

**Minutes of a Meeting of the Combined PCCs  
of St Matthew's Harwell with All Saints' Chilton  
held on Tuesday 1 September 2015 at 7.30 pm in St. Matthew's  
Harwell**

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**Present**

**(J) Denotes Joint PCC member. There were thus 8 voting members plus the Chair at this meeting - all resolutions refer to Joint PCC votes**

Jean Barton	James Hellem	Jan Radford (J)
Lizi Bowerman*	Tony Hughes (J)	Alex Reich (J)**
Helen Brook	Andrew Keene	Frances Taylor
Monika Buxton	Hazel King	Christina Wood (J)
Peter Cox (Secretary)	Liz Morris (J)	Jane Woolley (J)
Naomi Gibson (J)	Carol Pigott(J)	The Rector (Chair, J)
Gordon Gill	John Pigott	

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

\* Present from near the start of item B 0

\*\* Present from item B 0.2.

## **A Preliminaries**

### **A1 Opening & Prayer**

The Rector led the meeting in prayer. He read Luke 8 v4-15

He said that this is a well known passage as it is an important parable: Living things grow, but at different rates and in different ways. God's Word is a seed; Jesus uses this metaphor many times and we live in a relatively agricultural area. It may be useful for thinking about the Church Vision Statement to be discussed tonight. It is useful for Jesus and others in the Bible. There are different receptions to God's Word. All are called to be involved in different roles.

People commented on the reading including:

- You need a good heart (v.15).
- It is not up to us how the message is received, we cast the seed where we can, but it will fall on deaf ears sometimes and we should be prepared for this.
- Our job is to sow and water. God grows the crop.

The Rector concluded by saying that in modern farming processes the ground is prepared, there are different steps and the season is important too. You also need patience, the work is done because of an expectation of a crop. You have a Strategy. All then celebrate the crop.

### **A2 Apologies for absence**

Apologies were received from: Vicky Johnston, Hazel Connolly, Peter Barclay-Watt, Alex Reich (J), Avril Butler, Mel Gibson (J), Pam Rolls. Stuart Gibson(J) Carina Lobley and Sylvie Thompson.

### **A3 Minutes of the June 2015 meeting**

The minutes of the CPCC meeting in June 2015 were signed as a correct record with the following amendment:

Item C5.1 Paragraph 2 "The Rector said that he had sent a link to the revised Terms of Reference stored on the Website "**whish he paper**" to "**which he had prepared**".

The Rector said that Gordon Gill who was not at the meeting has provided some points of clarification:

- Item C3.3: Gordon Gill also attended the Safeguarding course.
- Item C7.1: Gordon Gill chaired the Deanery Synod meeting as Lay Chair of the Deanery.
- Item C7.2: Gordon Gill provided some background to the Science Missioner to Harwell Campus. The Rector said that the exact lines of responsibility are debateable. The Rector gave a brief biography of Jennifer Brown who is performing this role. It is part of the Deanery Pan to reach out to the Science Community; the duration of the post depends on funding. Gordon Gill said that the Missioner's stipend is funded from an individual gift and it is possible funding will be extended. This area is significant locally due to the other Science Communities in Milton Park and Culham as well as Harwell Campus.

## A4 Actions / Matters arising

Paper B refers (reproduced here with additional information provided at the meeting):

### Carried forward from earlier meetings:

#### 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.

**STATUS:** The Safeguarding Worker has sent a list of DBS 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:** Once found (in office) the list will be logged in a secure database and forwarded to Safeguarding Officer.

**STATUS:** The Rector reports that he and the Church Administrator are planning to modify the structure of the member records in the database to be able to record this information. They have not yet had a chance to look at this, but it is on the agenda, along with other database-related matters.

The Rector added that this was in hand.

#### Item B4 World Mission (See also item B4 below)

**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.

The Rector added that this would be included with a World Mission update. It was stated that the words "new" and "old" should not be used. Helen Brook added that the prayer group was not meeting as often, they would see if the group wanted to continue meeting

### From June 2015 Meeting:

#### C 3.1 Annual Review of Safeguarding Policy

**ACTION:** Rector and Church Wardens to sign the Safeguarding Policy

**STATUS:** All have signed the policy – **Complete**

#### C 3.2 Safeguarding Good Practice Guides / Safeguarding of Vulnerable Adults

**ACTION:** Safeguarding section on website, Safeguarding Process Flowchart to be produced, Paper copies of both guides to be distributed to group leaders.

