

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 3 February 2015 at 7.45 pm in St. Matthew's
Harwell**

Present

(J) Denotes Joint PCC member. There were thus 10 voting members plus the Chair at this meeting - all resolutions refer to Joint PCC votes

Peter Barclay-Watt (J)
Jean Barton
Lizi Bowerman
Monika Buxton
Peter Cox (Secretary)
Mel Gibson (J)
Naomi Gibson (J)

James Hellem
Tony Hughes (J)
Allan MacArthur (J)
Liz Morris (J) *
Carol Pigott(J)
John Pigott
Liz Roberts

Pam Rolls (J)
(Associate Minister)
Roz Shipp
Sylvie Thompson **
Jane Woolley (J)
The Rector (Chair, J)

By Invitation: Vicki Johnson, Church Administrator
Peter Shields, Children and Families Worker (CFW).

* Present to the middle of item C 2.

** Present to the middle of item B 0.

A Preliminaries

A 0 Modified Agenda Format

The Rector described the new format, introduced for this meeting: There is Preliminaries to start, followed by Mission Strands which is the main part of the meeting, concluding with Facilitation and Participation, which supports the rest. It can be rearranged. There were no comments.

A1 Opening & Prayer

The Rector led the meeting in the Diocesan-recommended "Dwelling in the Word". The passage for the exercise, Luke 10 v1-12, was read out. The meeting then split into pairs to consider what captured their minds from the passage and what they would like to know more about. This was fed back to the meeting. A common theme that emerged was the significant challenge before the disciples.

The Rector then led the meeting in prayer.

A2 Apologies for absence

Apologies were received from: Helen Brook, Avril Butler, Carina Lobley, Stuart Gibson(J), Gordon Gill, Hazel King and Alex Reich (J).

A3 Minutes of the November 2014 meeting

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

Liz Morris removed from Present and added to Apologies.

A4 Actions / Matters arising

Paper B refers.

Item 4b: 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.

STATUS: Rector reports that CFW has noted this. Action complete.

Item 4c: Registration of Groups

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

STATUS: Rector reports that CFW has taken this on. Action complete.

Item 4d: 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.

Item 4e: DBS Checks for Children's Group Leaders and Safeguarding of Vulnerable Adults

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

STATUS: Rector reports: Action ongoing. Once found (in office) the list will be logged in a secure database and forwarded to Safeguarding Officer.

ACTION: Safeguarding Officer to state definition of a vulnerable adult and what group leaders in the benefice this applies to.

STATUS: Safeguarding Officer to meet with Pam Rolls and Children and Families Worker and produce a definition of "vulnerable adults" and deciding who needs to be DBS checked in our Benefice.

The Rector said that there would be a focus on safeguarding in the June CPCC Meeting which would cover these items.

Item 4h Outreach and Support

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

STATUS: Rector to compose modified Terms of Reference, CPCC Secretary to add to June Agenda.

Item 4i World Mission: Fundraising in Church

ACTION: Fundraising policy group to compose a policy.

STATUS: Rector reports that the Fundraising Policy Group have proposed a policy, proposal to follow from Rector. CPCC Secretary to add to June Agenda.

The Rector thanked Jean Barton and Carina Loble for composing the policy.

Item 6b Annual Renewal of Safeguarding Policy

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.

STATUS: Safeguarding officer reports that the Policy is to be tabled at June 2015 Meeting

Item 6c DBS Checks of Leaders of Adult Groups

ACTION: CPCC Secretary to add to June 2015 Agenda.

Item 7: Review of Non Statutory Fees

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

STATUS: Rector requests postponement to June, CPCC Secretary to add to June Agenda.

The Rector added that he has started work on this matter, there is more to do.

Item 13e1 Children and Families Work 2015 Onwards

ACTION: PCC Secretaries to add to relevant agendas.

STATUS: Individual PCC Secretaries report that Discussions were postponed to Away Day on 31st January 2015.

Item 10 Delegation of Staffing Matters from PCCs to JPCC

ACTION: Individual PCC Secretaries to add to January Agendas.

STATUS: Individual PCC Secretaries report that this was passed by All Saints' and St. Matthews PCCs in January.

