

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

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)	Naomi Gibson (J)	John Pigott
Jean Barton	Gordon Gill	Alex Reich (J)
Lizi Bowerman	James Hellem	Liz Roberts*
Helen Brook	Tony Hughes (J)	Roz Shipp
Monika Buxton	Hazel King	Sylvie Thompson
Peter Cox (Secretary)	Liz Morris (J)	Jane Woolley (J)
Mel Gibson (J)	Carol Pigott(J)	The Rector (Chair, J)

By Invitation: Peter Shields, Children and Families Worker (CFW).

* Present to mid way through item 13e1

1 Opening & Prayer

The Rector read from Psalm 78: v 1-7

He said that this reading links to one of tonight's items. The Psalm links closely to the last 2 verses of Matthew's gospel Ch 28 v18-20, to go and make disciples of all people. Both these passages are about passing on God's word. In Matthew Jesus said we should go out into the whole world. The Church in Acts carried this out and many groups have done so since then. The Psalm tells us to pass God's words down the line through the generations. The Psalm focussed on passing the message through time - God's family through the generations. Jesus' words emphasise the breadth, drawing in the Gentiles. The idea at both times was to have faith in God, show this by deeds and keeping His commands and teaching our children to obey them. This is not simply learning an idea or facts but a commitment of obedience. Jesus said the wise man builds his house on rock. It is not simply an intellectual concept but trust and faith. We should teach all people to obey a loving God. It is not cold obedience but about a relationship of trust built over time. It is not going out and forcing people but encouraging them to buy in with their heart.

He then led the meeting in prayer.

2 Apologies for absence

Apologies were received from: Stuart Gibson(J), Carina Lobley, Allan MacArthur (J), Associate Minister Pam Rolls (J) and Liz Morris.

3 Minutes of the September 2014 meeting

The minutes of the CPCC meeting in September 2014 were signed as a correct record with the following amendments.

Added at start **Note: The June 2014 Combined PCC meeting was cancelled**
Item 3 Title: Minutes of the November 2014 meeting changed to **February** 2014 meeting.

4 Actions / Matters arising Other than those listed

Paper B refers.

4.a Item 4b: Christmas Cards

ACTION: CPCC Secretary to ask Carol Pigott if she has contacted Judy Goodall.

Status: Carol Pigott has contacted Judy Goodall about selling remaining old stock at the Chilton Wives group meeting. Complete.

4.b Item 6c: Children’s Advocate and Safeguarding Officer

ACTION: Rector to talk to Children and Families Worker about having Children’s Advocate on the back of his business cards.

The Rector reported that this was in discussion with the CFW.

4.c Item 6e: Registration of Groups

ACTION: The Children and Families Worker to create and oversee the required registers.

Status: Rector to talk to the CFW about this.

The Rector reported that this was in discussion with the Children and Families Worker.

4.d Item 6f: Combining Groups When Short of Helpers

ACTION: Safeguarding Officer to send DBS list (of checked people in the Benefice) to the Children and Families Worker.

4.e Item 6g: DBS Checks for Children’s Group Leaders and Safeguarding of Vulnerable Adults

ACTION: Safeguarding Officer to send list of DBS checked people to Rector.

ACTION: Safeguarding Officer to state definition of a vulnerable adult and what group leaders in the benefice this applies to. This matter to be raised at the November Meeting.

The Rector reported that these actions have been completed by Vicki Luker. The rest of the safeguarding items will be addressed in the Safeguarding descriptions.

4.f Item 8: Stewardship

ACTION: Rector to raise fundraising appeal and autumn statement with the Stewardship Group.

Status: Done.

4.g Item 9a: Communications and Operations (Other Matters)

ACTION: Rector to add explanation about other contributors to the Broadsheet as required.

Status: Noted.

4.h Item 9b Outreach and Support

CONTINUING ITEMS: Debt Support, Chairman and Home Group Co-Coordinator. See Item 13b.

ACTION: CPCC Secretary to add Terms of Reference of Sub Committees to the November Agenda.

Status: Item added to agenda.

4.i Item 9c1 World Mission: Fundraising in Church

ACTION: Fundraising policy group to compose a policy.

The Rector said that this action is still outstanding.

4.j Item 9d1: Worship Services: Morning Services on 30 November and 7 December

ACTION: Rector to communicate with interested parties and change calendar.

Status: Done.

4.k Item 9e2: Youth and Families: Next Steps and Fundraising.

ACTION: Rector to pass consideration of this matter (about additional fundraising) to the Stewardship Group

Status: Done.

4.l Item 12a Proposal to Hold Annual Meetings During or After Services

ACTION: Jane Woolley to check the applicable rules (on who can attend / vote at each meeting).

The Rector said that Jane Woolley has consulted the rules and reports as follows:

In summary, the answer is:

APM – those on church electoral roll plus those on local authority electoral roll.

APCM – those on church electoral roll only.

ACTION: The PCC Secretaries and Rector to work on format and gear arrangements to this.

Status: Noted and will happen in due course.

4.m Item 12b: Proposed Meeting Schedule

ACTION: PCC Secretaries to add approval of the meeting schedule to individual PCC agendas.

Status: Done.

5 Membership Changes in Sub Groups.

No changes.