**STATUS:** The Safeguarding Officer reports that a Safeguarding Area has been created on the Church website. It can be found at News and Features>Procedures>Safeguarding.

The Safeguarding Officer hasn't produced the Safeguarding Process Flowchart yet but when she has it will go on the Safeguarding section of the Church website.

Paper copies of the Good Practice Guide for Children and Young People have been given to the Children and Families Worker and paper copies of the Good Practice Guide for Vulnerable Adults have been given to Pam Rolls for them to distribute to group leaders.

#### C3.3 Safeguarding Training and CPASS Course

**ACTION:** Rector to discuss obtaining CPASS Safeguarding Course DVDs and Workbooks with Pam Rolls and CFW.

**STATUS:** The Safeguarding Officer has discussed obtaining a copy of the CPASS Safeguarding Course DVD with workbook with Pam Rolls and Peter Shields and both agreed it would be a useful resource so she has purchased a copy. Peter, Pam and Heather House, Deputy Safeguarding Officer, are all aware we now hold a copy. At the moment the Safeguarding Officer has it but it can be held in the Church Office if preferred.

The Rector added that this was complete.

### **C 5.1 Progress on Modified Terms of Reference**

**ACTION:** In advance of the next JPC meeting, Rector to talk to the relevant sub-committee chairs and to email JPCC members to ask for any comments on the TORs.

**STATUS:** Item on September 2015 Agenda

### **C6 Governance and Reducing the Burden of PCC Meetings**

**ACTION:** Joint Budget proposal

**ACTION:** Specific responsibilities of Church Post-Holders to be worked on.

It was suggested that this matter should remain open for review at a later date.

The Secretary stated that there was an additional item from the June 2015 meeting.

### **C 4.1 Renewal of Alex Reich's Authorisation to Preach**

**ACTION:** The Secretary to write to the Deanery confirming the renewal and to Alex Reich thanking him for his work and informing him of the approved extension.

**STATUS:** The Secretary has written both letters.

## **B Mission Strands**

### **B 0 Mission Statement**

Paper F refers: A Mission Statement and Conceptual Framework for Harwell and Chilton Churches

The Rector had circulated this paper, he apologised that this was not long before the meeting. He proposed that the paper was discussed in two parts.

#### **B 0.1 Mission Statement**

The Rector said that the paper introduces the idea of a mission statement. All organisations have a mission, though an explicit statement may not be made or widely understood. He thinks it would be useful for us to unite around an explicit statement. There is so much around it is easy to be pulled off course. We can also spend too long on the wording of the statement. The PCCs have spent time on this over the last few months and he hoped that the meeting could come to an agreement on the wording.

Discussion ensued including:

- There are several mission statements in the paper including (page 2) "Growing God's Church – wider, deeper and closer", and (page 4) "To grow God's Church in Harwell and Chilton wider, deeper and closer by serving the community, evangelising the crowd, discipling the congregation and sending the committed". We need to be clear which one we will use, all are variations on a theme. At this point we are looking at the first one. The second is an expanded mission and strategic approach.
- To be of any value the mission statement must be something the whole body of the Church can understand and support as well as the PCC. We should not rush ahead with different wordings as people will wonder which the right wording is and disengage, or be distracted by the different diagrams. We should settle on something compatible with the purpose of having a statement and get commitment. We may agree with these concepts but the wider church will not be interested. Once we have settled on the wording we need to relate it to the strategic approach tasks.
- There was concern that we may spend time and effort discussing the wording and put no effort into the next important stage of mission and strategic planning which is relating it to what we do. So if the meeting is comfortable with the wording we should agree now. The Rector and others agreed.
- A church in Reading has a new vision and every member of the congregation can tell you what it is. They know what they are doing and where they are going.
- This process of informing the body of the churches started with the original card distributed with this statement which followed on from the sermons. This should be repeated once the statement is agreed. Communication is where we fall down. Communication from the PCC meetings to the wider church means people are interested and on board. The Rector agreed.
- The mission statement is for the whole church, the strategy is for the PCC and Senior Leadership team.
- There was some discussion if "Growing God's church" should be "to grow" instead as we are fellow workers with God. The Rector referred to 1 Corinthians 3v6. "I planted the seed, Appollos watered it but God has been making it grow". Others said that "growing" could be read both ways: us or us and God. The meeting concluded that either "Growing" or "To grow" was acceptable.