Item 11: Next PCC Away Day – Timing and Format

ACTION: Individual PCC Secretaries to add to January Agendas.

STATUS: Individual PCC Secretaries report that this was passed by All Saints' and St. Matthews PCCs in January.

The Rector thanked the PCCs for this.

Item 13b Outreach and Support

Ongoing Items:

Home Group Coordinator:

STATUS: Rector reports that Jean Barton has been asked and agreed to take this on.

Debt Support:

STATUS: Rector reports: See separate February Agenda item and paper tabled by Lizi Bowerman.

There was further consideration of these matters under item B 2.3

Item 13 d 1: Permission to Administer Holy Communion.

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

STATUS: Individual Secretaries report that the list was approved by All Saint's and St Matthews PCCs in January.

The Rector thanked the Secretary for the minutes and Paper B.

B Mission Strands

B. 0 Report on Away Day

Paper C refers.

The Rector said that Paper C had just been circulated, being briefing notes on the discussion at the Away Day. He said that he didn't want to push the CPCC into adopting something they were not happy with, but this was discussed a lot at the Away Day and the principles summarised in the paper were agreed there. He suggested that the CPCC adopt as much of the content as they are able. It is possible there are some parts that are correct now and others that need more consideration.

The Rector read a comment he had received that everyone had agreed at the Away Day with the principle of the Vision but there was disagreement with some of the wording, it was only agreed as a working Vision for the rest of the Away Day, further work was still needed before adoption.

The Rector read out the vision: "Our vision is to see every man, woman and child in Harwell and Chilton become a disciple of Jesus". He said that it was about the centrality of Jesus, the mission of the Benefice should be focussed on Jesus or else it is not a Christian organisation. Those who had not attended the Away Day were positive about the vision. There were further comments and discussion from all present, including:

- It would take a lot of effort to achieve.
- It is ambitious.
- Whether a vision needs to be something you can honestly see being achieved and if this vision is honestly achievable.
- It is long term not short term.
- Whether it was for internal and external consumption and how it should be publicised.
- If it would discourage non-church people from engaging with us or raise hackles or if this bold vision would be respected and challenge people as needed.
- Visions from other churches are not short or particularly long. Some are as bold as this but more expansive. Not all had a mission statement as well.
- There was concern over how much time this matter had taken and how much more was needed but it was said that some Churches took one year to compose a vision, it is a statement to commit to so it should not be the first thing you think of.
- If Jesus aimed for total conversion, or had a vision statement. Jesus died knowing all would not believe in him but went to the cross anyway.
- If it was different to or would replace the current vision: "Sharing life at the heart of our communities, making disciples of Jesus"

- Could it include workplaces as well as residences?
- Some could envisage full churches and all people in the Benefice having the chance to meet with Jesus though not all will accept him.

The Rector said that he is proposing a clear framework of VISION-MISSION-STRATEGY. The vision is the first principle hence he wanted to consider it. He has no problems with the current vision. Communication is a secondary issue; the primary aim is we know what we are doing and where we are going.

The Rector said that it is what we should be aiming for, to see all become Christians. He accepts we are evangelical churches - a lot are not and are dying. There was some agreement to this. In response to a question the Rector said we should work further on the Vision statement as a new one is needed. The Rector said that if we are aspiring for this it is our vision.

STRATEGY

The Rector talked about the proposed four Ws as outlined in the paper:

Welcome – else no one knows

Word – else no one meets Jesus.

Worship - the response of the whole of life, not just on Sunday

Witness – the rest feeds on to this.

This leads to growth in maturity, numbers, and relationships. It is from 'cell church' thinking. Discussion ensued:

- It was asked where discipleship was in this. It was said that if there is discipleship there will be witness, it is part of all four above.
- There were positive comments from those who had not been to the Away Day.

At the Away Day people were enthusiastic about the concept but made less progress on translating it (into practice

- The Rector proposed that we use these "four Ws" to measure each item of ministry against - all must have all four included.

There were no objections.

The Rector said that this is for internal purposes; it won't necessarily go on the web site. He said that the meeting should leave consideration of this item there. Good progress has been made, consideration should continue.