6 Safeguarding

Paper G refers. The Rector reported:

6.a New Safeguarding Officer

Vicki Luker has stood down. The Rector said that she has performed this role conscientiously and energetically for the last year, but is moving away. Avril Butler has agreed to take over. She is a former Chilton PCC Secretary and has recently retired from a law firm specialising in family matters, so she will have an insight into safeguarding issues. As Safeguarding is a responsibility of the JPCC, a vote is required to implement this:

RESOLUTION: Avril Butler to take over from Vicki Luker as Safeguarding Officer.

PROPOSED: RECTOR

CARRIED UNANIMOUSLY

6.b Annual Renewal of Safeguarding Policy

The Rector said that as the policy had not been circulated, this matter should be held over to a future meeting. Carol Pigott said that renewal is due at the first meeting after the APCMs. The Rector said that this would be the June CPCC meeting. He would discuss this with the Safeguarding Officer, the Children and Families worker and the Associate Minister.

The Rector proposed that consultations continue until the review is carried out at the June 2015 CPCC meeting. **There were no objections.**

The Rector proposed that the existing policies are used until the review at the June 2015 CPCC Meeting. **There were no objections.**

ACTION: Rector to discuss with the Safeguarding Officer, the Children and Families worker and Rev. Rolls.
ACTION: CPCC Secretary to add to June 2015 Agenda.

6.c DBS Checks of Leaders of Adult Groups

The Rector said that there had not been any further research since the last meeting so he suggested that this matter could be considered with the Safeguarding Policy review in June. He proposed that this matter is deferred until the June 2015 CPCC meeting. **There were no objections.**

ACTION: CPCC Secretary to add to June 2015 Agenda.

7 Review of Non-statutory Fees

The Rector said that these are charges made by local churches that are not set nationally by the Church of England and include charges such as for the organist, vergers, and bell-ringers at weddings and funerals. It is thought that this Benefice charges less than neighbouring churches. However there is no time to give this due consideration at this meeting and more preparation is needed.

This was last considered two years ago. If it is left for too long a big increase is needed, but it can be left in abeyance for a short time. The Church of England has yet to publish the 2015 charges.

ACTION: CPCC Secretary to add to the February 2015 Agenda.

13 e 1 Children and Families Work 2015 Onwards.

As per the agenda this matter was considered at this point in the meeting.

Paper I contains the proposals.

The Rector said that this is an important matter. The Children and Families Worker has worked hard to draw up the proposals and we should give them serious consideration. Some decisions to go ahead with proposals could be made now, others will be deferred.

The Children and Families Worker introduced the proposals:

He said that this is his 12th week in employment. His first three months have been a great honeymoon period. He has visited all groups and services apart from the crèche and the evening service, and had sampled at least one of every activity. He has met with as many of the children's group leaders as possible and the Connect and Scout leaders. He has also talked with many of the other children's workers. He meets with the Rector weekly.

Through these meetings and as time has gone on he has increased his understanding of the Benefice and consider next steps. The result is the 10 proposals in the paper. Some are stand-alone, some are alternatives. They cover the various strands to the work.

People in and around the churches can be seen as being in concentric circles or layers:

- The centre is the church family.
- The next circle out is the fringe, including Y club, Fledglings and Harwell Scouts.
- The outside circle is those with no official association including Our Street Corner, Chilton Scouts and Baptism parents.

There are activities for each circle to draw people to the next circle in. We are called to save and equipped to reach outliers. We can't miss out a generation.

THE INDIVIDUAL SECTIONS OF THE PAPER WERE DISCUSSED:

SOME OBSERVATIONS and SOME GUIDING PRINCIPLES

Discussion included:

- The churches are the only ones in each village, catering for the whole population. People cannot easily pick and choose.
- Some people travel outside the villages to attend other churches. We should make our church provision accessible to these people.
- Gordon Gill said that the Evangelical Alliance of GB had recently published research that indicated people who described themselves as Christian in the last census, 20% attend a church once a month, of these 2% would described themselves as committed Christians who attend weekly. Of the population from the last census in the Harwell and Chilton Benefice who described themselves as Christian, we are reaching from regular church attendance figures approximately 4%. The question that might be asked is: Where do the 16% go to church that we are not reaching? Most families that travel outside the village go to churches of other denominations, very few families travel to a different Anglican church.
- The Rector said that people may go to a church with a different style and because of good provision for children. Also some people living in Didcot attend Harwell church.
- Some of the current church activities have age bands – e.g. Holiday Club is not for teenagers.
- The CFW said that church is similar to a village pub or post office, they are valuable but if people don't support them they will close. They won't be missed until they are gone. There are other examples where people will travel elsewhere in response to the consumer mentality.
- It is a crucial situation where families are not experienced in attending church; the church should go to them.
- The Rector said that Jesus said "go" not "sit and wait".
- The comment was made that some people are unable to travel to other churches outside the Parish. They may stop attending church completely with changes to the service pattern.
- The Rector said that people with poor mobility would include the frail, young mums, those who don't drive or can't afford to or for whom it is not practical to travel.

The Rector said that as proposals 2a and b were very significant, these should be considered after the other proposals.

PROPOSAL 1 BRANDING

The CFW said that this was to give a sense of unity and working together covering all the children's activities across the two parishes. Discussion ensued including:

- There would be more recognition to people of all that occurs so it looks less different.
- It would be difficult to get a brand that covers toddlers up to teenagers. It took a long time to get the new Benefice logo; it would be bad to hold up the rest of the work while we get a brand. The CFW said that there is nothing on hold until this happens.
- It was asked where the boundaries of the branding would fall. Would the branding include affiliated groups such as Harwell Young Singers who are not affiliated but are part of the Church family? If the

boundaries are drawn widely they would overlap with organisations' own branding for their own purposes. The CFW said that branding would cover those groups the Benefice owns.