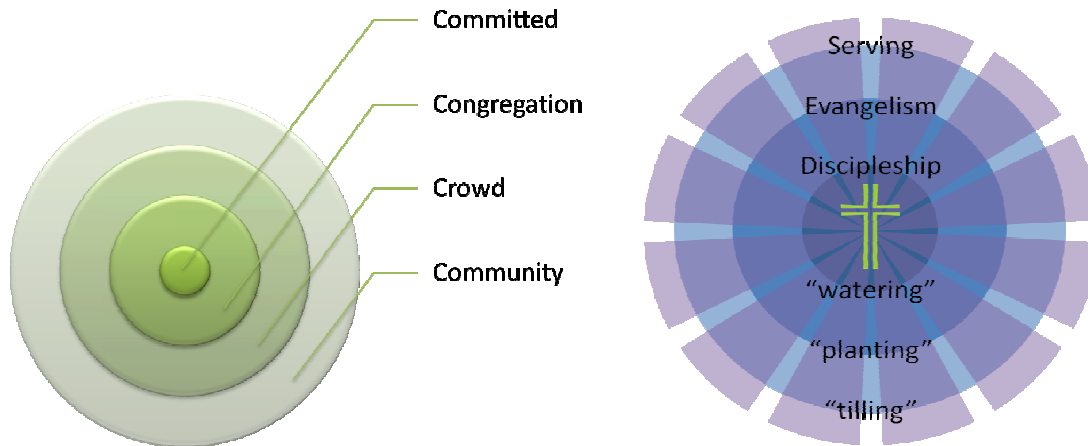
**RESOLUTION:** The Joint PCC adopts the Mission Statement “Growing God’s Church – wider, deeper and closer”.

**PROPOSED: RECTOR**

**CARRIED UNANIMOUSLY**

## B0.2 Conceptual Framework

The Rector has talked over an idea (described in the paper) originated by Rick Warren with the Senior Leadership Team. It sees the church and the population it is in as concentric circles, each with a different degree of commitment and contact. It is an approximation, but he commended it to the meeting. It is summarised by these diagrams:



The activities in the second diagram are associated with the groups of people in the first diagram. They are not exclusive but are the predominant or primary activity or strategic priority, e.g. the Holiday Club has people from “the crowd” helping out. As people get more committed and move towards the centre they go out in service towards the outer circles.

Discussion ensued and comments were made under these broad headings, including:

### The Need for a Strategy.

- If you are in business or organisation you have a strategy to achieve something and people are hired to fulfil the needs. It is the work of God to grow the Church. In church we have people already you find out what gifts they have and enthuse them to take their part.
- The Rector said that we may recruit or employ people. The church has some similarities to an organisation and a business. Jesus had a strategy: Jesus then He and his disciples worked, gathering a crowd, healing then teaching.
- Jesus knew what God wanted at each stage of His life but did not have a strategy for His whole life from age 12 to 33. He didn’t plan far ahead, He took as God led.
- The Rector replied that in general growing churches have a strategy; Churches that prioritise numerical growth are more likely to see numerical growth. He accepts that God gives the growth.

Rick Warren uses a surfing analogy: God gives waves but we have to get on the waves and have to be ready for them by training and having the right equipment.

Engineering is a less good analogy as you gather all of the components and put them together. Gardening is a better analogy as it is messier and reactive but you can still design and plan and get supplies. There is a compromise between proactivity and reactivity. You still plan and budget such as Mission Action Plans (MAPs). This is being encouraged at Deanery and every level.

- In a corporate business you have a vision and the mission is how you go about it. It can get confused. Strategy is part of MAPs. All churches are being encouraged to have a MAP by the Archdeaconry and Diocese. The Church is a generation away from closing. Rural churches could go in 10 years so growth is the key for the future of the Church. It has been found across the Church of England that Churches committed to growing do grow.
- If you work on a strategy you know who to reach and how. You can get hung up on the detail so it should be used as a guide to who are we reaching, how we meet their needs and give them the Good News and experience God’s love so they get drawn in. It is good to have a framework and measurement of what is being done and how well, else you can spend money and peoples’ time and not get anywhere. “Strategy” is an unfortunate word but it is good to have one.
- In the past we would have had a different model of forming a strategy. Now we have this model but have produced a similar diagram.

- This has been done before but nothing has been done with the results, including a report composed in 2003 - nothing has changed in the 12 years since.
- A strategy is not a superimposed set of tasks but to analyse what you are doing. A structure can express what you have.