There was some discussion of Mission Action Plans which were proposed for Parishes some time ago but this concept has now been put in abeyance. It covers how to move from a top level vision to an action plan of steps to carry out.

It was stated that it was important to get to the final element as this is what the people in Church such as the CPCC Sub Committees actually do.

The Rector said that the process he wants to start is to get a useful strategy. We can talk about aims, mission etc. But he doesn't want to rush this, some are enthusiastic about it, some not and he wants all to be committed. He thinks that at the moment we all agree in principle but differ over the detail.

B 1 Children, Youth and Families

The Rector said that the Children and Families Worker (CFW) has a permanent invitation to CPCC meetings and this is an important part of the Churches' mission. There had been some discussion at the Away Day. The CFW reported:

Y CLUB AT CHILTON. This continues to be successful. 20 children attended the last one and 20 attend regularly. There are 180 children eligible so this is 12% attendance.

Y CLUB AT HARWELL. This has approval to go ahead. It is waiting for the CFW's service agreement and composing a team. He hopes to start it by the end of term. It was said that it would be good to have Y Club at Harwell. The CFW said that the head teacher was very receptive.

YOUTH FELLOWSHIP. This was re-launched three weeks ago. The team is Tim Brook, Mike Pepper and the Gales have been providing the catering. Volunteers contribute food.

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This was intended to be Benefice wide but there was only one young person from Chilton. Peter plans to investigate why. The Rector said that the room was pretty full. The CFW said that if all 15 of the younger age group attend, the room is at capacity. He aims to have the same attendance for the older age group.

There are two groups – a Key Stage 3 group (15 attend) and a Key Stage 4 group (4 attend). He is pleased with it, it is bedding in, there are a few teething problems to be solved, he hopes to grow it.

SUNDAY GROUPS. The All Saints' group continues to be small, about 6 children attend. It is more a crèche age group – Key Stage 1. St Matthew's groups have 12 to 24 children attend, a huge fluctuation in numbers. Pathfinders now meets in the Rectory. Discoverers and Scrambers have been combined. Pathfinders continues. He is feeling quite positive. This is awaiting the next step on Children and Families work before progressing. A 'Catechism' should be established, we will find out where the children are and aim to see progress in knowledge and spiritual matters. The CFW will compose a curriculum to give the children a good grounding.

FLEDEGLINGS This continues to be popular, there were great Christmas events. A helper said that it grows every week. Attendees continue to book the hall for parties. The CFW said that he is interested in having a Christian sing song. The four Ws (see item B 0) are quite well covered but it needs introduction of the Word. The Rector said that Fledgelings has lots of Welcome and Witness. The CFW said that lots of parents help with Fledgelings which is good. A helper said that there are up to 18 adults and their children attending each session. There is a much larger total pool of attendees, maybe double.

The CFW continued that there was a preliminary launch of Fledgelings for Chilton Field on 25th February at the Chilton Community Room. There are plans to introduce Mum's discipleship on the back of Harwell Fledgelings; people can stay behind at the end of the sessions. There is a good group of mums that help.

HOLIDAY CLUB 2015 This has been booked for 17th-21st August. Preparations will now start.

REBRAND The CFW suggested that the new brand is "Generation to Generation" as he sees the mission as passing the gospel from generation to generation. There are working titles for the groups, though they may stay the same.

ADVENT There was the usual families' All Age Christmas Worship. The Living Advent Calendar in Chilton was disappointing in that not many children participated but those that did were enthusiastic. The hosts were encouraging and helpful. It could possibly be done in Harwell.

ASSEMBLIES There were Advent assemblies before Christmas and he has booked assemblies for Lent and Advent this year.

PRAYER SPACES This has been booked for both schools.

VISITING This has not been systematic as originally proposed but the CFW is making as many personal visits as possible.

The Rector thanked the CFW for his work so far and added that he needs support, tell him about any potential team members.