- The Rector said that for example the Scouts appoint their own leaders and have their own training. We have a good relationship with them and they use the Church Hall but they are autonomous: they could break away from the churches and still run. So they will be outside the branding. This is the same for Harwell Young Ssingers, though they would be welcome to have a closer association.
- The branding should cover all groups the churches have an association with or are on the website.
- There are currently separate age groups; you talk to different age groups in different ways. They could be covered by this brand or an established one such as 'Messy Church'.
- In response to a question the Rector said that costs would not be considered before formal approval.

PROPOSAL 3 HOME VISITS

The CFW said that this is a link to "going" - the Church is a mission organisation at heart. It is easy to grow a large children's organisation as children are natural joiners. This is a measure of success but is fairly short lived. Going to the parents and family is key as values are imparted at home by the family to give long term fruit. Not much is imparted after the children leave. His job title is Children *and Families*' Worker which was part of its appeal to him: the PCCs appreciate the role of families in faith and building disciples.

Family visiting answers the question of how to build at home - go and visit and build relationships. It is a nice way of doing things. He made some visits after Holiday Club, it was a great experience. Home visits are a nice surprise for the children – usually an adult at the door means they are in trouble. He reported good things and it builds relationships outside the event. Relationships are the important thing in any decision for Christ. For adults, relationships of a kind happen at church and meetings but the important ones are those at home groups or over a cup of coffee. It is the same with children: the deeper relationship happens on the doorstep, you can see what their circumstances are.

He has been doing home visits for 15 years. It was scary to start with, he has done 10-20,000 visits of which probably less than 5 were bad experiences, the rest were really good.

There is a strong advantage in home visits – for example Philip Garner has made home visits in the Chilton Field development. Once you have a relationship with people you can invite them to Church events where they may get saved. It is an intrinsic part of children's ministry to build in the parents. It is scary but once you have started you don't look back. The church gets not only the numbers of children attending but children with a personal faith. For most of his visits he prays on the doorstep "What do I do now" and sees God step in and ministers.

The natural progression is to ask how to implement this. He would like to roll this out as part of what we do. Discussion ensued:

- It was asked if this is to get families to church and follow Christ or bring church to home to be a Christian there. The CFW said that it is to take church to the families. He wants all to get into church with a big C - to know Jesus and follow him. Some will become members of the congregation. An advantage of visiting and forming relationships is that it is easier to invite people to church events as they are being asked by people they know and trust. The overall aim is to move people in one circle at a time, this moves people from no contact at all to the fringe.
- Gordon Gill said that in the Deanery they are considering tilling the soil, planting and watering, this is part of that.
- There were some other favourable comments.
- The Rector said that there are important questions to consider to get this running long term. He had received emails on this already from PCC members. It requires having a sustainable group of visitors so they don't get overloaded, all trained and authorised.
- The CFW said that it is not just about the children but the adults too - He found out more at home visits of the PCC.
- The Rector said that he had received a comment from the Associate Minister that this is labour intensive but she was willing to try with Y club members. She supports regular visiting though thought that visiting every week may be over ambitious.
- Gordon Gill said that Mark Bodeker started home visits in Great Western Park in February and had 200 children attend Summer Camp.

PROPOSAL 5: "Y CLUB" AT HARWELL PRIMARY SCHOOL

The Children and Families Worker said that school is the easiest place to find children gathered. He used to run big children's outreach events and have busses to take the children to and from the venue which was

expensive and labour intensive. It is easier to go to where the children are already. There are large numbers of children in one building, little publicity is required and you can reach all of them at once.

Schools are crying out for people to come in and add quality learning and may even pay for us to share the gospel! So it is an obvious thing to do. There is a new head at Harwell School. He has a good impression of us from Holiday Club. The CFW has met the head to see if there is anything we can help with, and he is more than happy for this to go ahead. We would duplicate what is done at Chilton already. It is relatively straightforward. It reaches the outer circle – those who have no contact with the churches. Discussion ensued:

- Y Club is going where the Holy Spirit is moving; we should go where Holy Spirit is pointing. It would also reach “Harwell West” so it is a good idea.
- The Rector explained that that Y Club was started at Chilton School rather than Harwell because Pam Rolls pioneered it and she is from Chilton and went to the school. It was also stated that it was rolled out from the Easter Holiday Club
- It is a super opportunity to have Y Club at Harwell School.
- Gordon Gill said that he had worked on something similar with the Bible Reading Fellowship with the Barnabas in Schools initiative – schools were willing to pay the BRF Barnabas in Schools team to go in. Schools are keen because some fail OFSTED inspections on Religious Education, having a professional team to lead has proved invaluable. A couple of years ago, Harwell Church (through a benefactor) paid for the BRF Barnabas in Schools team to go in Harwell School as a gift from the church.
- It has been some years since this was tried at Harwell.

PROPOSAL 4: DEVELOP A SYSTEM OF WHOLE FAMILY HOME GROUPS OR FAMILY DEVOTIONAL MATERIAL

The Children and Families Worker said that the idea for this proposal came from families being the critical component in children finding long lasting faith. This is how families could pass on their faith, from Deuteronomy 8 “You shall teach your families...”. It is to get faith woven into the fabric of life rather than just on Sunday or at Christian club. This can be done by equipping families to do it. It is core, how to equip families to raise the next generation to reach their peers.