### **How Flexible the Concept and Strategy should be**

- There is a difficulty in going from a short mission statement to the longer statement on page 4 which says how we are going to do it. This is better done with freer text. The Rector said we should concentrate on the statement “To grow God’s Church in Harwell and Chilton wider, deeper and closer by serving the community, evangelising the crowd, discipling the congregation and sending the committed
- This statement is not really a strategy as it is still very general and indeed almost self evident if you know the texts about the great commission. Also, clear cut diagrams can be misleading because they seem to imply sharp boundaries when in reality they are more blurred e.g. between ‘Congregation’ and ‘Crowd’.
- A mission statement is clear as it is a one sentence statement of where you are looking to get to. A Strategy is an active plan of how we intend to get there. If you put an action plan into a firm shape it can look as though it is very precise e.g. the bands in the diagram. An action plan is more free forming.
- It is like dropping a stone into a puddle, the rings grow until they meet other rings and it goes into chaos, a plan may need to change as it interacts with other activities or circumstances.
- The Rector said that for example a rainbow is actually a continuous spectrum but we do quote specific colours as a helpful concept.
- It depends how strictly it is adhered to – sometimes God does not work in the way we expect. It is how we serve, love and care for people. If we plot things out and what happens does not fit we will need to change. We should listen to God’s plan for the environment. As long as it is not too strict it is acceptable
- An action plan is preferable to a strategy and rigid circles but you could improve it. An action plan is needed. It is no use just having a mission statement.
- The diagrams should be soft focus with no rigid lines.
- The framework could either be set in stone or revised at intervals - Similar to an ongoing 5 year plan that is reviewed and revised annually.
- Someone was uncomfortable with the detail but agreed with the underlying concept.

### **The Language Used in the Paper and Communication to the Wider Church**

- The rings in the two circular diagrams correspond: The “crowd” is best served by Evangelism / Mission, the “congregation” is best served by Discipleship and so on. There was some agreement to this.
- The terms have been explained well and they agree with the concept. The wording is difficult to understand without explanation; would it make sense to the wider church? Are there other ways to do a strategy than Rick Warren’s diagrams and the accompanying items? The Church can get jargonistic in the same way as other specialist areas.
- The vocabulary used changes and this can confuse those not intimately involved with the process. “fringe” was used a while ago. What does “crowd” mean? It can get very unclear.
- The concept of rings is a good idea but people could struggle with it as people are in different journeys inward. The lines of people’s journeys of faith are wavy not straight.
- The Conceptual Framework is fine but the words used may be difficult to understand. Once we start deciding what to do and talking to more people it will become clearer why it is useful.
- It is sensible to keep to well known terms.
- Evangelical Alliance research estimates that 20% of the population consider themselves as Christian i.e. in the “congregation” but only 2% consider themselves committed. The “crowd” attend events such as Remembrance Sunday. Then there is the “community”.
- Someone was happy to use concept but not the wording in the final box. The Rector said that he was prepared to not use the specific wording but commended use of the concentric circles diagrams.
- In business a strategy is formed by the senior management, parts of it would be disseminated down to each team as an action plan. This framework is for the Senior Leadership Team and PCCs and is not specifically intended to be shared with the committed congregation as it is the formulation of the plan. Parts of the completed plan will be passed to the relevant groups of the congregation.

### **The Next Steps and Tasks**

- The step from a mission statement to a strategy is an action plan.
- The Rector said that this is not a strategy but a conceptual framework. The strategy is next.
- A strategy is how you decide to move towards a vision given your best understanding of the environment you have. A Mission Action Plan is needed to tackle “how”. There is not as much value in the circles diagram and we should go straight from Mission to Strategy.
- The Rector said that this is the step after this one.
- Funeral Ministry is an example of moving people from the “community” to the “centre”. Funeral Directors have an hour to arrange a funeral. If they ring two ministers and both don’t answer they will switch to a

secular cremation. Funerals held in church have a sermon and good follow up. If every church in the Diocese had an extra 2 funerals that could be an extra 30,000 attending and £180,000 in income fees There could be a local arrangement for Clergy to cover each other by having a central phone line. The Mission Action plan should be at the heart.

The Rector suggested that we use our discussion as an underlying framework to form a Strategy and Mission Action Plan. The Senior Leadership Team is using this conceptual framework already. If the framework is useful we will continue using it, if not we will stop. It is a tool for the SLT and PCCs. It is not secret but is not intended for “front door” communication. He concluded by saying that there seemed to be general agreement to use these terms and model.

**No Objections.**

## **B 1 Children, Youth and Families**

Paper H refers: An update on the previous quarter and developments pending for the next quarter.