B 1.1 Children and Families' Work 2015+

The Children and Families Worker (CFW) said that it is three months since the last meeting when the Children and Families Work proposals were aired. He ran a service of thanksgiving at Chilton Village Hall, which went well. There have been two consultations after the morning services at St Matthews and one at All Saints'. The feedback from them was discussed at the Away Day. People were generally positive about both of the proposals – a Fresh Expressions service or a Children's Service. The problematic issues were:

- How – where – when
- The principle of is it right to separate children and adults.
- What effect it will have on the two congregations.

There has been lots of progress on most of the other CFW proposals already but not on these two more contentious ones. The CFW asked what he should do now.

The Rector asked the CFW to make a proposal. The CFW said that if we keep discussing and consulting it will stall. It was stated that the congregations have had a chance to air their views. We should put together what people have said and move forward. The Rector agreed.

The CFW suggested that the two proposals – a Children's service and a Connect style Fresh Expressions Service - are not mutually exclusive. There are capacity issues but we could try both. He suggested re launching Sunday school at St. Matthew's as a Children's Service and re launching Connect as a Fresh Expressions Service focussed on Chilton (Connect finished with the Carol Service). Or possibly launch a Fresh Expressions Service first and keep the children's groups ticking over.

FUTURE OF ALL SAINT'S CHILDREN'S GROUP.

The Rector asked if there will be a Children's Service at St. Matthew's, what will happen at All Saints'? The CFW replied that the All Saints' children's group will go into maintenance mode. There is only a small nucleus and has the least to lose. If there is a Children's Service at St. Matthew's, his children will go there not All Saints'. We should concentrate on making a success of the Children's Service at St. Matthews. New families will migrate to the Fresh Expressions service which will be all age. This was discussed further – see Concluding Discussion below.

The Rector raised the following issues which the CFW explained and the meeting discussed:

TIME OF FRESH EXPRESSIONS SERVICE

The CFW said that he is open-minded on this, the options are:

- Mid week teatime (but you won't get both parents if they both work).
- Friday Teatime.
- Any time on Saturday.
- Teatime Sunday (Sports etc are on at conventional church times).

LOCATION OF FRESH EXPRESSIONS SERVICE:

It should not be held in church, it could possibly be held in a Village Hall). The merits of the Chilton Halls were discussed:

- The Chilton Village Hall event was good. The CFW said that the Village Hall had a lot going for it.
 - Would Chilton Field people come to the Village Hall? The CFW said that the A34 divide is not easily crossed.
 - It was asked if there were alternative venues. The CFW said that the Chilton Community Hall is not ideal but possible. It depends how local you go – do you go to every community or encourage people to travel.
 - If you encourage people to come to Chilton Village Hall it will make Chilton Field feel part of the village. The CFW replied that was tried with the Living Advent Calendar.
 - People from the AERE Prefabs used to come to Chilton. The Chilton Festival will be in the Village Hall this year. The CFW said that we could try it out.
 - It would be good to have something at the Chilton Field Community Room.
 - The Chilton Field Community Room would be more of a divide: old Chilton would see the Fresh Expressions service as Chilton Field only. The Chilton Village Hall is for all the village and it is more welcoming.
 - The CFW said that we should meet with people as they are rather than forcing them to integrate.
- The Rector said that the meeting should leave this on one side.

SERVICE PATTERN OF CHILDREN'S SERVICE

The CFW said that the Children's Service would run most weeks but with a combined service quarterly or bimonthly. He is keen on the Parade service as it builds links with the church. There are 52 weeks with 6 All Age or Parade services and the rest of the time the Children and adult services would run parallel to each other. The adult services also must appeal to parents – they are the missing demographic – 20s to 40s. The children's church would be up to year 7 i.e. 12 year olds then they start to integrate into adult church. The meeting considered 12 year olds integrating to adult services:

- The Rector said that 12 year olds in normal services will not work. There should be other provision or a modified service.
- The Pathfinders leader said that there are only 2 sessions a month. They get 4-5 regularly. For the 2nd Sunday they stay in church. They had tried to bring the group members into the service on the 4th Sunday to do the reading and collection but there were not enough children. If we try to integrate them we will lose them completely. It is a good idea for the future but not for 12-14 year olds. Once children reach 14 years old they are not interested so we lose them.
- They could go to Youth Fellowship. They cannot be home alone. This is a concern.
- The CFW said that we have got to start something, either Pathfinders continues as is or they become young leaders or make Youth Fellowship the focus or they go into the adult service