The families would develop ideas and discuss topics together. It would be stronger if this is done as a pair of families. It could be one evening per week; the families have a meal together then pray and share or develop materials. The materials and teaching could precede the weekly sermon. Pairs of families would be accountable to each other and are more likely to carry on. It could build friendships between children in the church. The CFW has not run this or seen it done before so it is an experiment.

Discussion ensued:

- There were prayer triplets during the last Mission in the Diocese that met weekly. Each group prayed for another 3 people to bring to the mission.
- This is a good idea with low manpower requirement, it is up to the families to do.
- The Rector said that it requires a high degree of commitment from the families and provision of resources.
- This is a great idea; it answers the question of how to implement these Deuteronomy verses. The accent of the meeting feels like the early Christian community described in Acts 2.
- Home groups clash with other events, or parents attend home group separately, this solves that problem.
- The Rector said that a lot of people in the church are not in home groups.
- This could run in parallel with the other proposals, it would not need much input from the clergy or resources.
- The CFW said that he has not seen it done before. There are a small amount of existing resources. If materials are sourced / produced to tie in with the sermons we would need to think it through – would the sermons need to stick to the lectionary? Would it be the whole church? If people think it is a good idea he can work on these issues. **There were no objections.**

There was a short break at this point. The meeting stopped at 21:08 and reconvened at 21:20.

PROPOSAL 2a: CREATE A CHILDREN’S CHURCH SERVICE RUNNING PARALLEL TO THE ADULT SERVICE and PROPOSAL 2b CREATE A “FRESH EXPRESSION” WHOLE FAMILY INTEGRATED CHURCH SERVICE.

The Children and Families Worker said that these are being considered separately as these have the most visible impact as they affect the Sunday Worship services. These are the 10% “tip of the iceberg” that most

people see of the Church though 90% is elsewhere. They are alternatives as the Benefice only has the manpower and resources to do one, we would need to concentrate on making a good go of one.

The Children and Families Worker introduced the proposals:

The current model in the Benefice is what a lot of parishes do: have an introduction to the service, and then the children go out, separating into age groups. The children return for communion (when relevant). Both proposals would replace this.

PROPOSAL 2a: Children's Service

In this proposal children and adults would go to separate services, all coming away excited about being followers of Jesus. The children's church would be like Holiday Club has been for the last 2 years: corporate worship, children's activities – play, silliness and laughter, up front teaching, small age-separated groups with appropriate follow up teaching. All gather back together at the end for notices and biscuits. The parents come to pick up the children from the group.

PROPOSAL 2b Fresh Expression Service

This would be a fresh expression or Chimera style expression of church. It would be similar to Connect, Café church, Messy Church or Early church. The room is like a living room, the adults converse, the children playing in a range of activities and food would be available, either a meal or snacks. It would aim to appeal to adults and children, families worship together, and learn together. There would be much more discussion based teaching than sermon based teaching.

A new start could give the opportunity to move away from Sunday morning to a different day and time. This would be a good move to reach new Christians; Sunday morning is no longer sacred for many, it is the busiest shopping day of the week. The attendance at current Sunday services varies so Sunday may no longer be the best day in the week. Midweek or Saturday may be better; the CFW is inclined to have this away from Sunday.

Discussion ensued and the Rector and CFW answered questions:

GENERAL COMMENTS

- The Rector said that the Fresh Expression Service would be in parallel to a Sunday service for those who wanted more conventional worship.
- The Rector said that the Fresh Expression Service would be similar to Connect. The CFW said that he has reviewed Connect; it is a loosely defined mixture of social gathering, community church and outreach. The Fresh Expression would differ from Connect and Sunday morning service - it would be a service for young Christians and those new to faith.
- The CFW said that a Chimera style service is celebration or family time.
- A number of those present expressed enthusiasm for the Fresh Expressions Service and a preference for it above the Children's Service.
- An email was read out from a PCC member in favour of the Fresh Expression Service as they liked the family feeling in Church. They were concerned that the Children's Service would be a parallel service that would divide children and adults rather than bring them together. They have no family locally and are overwhelmed how strong the family feeling is here.
- An email was read out from a PCC member who prefers the Fresh Expression Service to the Children's Service. They liked the idea of a children's service in parallel but thought there are not enough people to staff both. A Fresh Expressions service would enable whole families to be disciplined together and attend Sunday Services if they wish to.
- The proposals are very exciting and involving. We should be cautious over manpower.
- There is an issue with organising a single event to serve both Harwell and Chilton: Which parish would the event be in? The parents will go to only one of the churches. It would be more difficult with a Children's Service as parents and children will be separated. The Fresh Expressions service would be better for this as it would be a different time and the parents and children stay together.
- Fresh Expression Service is better for practical reasons, as non Christians would go to it and a Children's Service would involve trying to leave a 3 year old somewhere big. It is tough to have toddlers and young children in the current Church services as it is difficult to keep them quiet.

VENUE FOR FRESH EXPRESSIONS SERVICE

- The CFW said that this will probably not be in either church building. The Church is the people not the building; if we meet in a school then that is the Church.
- The Rector and a church warden said that changes to make St. Matthews Church more flexible will not be ready very soon so a new venue would be needed for early introduction of a Fresh Expressions service.