The Children and Families Worker circulated paper copies of this paper immediately prior to the meeting. He talked through the various aspects and answered questions including:

The CFW said that the update section in this paper is the previous quarter’s plans (as considered at the June meeting) updated with the progress so far. He has added new developments pending section. Items coloured green are completed, yellow items are in progress and red items were not done and carried forward.

### **B1.1 Update Report for Previous Quarter**

#### **Sunday Provision**

- Kids Church at St. Matthews (item 2b): This is in progress; it is good as a follow up to Holiday Club. There is more to do.
- Changing the crèche in St. Matthew’s to a children’s area (not in paper): This is being implemented, initial feedback is good.
- Grow and Promote YF (item 2d): Some of the leaders have moved away so this continued to the end of term and hopefully there will be progress in the coming term.

#### **Fledgelings**

- The integration of the Fledgelings is on hold for the summer due to the leaders going away.

#### **Schools**

- A lot has been done. The Prayer Spaces (item b) were fantastic. There was a lot of positive feedback from all of the children, which is very encouraging. This is the first time this was run at Harwell and the staff are positive and it has been booked for next year.
- At Chilton there were negative comments from a couple of staff and parents. People are happy as long as it is benign. As this is making a difference people are not as keen. The situation needs prayer and diplomacy.
- Recruiting Paired Readers (Item c) for Harwell and Y club were mentioned.

#### **Community Events**

- The Family Service and Fun Day (item a) went well.
- Unfortunately nothing was done for Father’s Day.
- Holiday Club was a big event and the main preoccupation for the end of last term. It was a resounding success and the PCC were involved. (See separate report below).

#### **Other Admin and Miscellaneous**

- The audit of registration data is outstanding.
- Peter has signed up with a text message service and gets a significantly higher response to texts than emails or other methods of update.

### **B 1.2 Developments Pending for Next Quarter**

#### **Sunday Provision**

- Youth Fellowship (item 2c) will hopefully grow due to progression from the younger groups.
- Kids Church (item 2a) will hopefully grow due to new members from Holiday Club. Last Sunday there were more Pathfinder age children than Kids Church age children.

### Fledgelings

- The CFW wants to have an integrated approach across the Benefice. It has a massive potential, it is the biggest “opt in” children’s activity i.e. not like the schools, and a child may bring their parents. Getting people involved in Fledgelings can get them involved in the wider life of the church.

### Schools

- The assemblies were well received especially in Chilton where we integrate Church activities with School e.g. Advent Doors: rather than church members do a part of the story and people visit, the children write the stories they will hear at each house in school in religious education and art. The same could be done at Easter. There is more uptake from the parents when they hear and see their children’s work.
- Y Club is planned to start at Harwell this term.

### Community Events

- The demographic missing from church is men and dads. The Alpha Male course is planned to run in the autumn term, it will have a short run in a pub and will be more conversation based.
- The CFW will try and do a lads or daughters and dads event.
- Harvest and Advent are coming up.

### B 1.3 Holiday Club

99 children attended. It was limited this year to children from these parishes from the 140 who registered. Those from other parishes were put on a waiting list. 68 people volunteered to help which is very exciting.

The value of this event is partly drawing people together. When church members work together it excites them as they are working for a mission. People helped for more time than they were initially committed to. It was good to see people using their skills such as administration, sport and teaching. 12 people who were not church members helped, they attended the team meetings with prayer and worship and were keen to help again. There were also 8 teenagers helping.

The Children and Families Worker sent a feedback survey to the parents after Holiday Club about the event and Our Church and the Community. He distributed sheets of the results and talked through some of them:

- A question asked parents to put in order of importance the reasons they sent their children to Holiday Club – some ranked “It provides helpful child care during work” highly but this is not a problem as we are providing a service. “It’s free” was third highest though there was an opportunity to donate which a number did. “It has a Christian environment and content” was mostly ranked 2<sup>nd</sup> to 4<sup>th</sup>. The highest ranked was “Because of the previous year’s experience”.
- Another question asked if their children would be interested in an After School Club run by the parishes, there were some yes, some maybe and some no.
- A further question asked if their child would attend a Sunday Morning Activity run by the parishes, there were a lot of “Maybe”s so we can follow this up.
- One of the Our Church and the Community questions was: “What do you think is the greatest need in this area?” There were a lot of interesting responses.
- The CFW read out the other general questions; he suggested the PCCs could discuss the responses on another date.