CONCLUDING DISCUSSION

A churchwarden said that from all the discussion at the Away Day and now, the CPCC has arrived at a provisional decision to go for a Children's Service in parallel to the Sunday Service at St. Matthews and the

Chilton Children's group goes into maintenance mode. Detail needs to be added and other matters considered so it works smoothly, such as serving coffee. The next stage could be for the CFW and CPCC to work on these details. The Rector invited comments from all present:

- It was stated that people had changed their opinions from the straw poll at the last meeting because we are doing both options as a compromise, the straw poll was "either-or", and was an instant reaction. The debates had also changed people's minds.
- This is what they are doing at another church - there is All Age Worship every now and then but some children don't like it.
- All Saints' PCC members said that it seems St Matthew's is evolving into having a Children's Service. They should do this, but they are concerned about anything detrimental to the Chilton children's group - No provision for children means no young families. Also putting the Chilton children's groups into maintenance mode will lose the parents if they think that the children are just being childminded. They don't want to see the children go from All Saints'.
- A Harwell PCC member said that families from Chilton would be very welcome at St. Matthews. Her family would go to the Fresh Expressions service at Chilton.
- The Fresh Expressions Service should be started simultaneously. One was started at another location and went from 15 to over 100. Some people were upset but others went for it. People disagreed to start with but then think it is their idea. Others agreed that this service should be started soon.
- There was discussion of continued all age services.
- People said that they were happy to make a decision now.
- How do you get 12-13 year olds to a normal service, and what sort of Catechism do they require?
- At another church the pastor composed sheets about the service so they can be engaged.

The Rector made the following proposal:

Proposal

1. [March] St. Matthew's Children's Church – focus
 - a. Plus All Saints' Church children's groups 'maintenance mode'
 - b. Plus Parade and All Age Services (?6/yr)
 - c. For primary-aged children
2. [later] Chilton "Fresh Expression" (whole family) – village/school hall
 - a. Midweek (Friday?) tea-time, or
 - b. Sat or Sun tea-time

Issues to sort out

- Timing of coffee at Harwell – before/after service
- Chilton provision 'poor relation'; Judy Goodall overloaded?
- Fresh Expression launch sooner?
- Rotas published already?
- 'Tweenagers'/ older children to do what (some to assist; attend Pathfinders)?

The vast majority were in favour of this. The Rector said that people should feed issues to the CFW for consideration. The CFW reminded the meeting that his 6 months probation period was nearly up.

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Group Co-ordinator

The Rector reported that Jean Barton has been appointed Home Group Coordinator. She has started the Lent Groups. Jean Barton said that she will start to visit all of the Home Groups.

The Rector said that it is important that all groups have all of the Ws (see item B 0).

B 2.2 Marriage Course

Jean Barton said that there were 10 weddings in 2013, 7 in 2014 and 9 this year. Nine couples have been invited to attend the marriage course. The course will be over 3 evenings instead of Saturday mornings. She will use the Holy Trinity Brompton marriage course material, which is designed for people who are currently living together; hence it is a marriage course not a marriage preparation course. It has been going for 25 years. She asked for prayers for the choice of course and venue. The Rector added that the Church Administrator had sent invitations to a number of Chilton Field couples for a possible course. Jean Barton said that it may be run in a home if there are only two couples

B 2.3 Responding to Poverty

Paper F refers. Lizi Bowerman introduced this item. The paper gives background about the national situation regarding personal debt and the response of the Church. It also describes what Christians Against Poverty (CAP) does to help those in debt. Their work has also led to people coming to Christ. The paper also describes what our Benefice is doing now. There have been suggestions that the Benefice could do more. The Paper sets out four options:

- (i) Didcot Emergency Foodbank:** Continuing to collect for and promote the Didcot Emergency Foodbank and make appropriate provision of Foodbank vouchers.
- (ii) 'CAP Money' education courses:** 2-3 volunteers attend a day's training then they run the courses here.
- (iii) Support for a Community Bank:** Otherwise known as a credit union. Both the PCCs have already indicated support in principle for the development of a Community Bank to serve Didcot and surrounding areas.
- (iv) Supporting/hosting a CAP Debt Help Centre:** The nearest one covers OX10 (Wallingford, Cholsey and Berinsfield) but could be expanded to OX11 with backing from 3 Didcot area churches.