2014-11-04 Combined PCCs – approved minutes

- The CFW said that he is not against church buildings as such; they are a facility, resource and assets. However you cannot do activities such as football in a church and they are often cold. An ideal building for a Fresh Expressions service would have a serving hatch and toilets and be next to a field. There is a stigma attached to church buildings in some people's minds so a neutral venue would be better.
- The Rector predicted that the attendance would follow a pattern of high to start, then a drop, then possible growth. St. Matthew's Hall would be adequate to start with but the service may outgrow it. It was stated that there were 28 at Fledglings recently which filled the hall. The Rector said that possible venues include the Church Halls, Village Hall, Chilton Community Room, the Schools and the Harwell Village Club (RBL). The Church buildings could be used but neither is appropriate currently.
- The Village Halls are most appropriate for a neutral venue. A lot of people have significant hang ups with a school building.

DAY AND TIME OF FRESH EXPRESSIONS SERVICE

- The CFW said that Sunday was a good day for church services when people did not work on Sundays. There is no longer a comparable day of rest. A lot of people who are available mid week are busy at weekends, e.g. seeing relatives.
- The first Messy Church was held on a Thursday evening at 5pm starting with tea together. There are over 2000 messy churches in existence. It is a "mid church" concept, to interest those who would not attend on Sunday. The Ladygrove Messy Church meets every second Saturday of the month. Midweek is a great concept.
- Working families may struggle to attend a service at 5pm. They may not get home until 6pm followed by tea, bath and bed for the children. Saturday would be the only day.
- People mentioned other Fresh Expressions services that were on Sunday afternoons at 5pm or 4pm.

FUTURE OF THE SUNDAY SERVICE WITH THE FRESH EXPRESSIONS SERVICE

A number of people expressed concern about what will happen to the Sunday Morning services and the families that attend if the Benefice runs a Fresh Expressions service:

- The other Services should continue. It is essential people see all services as equally important.
- Will there still be children's provision for families that continue to attend the Sunday Services? The CFW said that we should make sure there was some provision for a while though over time families may see the provision is better at the Fresh Expressions service and gravitate to it - there is no provision at the 8am or evening services so not many families attend. Over time our resources both financial and people could go to the Fresh Expression service. In the short term a couple of volunteers could provide some activities bags. This is a key point and why this has got to be an alternative - it would be difficult to run on Sunday as well.
- This would lead to the Sunday Morning Services not being for families. They would become something different. How do we keep whole family of the church of all ages together?
- For families that continue with the Sunday Morning Services it may end up with the parents taking it in turn to attend. These Services may end up in a "running out" model and being phased out as could happen for the Sunday evening service, which would be a shame and wrong. The Fresh Expression Service would need some sort of Sunday School provision continuing for togetherness.
- Acts 2 implies that the Church should embrace all generations. To lose the older generation would be a great loss. You need the older generation present for the younger generation to appreciate being together with them.
- The Rector said that the older generation would be welcome to attend the Fresh Expressions Service.
- Quite a lot of the older generation like having children in Sunday Services.
- A parent gave a contrary view that she sensed the older generation object to children in church.

CHILDREN'S SERVICE

- Children's Services offer a service to non Christian families of an hour's free childcare. Parents that had no link to the Church were happy and grateful to bring their children to a children's service as it provided a respite. It may bring in parents that use it eventually.
- An example was given of a separate junior church at the same time as the senior church. There were also junior and adult services and a joint service at 11am. However Fresh Expression service would probably be best in this environment.
- A concern is integration of the children into the adult service when they get too old for Children's service, as this is when they may be lost.
- Three halls may be needed to run separate children's services: Junior Church to 12 years old, 12 to 18 years old and the Senior Church.
- Provision is also needed for 18+.
- If 16-18 year olds are involved in e.g. sound and vision they would grow into senior church and feel important, and integrate into adult worship.
- The Rector said that we should think big, not just 2 or 3 teenagers but 30-50.

The Children and Families worker made some points on the two proposals:

The Children's Service proposal is easier and the lower risk. The Fresh Expression service proposal has lots of risk and unknowns. Many big and successful churches including Holy Trinity Brompton run children's services. If the children and adult services are good everyone wins. If it is a mish-mash everyone loses. It can and does work well if run well.

Fresh Expression services can end up being disliked as being too noisy and discussion is difficult. They are exciting and need the most work but possibly give the biggest reward. He is not inclined to do one over the other, but whichever is chosen needs to be done wholeheartedly.

The Rector said that the new service should start in March 2015. The proposed start date of January 2015 in the paper is too soon. A March start would give more time to inform, consult and get ownership from the wider church. **He asked the meeting to indicate their initial preference for each proposal:**

In favour of Proposal 2a Children's Service: 3
In favour of Proposal 2b Fresh Expression Service: 10

The Rector said that the attendees should consider this matter further as it involves big issues and that we would need to schedule time for this.

ACTION: PCC Secretaries to add to relevant agendas.
--

There was a brief discussion about considering this at the PCC Away Day in January.

It was stated that getting the ownership of the wider church was important and we need to think through how to engage the wider church and on what timescale. A busy time is coming up with meetings and Christmas. It is also desirable if not essential to have a wider sounding before the Away Day, or else there will be no more information or input than we have now.

It was suggested that people visit the Messy Church at Ladygrove, which is attended by up to 100 people. There is also a Messy Church Service at All Saint's Methodist Church Abingdon and something similar at St. Aldates' Church Oxford.

The Rector said that these proposals would be publicised over the next few weeks before Christmas, in a similar way as for the Children and Families Worker. He asked those present to note the rest of the proposals and get people's opinions. Individual comments can be fed back to him.