Discussion ensued:

- This was a good bit of sowing which we can water - too many children do not hear the Gospel. The CFW said that the children’s group leaders realised how big the gap in the children’s knowledge of the bible is and how little they know. The Rector agreed that in his group he decided to do “fun” and a bit of bible.
- Churches in the Diocese are being encouraged to do children’s work, it is important. There are 834 church schools in the Diocese and the education department is growing.
- A number of CPCC members congratulated the CFW on his efforts.
- The CFW said that it was a fantastic team effort from St. Matthews’ and All Saints’, a large number of people used their skills, some did a full week. Some took annual holiday and others child minded for their spouses so they could help.
- It was good to find out what the parents wanted too. On Great Western Park a lot of parents cannot afford holidays due to meeting their mortgage payments so take a week’s holiday and attend as family groups giving church at the heart of the community.
- It is good to have helpers from the wider community as well as the church, even if some do not follow up their link with the church immediately. It sows seeds as we are supposed to do.
- The CFW said that he did not tone down the Christian content for the non church / “crowd” helpers.

The Rector said that the CFW is now one year in to his employment. He led a big team to run the Holiday Club, he and his family put in a lot of effort, well done it is a good start.

The CFW said that he put forward his proposals for Children and Families work at last November's Combined PCC meeting and he will give an annual review of these at this November's meeting.

## **B 2 Evangelism and Discipleship of Adults**

### **B 2.1 Home Groups**

Jean Barton reported:

There was due to be a home group leader's meeting in July but people could not make the date. It is an interesting phase, there is a lot going on but with dates clashing some people find it difficult to attend regularly. We are getting there with the groups, 75 to 80 are involved. There will possibly be a get-together in October or November for all home group attendees.

### **B 2.2 Marriage Course**

Jean Barton reported and answered questions:

There will be a marriage course this Saturday with all 8 sessions in one day. Jude and Jerry Burbage, Pam Rolls and Peter Barton are helping, there will be 4 couples attending and she is looking forward to it.

The four couples are soon to be married and are now living together. A course for those married already will be run next year possibly in the evening as a weekly course.

### **B 2.3 Alpha Course**

The Rector reported: There have been 4 extra sessions and one to go. It has been very good.

- 2 people attended from the start to the end and can feed into a nurturing group, e.g. a home group or the Science and Faith group.
- 1 person is interested in doing the CAP money course
- 1 person has moved away.

The Rector thanked all who helped. The next Alpha course will have a focus on men hence the CFW calling it "Alpha Male". It will be at a pub, the Benefice may subsidise the cost of a meal. The pub is happy with this. It will be condensed to 6 weeks with possibly a men's group to follow it. It was predominantly women attending the last course, so possibly the course following "Alpha Male" will be "Alpha Woman".

### **B 2.4 Responding to Poverty**

#### **B 2.4.1 Christians Against Poverty (CAP) Money Courses**

Paper C refers: Report on the course that has been run, upcoming courses and publicity.

The Rector said that a group of people had been trained to run the courses.

Naomi Gibson reported:

She listed who had been trained. No one has signed up for the courses yet but it is the end of the holidays. Liz Roberts is trying to get it publicised in the Job Centre. Lizi Bowerman will give talks in both churches in the next couple of weeks.

Lizi Bowerman encouraged everyone to think of people to attend or attend themselves. It is to prevent people getting into debt, to teach a life skill not taught at school or handed down by parents.

There was a positive comment about the "Countdown to Christmas" strapline, it does not mention poverty or debt.

#### **B 2.4.2 Community Bank**

Lizi Bowerman reported:

This is launching in September even though the Councillor backing it was not re-elected. She has not attended all of the meetings but keeps informed via email.



The Rector said that Churches Together is supporting it as there has not been any financial contribution. Lizzi Bowerman said that there is a mixed Steering Group backed by the Town Council. The Steering Group and governing body are drawn from lots of community groups, so there is a wide background underpinning it.

The Rector said that this could be put back on the agenda if there is a requirement for support.

#### **B 2.4.3 CAP Debt Help Centre**

No Report.

#### **B 2.4.4 Didcot Emergency Food Bank**

No report.

### **B 3 Pastoral Care**

The Secretary read the following report on behalf of Rev. Pam Rolls:

Pastoral care is an ongoing ministry and it is not easy to list lots of points in a report. We have gained a couple of new people in the Harwell team but we could do with more help with visiting as we have lost dear Pat Connolly, and Joan is out of action for the moment following her hip replacement.

I think the other thing is to highlight the Generation Gold service for people of retirement years which Jan Radford and I will be leading on Monday 14 September at 2.30pm at All Saints' Chilton. The short service will be followed by tea and cake. If anyone would like assistance with lifts, I'd be pleased to hear from them and make the necessary arrangements.