Lizi Bowerman said that there was a very enthusiastic response from both congregations following the talks she had given in the churches. People wanted to be more involved especially with the CAP Money courses. A lot of people know someone who would be helped by this. There are several people who volunteered to train as money coaches for the courses. A number of people said that it will work, be valued and is needed.

The course is over a small number of sessions over a couple of weeks and is delivered via workbook based learning. The emphasis is on coaching not financial advice, i.e. to learn how to budget well. If people have unmanageable debt there is the online CAP debt help counselling service.

The Rector said that it is a combination of prevention and treatment – the CAP Debt Help and the Food Bank is treatment, the CAP Money courses are prevention. He suggested that we formalise support for the Community Food Bank and volunteers should undertake CAP training. After that we should run the CAP courses. We have already got support in principle for the Community Bank and can possibly commit resources to it later.

It was suggested that a restricted fund is set up for the CAP Money courses or the CAP Debt Help Centre for OX11. The Rector said that this could cover the CAP Debt Help Centre though there no clear proposals for it yet, discussions are in progress.

Lizi Bowerman said that the training for leaders for the CAP Money courses lasts a day and costs £45 per person. We only need one person to attend the training and some up front resources to start running the courses. Further resources can be ordered at e.g. £2 for a work book. It is a minimal cost to host.

The Rector proposed that the Benefice continues to support the Food Bank, and is prepared to pay for four individuals to attend a course with a view to host CAP money courses. The Benefice will continue to investigate support of the Community Bank and CAP Centre.

It was suggested that Harwell volunteers run the CAP Money courses at Chilton and vice versa and that two volunteers are trained from each parish.

It was suggested that the restricted fund covers training costs for 4 people.

The Rector made the following proposal:

The Benefice continues to support the Food bank, and is prepared to pay for four individuals to attend a course with a view to host CAP money courses. The Benefice will continue to investigate support of the Community Bank and CAP Debt Help Centre.

All present were in favour.

The Rector asked Lizi Bowerman to develop this. Lizi Bowerman said that the next training courses were in Watford in March and in Birmingham in April.

ACTION: Lizi Bowerman to Co Ordinate.

B 3 Pastoral Care

Pam Rolls reported that the Pastoral Care teams from both parishes meet occasionally as required to discuss e.g. who needs visiting. This is mainly older people though there are some younger. This is at the early stages. Jan Radford is also involved as part of her Curacy training. They will also develop funeral training and bereavement counselling.

The Rector said that he was delighted that Pam Rolls had agreed to take this on. Any visiting needs should be mentioned to the Rector, Pam Rolls, Audrey Slater or Joan Impey. The ministry team don't necessarily know who needs visiting.

B 4 World Mission

The Rector reported that there was an item in the notice sheets that there is a new group to think about world mission which will build on the work that has been carried out for decades by the Mission Prayer Group. It is a work in progress. Pam Rolls said that Betty Pyke has stood down after over 40 years on the prayer group. She especially supported CMS, distributing and collecting the CMS boxes for 40 years.

Jean Barton said that she was conscious that there has been a lot of missionary work for many years in the benefice. People are seeing Helen Brook's appointment as a completely new group. It could have been better presented, ie to make it clear that the Prayer Group is also continuing.

The Rector said that he had picked this point up in the prayers after Helen Brook's presentation. The Rector and Church Administrator will check.

ACTION: Rector and Church Administrator to clarify in the Newsletters that the new World Mission Group is in addition to the old Mission Prayer Group which is continuing.

B 5 Worship Services

B 5.1 Possible Songs of Praise at Harwell Feast Weekend

The Rector said that this was last run two years ago. It consists of a set of interviews with people who then chose a song which is sung by the congregation. It is held in a marquee used for the Feast. He suggested this is run every 2 or 3 years. It could draw in people that don't attend Church. It requires a group to run, and musicians. It is a good opportunity for witness, worship and word. He asked the meeting to agree in principle to run a Songs of Praise this year, depending on resources.