The remaining proposals are 6: Re Launch Youth Fellowship, 7: Infant Baptism and Christening Program, 8 Parent and Toddler's Provision at Chilton and 9 Church Hall Improvements. There were some comments:

On Proposal 7: Infant Baptism: Going to fixed dates before talking to families implies they should fit our schedule rather than when it is convenient to them.

On Proposal 9: Church Hall Improvements

It was stated that there is no mention of volunteers or thanks to them in the paper; it devalues those who have worked so far. There should be something to mention those who got us where we are. In particular to call the Church Hall "soulless" was hurtful to those who have been volunteer maintainers and cleaners for over 20 years and all the work that they have done. There are individual souls in the hall, who have tried to keep it as a useful village facility as well as for the church. It could be used a lot more.

The Rector replied that part of the problem is the paper has bullet points. Ideally it should have included praise to God for all that volunteer, he is enormously grateful for the way St. Matthew's Hall has been developed over the years, it is very useful and becoming more so. The proposals are intended to be the icing on the cake rather than criticism.

The CFW added that nothing is intended to be criticism of what was done in the past. Just because changes are being proposed it doesn't mean the old way is bad and the new better. Changing is not a criticism of the way things are. It is not the case that what has been done is not valued. This is what has happened not what will.

The Rector said that the paper is missionary – looking forward.

It was stated that the Rector should take these comments as intended. The Rector said that he was trying to address the way the paper was worded, it is important both to thank people and that what people say is acknowledged.

The CFW said that the wording was his fault, and apologised to those who work so diligently.

Secretary’s Note: This wording in the paper on the Church Hall was amended after the meeting, prior to its further distribution.

8 Appointment of PA to the Rector and Communications Officer – Update

The Rector reported that the Churchwardens had met to complete the job description and contract. The advert has been placed and applications close on 1st December. Interviews will take place after that, with the new appointee to start work in January. The Churchwardens are available to answer questions.

9 Review of JPCC Subcommittees and Senior Leadership Team

Paper E refers.

The Rector apologised that he issued the paper so close to the meeting. He outlined the background and proposals which are to streamline the way the committees work:

Changes in personnel and areas of responsibility within the Benefice have enabled a Senior Leadership Team to be formed. It currently consists of the Rector, the Children and Families Worker and the Associate Minister. The paper proposes adding to this team the people responsible for other areas of service in the Benefice including World Mission, the Benefice Administrator and the Church Wardens (whose role includes being responsible for the facilities and representing the laity). It further proposes that each leader would be the chair of the CPCC sub committee associated with their area of responsibility.

The Senior Leadership Team would therefore be comprised of the following individuals, with their corresponding areas of responsibility and subcommittee leadership as follows.

Ministry Leader	Area of special responsibility	Subcommittee leadership
Rector	Evangelism and discipleship of adults Worship Services	Evangelism & Discipleship Group Worship Services Group
Associate Minister	Pastoral Care Special responsibility for the elderly and housebound	Pastoral Care Group
Children & Families’ Worker	Evangelism, discipleship and pastoral care amongst children, young people and families	Youth & Families Group
Benefice Administrator	Communications and operational support to the different ministry areas, alongside PA role	Comms & Ops Group
World Mission Leader	Promotion and support of the worldwide Church’s mission beyond the immediate locality	World Mission Group
Churchwardens (two for each church)	Practical support for the different ministry areas with respect to the buildings and the practicalities of running services, etc. (in conjunction with PCCs)	Various

Recently the Rector, Associate Minister, Benefice Administrator and Children and Families Worker have started meeting weekly, and the World Mission Leader and Church Wardens are invited to join them once a month. The meetings are usually held in daytime which is not ideal for those who have other daytime employment.

Discussion ensued and the Rector answered questions as follows:

World Mission: The matter of the new Leader was covered in item 13c

Stewardship: The Stewardship group was never formally constituted as a sub committee of the CPCC, though it reports to the CPCC. It is a joint financial committee for fundraising. It was stated that Finance is under the control of the individual parishes and the Stewardship committee is an informal joint committee. The Rector will consider this further.

Sleeping Committees: These will be similar to current practice with the Benefice Pastoral Care ministry. The Associate Minister feels that it is useful to have ad hoc meetings of the Pastoral Visiting teams rather than regular meetings. The Associate Minister is the main contact. Similarly the Children and Families group is currently dormant; responsibility for this is with the CFW. Also Safeguarding is a standing item on the CPCC agenda and there is a Safeguarding officer; there could be a Safeguarding committee if required.

It was stated that it is important to streamline the number of committees as you can end up with so many committees needing so many people there is no one left to do anything else. The Rector said that this is the alternative - to have the leader of each area report to the CPCC. There would be a clear responsibility for the individuals to keep this item on the agenda. They may benefit from a support committee but don't have to have one.

It was stated that some areas of ministry function better like this. The Rector said that the Worship Services group is a very useful committee. But not all areas require a committee all the time

The Rector asked if there was general agreement with the proposals. **There were no objections.**

The Rector asked if there was agreement that the ministry leaders report to the CPCC, each leader to have an invitation to the CPCC meetings either just for their item or for the whole meeting. For example the Children and Families worker quarterly update - he is an employee and not a member of the CPCC so he could attend for his item then leave, or attend for the whole meeting so he can appreciate the wider issues. This could be managed from meeting to meeting. It was suggested that this is the same for the new Benefice Administrator.