This will be our second Generation Gold service following on from the service held in June and hosted by Harwell Evergreens. Our aim is to make the services accessible to people who don't normally come to church as well as to those who worship with us regularly. There is some gentle evangelism and an opportunity to think about important things in life. We hope that the services will also give the opportunity for people to make new friends. Loneliness and isolation can loom large in the lives of elderly people, amongst others, so we hope and pray that these services will be helpful on a number of levels.

Discussion ensued:

It was asked if there would be posters or other publicity for these services. Jan Radford said that they were planning to do this for future services but not for this one, it will just be in the newsletter. They are hoping that people who do not normally attend church will attend this service.

It was suggested that there is a flier in the Broadsheet as well as a small article. This should be publicised more or the Broadsheet deliverers could deliver that sheet to the target audience.

### **B 4 World Mission**

Helen Brook reported:

The World Mission Group has not met. The budget has been agreed, and in the next few months they will know who is being supported and decide how to promote them. There will be another update on this at the next meeting.

The Mission Prayer Group has met a couple of times but members are finding it difficult to meet and others have moved away so it may come to an end. A tea and cake get together will be organised.

### **B 5 Worship Services**

#### **B 5.1 Possible Change to Services at All Saint's**

The Rector reported:

It is planned to hold a couple of focus groups on the principles and details of the two types of service that the Chilton PCC has agreed to trial. They are working towards having a traditional service at 9am and a contemporary style service at 10.30am.

## **C Facilitation and Partnership**

### **C 1 Communications and Operations**

## C 1.1 Progress Report

Paper D refers: Communications Report September 2015 including progress since the last meeting.

Paper E refers: Broadsheet Deliver's meeting report 2015

The Rector reported on behalf of Vicky Johnston:

Paper E contains comments from the meeting, not recommendations. The Rector and Vicky Johnston will liaise over changes to the website to give provision for mobile viewing and for the storage of storage DBS checked people safeguarding data.

The Rector asked if the meeting agreed with Vicky Johnston's enrolment on the St. John's Nottingham distance learning course "The Work of the Church Administrator" at a cost of £260 over roughly 2 years. He said that this was a useful course and it was not a lot of money for the time.

**No Objections.**

## C 2 Stewardship and Finances

### C 2.1 Stewardship Report and CFW Funding

The Secretary read the following report on behalf of Stuart Gibson:

The Stewardship committee has not met so there is nothing to report. Peter Barclay Watt has made an application in respect of Diocesan Funding available via the Deanery for the CFW. Stuart Gibson thinks the outcome of the application will be known in late September.

The Rector said that the Stewardship Group's focus is on raising money and it is made up of both PCC's Financial Committees. We do need to raise money for general outgoings and Phase B fundraising for the Children and Families' Worker.

Discussion ensued:

- There was an appeal for funds recently in the Notice Sheet to make the Church Website mobile friendly. There has been a comment that the Benefice should complete one project before starting another - e.g. the path to Chilton Church is not complete. There will be overlap of projects but we need to communicate what the progress is on one project we are fundraising for when another project comes in that fundraising is also required for.
- The Rector said that he knows there is overlap.
- The point is communications; the reality is there is overlap on the whole portfolio of projects being run in the Benefice.
- Progress reports could be issued.
- Some people find it hard to understand how a new project can be started when both Parishes appear to be in debt.
- The Rector said that in discussion with the Treasurers it was stated that there has been a good response to specific projects e.g. the photocopier rather than general fundraising. There was agreement to this.
- It was stated that Peter Barclay-Watt had informed the Harwell PCC that a couple of regular significant donors were no longer in a position to give and the shortfall had not been made up.
- The Rector said that it was part of the pattern of discipleship to grow giving. We should try not to lose people's interest by constant appeals but we do need to keep this at the forefront.

## C 3 Safeguarding

The Rector said that there was a big focus on this at the last meeting. Annual reviews of safeguarding policies and ongoing Safeguarding matters are the responsibility of this committee. A couple of matters arising from last month are in hand.

## C 4 Staffing and Leadership

The Rector reported:

There have been no significant changes in paid staff, and the Senior Leadership Team has been stable for a while. He is in discussion with Pam Rolls about who might be in a possible new position: a co-ordinator of prayer life – a Prayer Secretary or Champion.

## **C 5 Terms of Reference of Sub Committees**

### **C 5.1 Progress on Modified Terms of Reference**

The Rector reported:

He had made changes to the wording of these documents before the last meeting to cover the Senior Leadership Team and sleeping committees. They are on the Web Site. He asked if discussion and approval of the documents could be deferred to the next meeting.