Agreed by the meeting.

The Rector said we should consider how to make it more child-friendly.

C Facilitation and Partnership

C 1 Communications and Operations

C 1.1 Initial Plans

The Rector introduced Vicky Johnston, the new Church Administrator. She said that she will give a full report next time. It is her fourth week in post. She is excited about the role and grateful for the opportunity to help the Church spread the Gospel. She thanked everyone for their welcome, people are really friendly.

The Rector said that he, the CFW, and Vicky have rearranged the Church Office. Vicky will have a steep learning curve as there is a lot to pick up. The Church Administrator said that there are a lot of little things to learn, please bear with her. The Rector said that she will bring new ideas and learn over the first year.

C 2 Stewardship and Finances

C 2.1 Stewardship Report and CFW Funding

Paper G applies

Peter Barclay-Watt reported that further to the paper, St. Matthew's has in fact ended the financial year with a small deficit. In the New Year though the benefice has received a very generous new gift for outreach – God knows our needs. But at the same time we must be conscious that the CFW has a three year contract, the balance of the funds for this need to be made up and built upon. We should go out at this stage for more CFW funding.

There is a suggestion in the Paper of having a Benefice Treasurer. This is because so much of the funds are used for joint activities such as outreach and CAP. At some stage it would be sensible to have one Treasurer and one or two book keepers. Possibly at some stage the parishes will become one entity.

C 3 Safeguarding

The Rector said that this is a standing item on the agenda. He proposed that this is left for now and substantial time is spent on it at the June meeting.

There were no objections.

C 4 Staffing and Leadership

C 4.1 Approval of Working Agreement for Associate Minister

Paper K refers. The Rector said that this item is to go through the formal procedure for Pam Rolls who has completed her Curacy. The paper is the agreement for her to continue here and operate across the Benefice as Associate Minister. The agreement has been drafted by the Rector and Pam Rolls using the appropriate guidelines. Her focus will be Pastoral Care, in particular care of older people. She will be responsible for Pastoral Care and Hospital visits etc.

Pam Rolls asked that Item 5 in the agreement is changed from meeting on Thursday to Tuesday.

The Rector explained that a resolution is required from the Joint PCC as the individual PCCs have delegated staffing matters to the Joint PCC.

RESOLUTION: The Joint PCC accepts the agreement for Pam Rolls to work as Associate Minister in the Benefice of St Matthew's Harwell and All Saint's Chilton.

PROPOSED: RECTOR

CARRIED UNANIMOUSLY

The Rector congratulated Pam Rolls on completing her Curacy and is delighted she has agreed to work for us in this capacity.

C 5 Wider Church

C 5.1 Great Western Park

The Rector reported that he is on the steering group for Mark Bodeker who works part time in the estate. There first area built is in All Saints Parish, Didcot. The next tranche of housing and souls will be in St. Matthew's parish, then St Peter's Didcot. There are also homes being built in Park Road.

Mark Bodeker has proposed starting a Fresh Expressions Church of England service when the Community Room is available, on Sunday, also a coffee morning and messy Christingle has been held.

There is an issue around telling people which traditional Church they can attend. Mark currently directs people to All Saints' Didcot. The next houses built will be in Harwell Parish and the occupants should be aware that St. Matthew's is their parish Church. The Rector asked if we should deliver Easter Cards to these houses, and if the Parish boundary should be strictly observed. (The Parish boundary crosses the Didcot Road in the middle of the new houses). Discussion ensued:

- We have always delivered to the old houses in Harwell Parish on the Didcot road so the new houses in the parish should be included. There was some agreement to this.
- This should be mentioned to All Saints' Didcot and at the steering Committee and vice versa.
- Should the Broadsheet be delivered there?
- Tell Great Western Park houses about Songs of Praise as it is in their parish.

C6 Any Other Business

None.

The Rector concluded by thanking all present for their patience.

The Rector closed the meeting with prayer at 22:44

Date of next meeting: 2nd June 2015 at All Saints' Chilton