The Rector asked if there was general agreement with this. **CARRIED UNANIMOUSLY.**

The Rector said that resolution with a number of points was required to implement this. He explained some of the points that had not been mentioned in the discussion:

Point 1 is to split the Outreach and Support Group into Pastoral Care and Evangelism and Discipleship. These will be divided amongst the age ranges. It clarifies the lines of responsibilities.

Point 4 is to remove the Vice Chairs; the original concept was to give balance of representation between the two parishes but this is not necessary with the new leadership team who will work across both parishes. There will be balanced representation in the active committees. The CPCC will have oversight of this via the membership changes report.

Point 5 – the Appendix lists the dates of appointments of the Chairs and Vice Chairs. This is no longer needed as there will no longer be any Vice Chairs and the Chairs will be appointed when the associated leader is appointed.

RESOLUTION: The Joint PCC resolves to modify the General Terms of Reference for the subcommittees of the Joint PCC of Harwell with Chilton (GToRs) as follows:

1. Section 1: to remove 'Outreach and Nurture' subcommittee and to add 'Pastoral Care' and 'Evangelism and Discipleship' subcommittees

2. Section 3: the first paragraph ("The Chair and Vice-Chair of each subcommittee is to be 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. The appendix lists the Chair and Vice-Chair of each subcommittee with the date of their appointment.") to be simply replaced with "The Chair of each subcommittee is to be appointed annually by the JPCC."

3. Section 4: Insertion at beginning of "The possibility of 'sleeping' subcommittees is permitted, in which the membership is comprised solely of the subcommittee Chair. In this case the subcommittee does not meet, but when subcommittees are fully constituted they will meet regularly."

4. Section 4: the first reference to Vice-Chair to be followed by “(should such a position have been created and filled from within the subcommittee)”

5. Appendix: to be removed

PROPOSED: RECTOR

ALL POINTS CARRIED UNANIMOUSLY

The Rector said that another resolution was needed to appoint the individuals listed in the table to be the Chairs of the committees. They will be responsible for individual day to day decisions as an executive arm of the committees. The CPCC will retain overview and strategic governance and will feed in ideas/comments to the subcommittee chairs. As constituted the CPCC does not appoint the leaders but the Chairs of the sub committees.

RESOLUTION: The JPCC appoints as Chairs for the various JPCC subcommittees the individuals listed in the table above **PROPOSED: RECTOR** **CARRIED UNANIMOUSLY**

10 Delegation of staffing matters from PCCs to JPCC

Paper F refers.

The Rector introduced this proposal, which is to streamline the current unwieldy appointment process. It brings responsibility for staffing anywhere in the benefice to the CPCC e.g. Peter and Jean Barton’s Licence to Minister, or the Authorisation of Administration of the Cup. This is logical as clergy and employees increasingly work across both parishes. He asked if there were any concerns. Discussion ensued:

- There was concern that the JPCC could agree on a new staff member that the individual PCCs do not know anything about. The Rector said that the Combined PCC is the two PCCs together; the Joint PCC is a subset of this committee so they are tightly linked and will be fully involved in any decisions. However, the budgets are the individual PCCs responsibility so if the individual PCCs / Treasurers don’t endorse expenditure, it doesn’t happen. The Treasurers are members of the JPCC and the individual PCCs can withdraw any joint power by resolution at any time.
- This will have to be agreed by the individual PCCs at their January meetings.

The Rector asked if the meeting agreed with this, subject to working out the details. **Those present – with one abstention – agreed.**

ACTION: Individual PCC Secretaries to add to January Agendas.

11 Next PCC Away Day – Timing and Format - Retreat

Jane Woolley said that this matter was raised at the Harwell PCC meeting and was passed to the CPCC.

The Rector proposed that there is an Away Day in January, possibly to include discussion of the Children’s Service or Fresh Expressions Service. Discussion ensued including:

- The Rector said that a retreat would give spiritual input and personal reflection. Some areas to consider would be more spiritual than business but the new service proposals are more business.
- Ian MacDonald was suggested as a facilitator.
- The morning could be business and the afternoon reflection.

The Rector asked that ideas and suggestions for an organiser are given to him. He later added that the individual PCC meetings in January should be able to feed into the Away Day agendas.

ACTION: Individual PCC Secretaries to add to January Agendas.

12 Stewardship

Paper G refers, including: Pledges for the CFW are being honoured; a budget update will go in the newsletter

Gordon Gill said that the parishes should budget for an increase in parish share.

13 Reports from the CPCC Sub Committees

13.a Communications and Operations

Paper H refers, including progress on Christmas Cards, Youth Work Branding, the Felt Needs versus Real Needs Survey and Committee membership. Discussion ensued:

Felt Needs vs. Real Needs Survey

The Rector explained that people think they need various things and will try to get them, such as health, children's education; these are "Felt Needs". "Real Needs" are the needs people don't realise they have - for example, the gospel. It is a challenge to make the real needs be felt needs. The starting point is to address people's felt needs such as debt advice via, for example, Christians Against Poverty. Through this you get to people's real spiritual needs.

We should undertake the survey on our communities as we currently second guess what the felt needs are. We can find out how we can genuinely serve peoples needs. The Chilton Fields is a new community and would be a good size to pilot this then potentially roll it out to a wider area. Chilton School wants to engage with Chilton Fields, the Rector is a governor so this may go ahead. There was further discussion:

- Jane Woolley said that she had met with Liz Roberts about this, there were no conclusions about how the data will be used and how it is gathered but she is happy to meet her, the CFW and Rector again.
- The Rector said that the survey could also include the use of St. Matthew's facilities.
- The Children and Families Worker said that new families could also be surveyed as it is better not to second guess.
- The more surveys you do the slower progress is made. A 'Market Study' for using St Matthew's has been under consideration since early last spring.
- The Rector said these could be done together

13.b Outreach and Support

There was no paper. The Rector reported on outstanding issues:

Chair Vacancy: Addressed under item 9, complete.