**No Objections.**

## **C 6 Wider Church**

### **C 6.1 Deanery and Great Western Park**

No Report

### **C 6.2 Deanery Synod Update and Deanery and Parish Share 2016**

Paper G refers: Parish Share Briefing Paper on Deanery Budget and Benefice Contributions.

The Rector said that this was a consultation on a request from George Curtis, Deanery Treasurer and Secretary, received by Jane Woolley.

There is a summary in paper G: How the Diocese spends its money, how the share is allocated to the Deanery then to the Benefices including Harwell and Chilton. George Curtis is encouraging all of the Deanery to pay its way including an increase as the Deanery (Allocation is increasing to cover a historic underpayment.

There was discussion last year of the principle of 1/8 share in proportion to the number of stipendiary posts. This was cancelled as it was felt to place an unreasonable burden on a couple of parishes.

It is now in a different form which is less favourable to Harwell and Chilton and means we are being asked for a bigger increase of 5.7%. There are possibly errors in the calculation but it is the latest available figure.

Gordon Gill said that the figures are being reviewed. The Parish share includes stipends, mission and support. The Bishop and Area Dean have both changed in recent years. A NSM Curate has been given a stipendiary post so there are now 8 clergy.

There has been agreement that the Benefice should get an 'increase holiday' i.e. pay the same amount while the figures are recalculated. Gordon Gill can put the case that our priority is to keep the Children and Families Worker if required.

A number of Churches in the Deanery are looking at World Mission giving and routing it to Mission in the Deanery as they consider mission in the local community as part of World Mission i.e. they use some of their World Mission budget to pay part of their parish share. There are some churches that give a lot to World Mission but are not meeting their parish share.

It was asked if the 5.7% increase has dropped to nothing. Gordon Gill agreed but we can pay more. This Benefice and Churn Benefice pay considerably more than their costs.

The Rector said that each church is expected to cover its direct costs. Support and "Church of the Future" costs are allocated to each Benefice on ability to pay. Our ability to pay is assessed as better than other local benefices. It is calculated on the number on the electoral role, Sunday attendance and Experian rating, but this is under criticism, hence the previous "divide by 8" formula.

The Rector said that the latest figure is no increase in share. If an increase is in fact requested are we prepared to consider it? Budget and finances are not the responsibility of the Combined PCC and they are considered in January. George Curtis has asked us to raise this in PCCs But there is no meeting until after a reply is required.

Discussion Ensued:

- It is all so unclear that it is difficult to comment. There is no harm in saying that “we are in principle prepared to consider an increase”. This gives us 3 let-outs. But we should wait.
- Gordon Gill said that the Deanery share had not been met for the last 3 years. They have been transferring money between churches by rebates. Benefices are charged an extra 3% up front and get this back if the share is met
- Gordon Gill said that the Deanery would like to know our position on this – will we meet our share or increase - by the next Deanery Synod.
- The Rector suggested that the statement is the best we can provide – we are prepared to consider a small increase in share. The two PCC Treasurers have said something similar.
- We always try to meet requests but both Treasurers are unavailable and our budget meetings are not until January.
- There was discussion if the parishes had met their share this year and in previous years.
- It was stated that we do not have the required facts available.
- It was suggested that the first proposed statement was accepted with a rider as we don't have the facts.
- The Rector agreed with this. He will communicate the feelings of the CPCC back to George Curtis.

## **C7 Any Other Business**

### **C7.1 Harwell Harvest Festival Lunch 5<sup>th</sup> October**

Monika Buxton said that the team that prepares this is depleted and they need more help. There were 6 on the team last year and there are 2 this year. There will be a meeting in mid September to discuss who does what. There is shopping, food preparation and help on the day. Discussion ensued:

- It was suggested that the Church Hall is used instead of the Village Hall. The Rector said that there would be a knock-on effect on Fledgelings.
- The Rector said that the need for help would be publicised in the notice sheet and any people interested should talk to Monika Buxton.
- There were no responses to another request for caterers in the notice sheet. They got people through another route.

Monika Buxton stated that she is resigning from this role: she will stop after organising the Harvest Lunch and the Mince Pies at Christmas.

### **C7.2 PRS Licence**

Gordon Gill said that Anne Gill had asked about this for the Church Hall. The Rector said that this was a Harwell Parish matter.

**The Rector closed the meeting with the Grace at 10:06pm**

**Date of next meeting: 3<sup>rd</sup> November 2015 at St. Matthew's, Harwell**