13 a) Fundraising in Church

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Paper K refers: The Rector said that there was no time to discuss this item. It is a discussion paper concerning how to respond to fundraising requests received by the Benefice. If anyone has any thoughts, feed them back to him. There is a request in now that he needs to respond to.

The Rector concluded by asking for prayer for the Children and Families' Worker appointment.

**The Rector closed the meeting with the Grace at 22:13**