Home Group Coordinator: No appointment as yet.

Debt Support: The new groups will continue to explore this.

13.c World Mission Group

13.c.1 World Mission Group Chair

The Rector explained that the current Chair, Pam Rolls, has completed her Curacy and has been ordained an Associate Minister. She now has an increased call on her time from her family circumstances. She is active in many areas in the Benefice and it is sensible for her to focus on the areas she has a passion for. As part of this she is happy to lay down responsibility for this and take on Pastoral Care, working with the new Curate Jan Radford. So she is standing down as Chair and a new Chair is required.

Also for a long time a group has met monthly to pray for Mission Organisations. A number also support and finance organisations personally though not all. Some have a personal interest in a particular mission. A number of Mission Organisations are supported by the Benefice Missions budget. We should increase engagement by the wider church in the World Mission agenda. We should streamline thinking about this, about 20 organisations are supported. Pam Rolls and Sid Gale have instigated a monthly focus on a particular mission which is a step in this direction. There is an opportunity to have a new chair and possibly a new group to carry this further (including some or all of the prayer group members if they want).

The Rector proposed that the monthly prayer group continues with a new World Mission Group. Pam Rolls and Sid Gale are happy with this. He has discussed who the new leader should be with Pam Rolls and Helen Brook was suggested. She was a missionary in Albania for three years and worked for the Baptist Missionary Society and now works for the Church Missionary Society. She holds a Masters degree in International Development. She will provide personal experience in the World Mission as she was involved in the field and is up to speed and will have links with lots of missions. She can increase young engagement with the world mission agenda. She and her husband Tim have worked with young people in the past. The Rector asked if all were in favour of the new groups as described above and the new Chair.

RESOLUTION:

1. A new World Mission Group to be formed to further the World Mission Agenda in the Benefice consisting in part of those members of the Missions Prayer Group that wish to join together with other members to be appointed.
2. The Missions Prayer group to continue.

3. Helen Brook to take over from Pam Rolls as Chair of World Mission Group
--

PROPOSED: RECTOR.

CARRIED UNANIMOUSLY.

The Rector thanked Helen Brook for taking this on. It is an important part of how we engage with what God is doing outside the Benefice, both in the UK and overseas. There should be support for Helen and the new Committee with close careful working with the Prayer Group. We are entering a new phase of working with World Mission. Helen will also be a member of the Senior Leadership Team and is invited to attend the meetings each month.

13.d Worship Services Group

13.d.1 Permission to Administer Holy Communion.

Paper J refers. The Rector said that a list has been circulated of the people currently approved to assist with the administration of Holy Communion. The authorisation expired in August and needs renewal. There was a brief discussion of when the Diocese would inform the Benefice this is due.

He suggested that this be referred to the individual PCCs to approve at their January Meetings. **There were no objections.**

ACTION: Individual PCC Secretaries to add to the January Agendas.
--

13.e Youth and Families

13.e.1 Children and Families Work 2015 Onwards.

Consideration of this matter took place earlier in the meeting.

13.e.2 Children and Families Work Fundraising.

The Rector said that the Benefice should continue to fundraise. Currently there is enough for three years, drawing on reserves and one off funding. He said that it would be better if we do not draw on these funds and that we aim to make this a permanent post. The Stewardship group has noted this and will be considering the next phase of fundraising.

13.e.3 Youth and Families Group Chair.

In accordance with the resolution passed in item 9, the Children and Families Worker now chairs this group.

14 Benefice Activity

The Rector reported:

14.a Connect – Sunday Afternoons in Chilton School.

There will be a Connect meeting in November and special 'Connect Carols' in December. There are no further meetings planned beyond that pending possible replacement with one of the proposed new services. The Rector asked if the meeting was happy with this. **There were no objections.**

The Rector said that Connect was still very positive, attendance varies, but averages around 20. The number of individuals that are in contact with the Church through Connect is high.

14.b Harwell West

This area will be touched on by the new Y Club at Harwell if it goes ahead.

14.c Christian Basics Course e.g. Alpha, CE, Start

Some families bringing their children for baptism are interested in attending a Start course, on dates to be arranged. The Benefice should definitely consider an Alpha course in the New Year. This may tie in with the Fresh Expressions service if this proposal goes ahead – the service could finish with a meal which is also the start of an Alpha session. There may possibly be a youth Alpha with young leaders .

15 Deanery and Further Afield

The Rector reported:

15.a Great Western Park

The Rector attended a meeting yesterday of the Deanery Pastoral and Missionary Group. They meet regularly to consider the mission in the wider Deanery and staffing levels of number of ministers for the area. They are making progress.

Gordon Gill said that there was a change in ethos with the move to Dorchester, Berkshire Diocese was about sustainability - we could well have lost 2 clergy by now. Bishop Colin is about growth; we have 8 clergy now but can only afford 6. Mark Bodeker, who works part time in the estate, is funded separately.

16 Any Other Business

None.

The Rector concluded by saying that the next Combined PCC meeting will be in the first week in February.

The Rector closed the meeting with prayer at 22:48

Date of next meeting: 3rd February 2015 at St. Matthew's, Harwell