

# Annual Report 2015



ST MATTHEW'S  
HARWELL



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Front cover photo: Peter Shields

## 1. Introduction

This is the annual report of the Parochial Church Council (PCC) for the Church of St. Matthew's in Harwell, Oxfordshire. It covers the last financial accounting year, which was the calendar year ending 31st December 2015.

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

The report aims to explain the vision of the Church, its main activities and any new developments planned relay its pastoral ministry and mission outreach, showing how it relates to those outside and on the fringes as well as to the congregation; give a flavour of the Church at worship; and provide information about the state of the Church's finances, including how its spending links to its objectives and responsibilities.

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

This report was approved by the PCC at its meeting on 1st March 2016 and is signed on their behalf by Jonathan Mobey, Rector and Chair of Harwell PCC.

Signature



Date 1st March 2016

## **2. Aim of St Matthew's, Harwell**

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

Specifically, the St Matthew's Church vision, which was adopted during 2015, is:

*"Growing God's Church, wider, deeper and closer"*

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

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

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

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

St Matthew's, Harwell forms a Benefice with All Saints', Chilton. The two Churches share one stipendiary member of clergy. St Matthew's and All Saints' are both Anglican churches and are currently the only churches located in the villages of Harwell and Chilton. In December 2015 a new Anglican Church was established on the new Great Western Park housing development, part of which is in the parish of Harwell. This Church operates as a Community Church and is based in the University Technical College (sited in Harwell Parish). An Anglican Priest has been appointed Community Missioner and works in partnership with the Churches in Didcot and the surrounding area.

Regionally, the Benefice is part of the Diocese of Oxford (very broadly, the Church of England in Berkshire, Buckinghamshire and Oxfordshire) and, locally, it is part of the Wallingford Deanery. The Benefice is one of eight Benefices in the Deanery. These eight Benefices cover a total of 20 Anglican Churches.

Anglican churches in the Wallingford Deanery need to grow their membership.

St Matthew's is currently able to pay its portion of Diocesan costs. But like all Anglican Churches, St Matthew's is vulnerable to the cultural trend of an ever-reducing proportion of the younger generation committing to Church. St Matthew's is actively seeking to address this challenge. The Community Missioner's stipend is met centrally by the Church of England's New Communities Fund. The Science Missioner's stipend is met by the Templeton Foundation and the University of Oxford.

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

## 4. Objectives

The PCC tries to fulfil the Church's vision via five core areas of focus. Where possible, it does this in close partnership with All Saints', Chilton. The five core areas are:

**Worship Services** – the delivery of formal public acts of worship, including regular Sunday services, occasional and seasonal services and “fresh expressions” of worship. “Fresh expressions of Church” is a term used in the Church of England and the Methodist Church to refer to new ways of doing Church, e.g. ‘Messy’ or ‘Café’ Church.

**Children, Youth and Families** – making followers of Jesus amongst those under 18 and their families, both in the congregation and the wider community.

**Evangelism and Discipleship** – evangelism amongst, and discipleship of, all adults, both in the congregation and the wider community.

**Pastoral Care** – pastoral care of all adults, both in the congregation and the wider community.

**World Mission** – engagement with Mission Partners and Organisations to grow the Global Church, and be shaped and inspired by God's worldwide mission movements.

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

**Communications and Operations** – communications planning and delivery to support various aspects of the Church's work.

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

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

**Buildings Maintenance, Improvement and Management** – ensuring that the Church's buildings (St Matthew's Church and St Matthew's Church Hall) are well maintained, fit for present and future purpose, and their use optimised.

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

Section 6 covers the four enabling areas of PCC activity.

## **5. Delivery of PCC's core objectives**

In this section the activities undertaken in 2015 to deliver each of the five core areas of focus of the PCC are described. Many of these were undertaken jointly with All Saints', Chilton.

### **5.1 Worship services**

Every Sunday we meet together to worship God, hear from his Word, pray together, and encourage one another. Our services range from the quiet, traditional ones from the Book of Common Prayer, to contemporary, family-friendly ones.

The majority of services are organ- or piano-led. We have an all-age Orchestra, which accompanies two services a month and Festivals such as Christmas and Easter. We also have a Band which plays at “Hands Free” services (Hands Free is a monthly contemporary afternoon band-led service) and some other occasions, a harp-led string group, and a brass group.

In 2015 across the Benefice we had 13 Baptisms (2 at All Saints’ and 11 at St Matthew’s) and 4 Thanksgivings for the Gift of a Child (3 at St Matthew’s and 1 at All Saints’).

The Church tower has eight bells and we have an enthusiastic bell ringing team.

## **5.2 Youth and Families**

Provision for youth and families is an aspect of the Benefice’s work into which significant resource is invested. This reflects the acknowledged importance of reaching the young, not least in growing the Church.

The whole of our Children, Families and Youth work now operates under the umbrella title of “G2G: Generation to Generation”, signifying our desire to fulfil the Biblical mandate to reach whole families, equipping them to pass their faith onto the next generation.

### **5.2.1 Children & Families Worker**

By the end of the year the Children and Families Worker (C&FW) was almost half way through his initial three year tenure.

Throughout 2015 the C&FW has been working to implement the proposals that were consulted over and approved by the PCCs at the start of the year. These affect almost every area of the C&FW ministry and you can read about some of the changes in the rest of the report.

## 5.2.2 Children's Sunday groups

In St Matthew's we have consolidated our children's groups into a single '**Kids Church**' – providing a weekly, child-appropriate service for all those in primary school, running concurrently with the adult service. We are looking to grow and improve this substantially in 2016, and a grant from Harwell Feast will help us resource this.

Two weeks out of every four, **Pathfinders** provides a Bible study during the service for those in key stage 3 (i.e. aged 11-14). And in both our congregations we have replaced the crèche with a **family area** within the main body of the church. We have witnessed small, incremental growth in each of these areas. The family areas – particularly at All Saints' – have proved an attractive addition but the growth they have experienced has created challenges of their own.

The Sunday evening youth program (**YF**) has been re-launched and undergone significant growth. There are now two well attended sessions each week – Mainstream (aged 11-14) and Upstream (aged 14+). These draw in young people from beyond the regular congregation members and so we have been trying to ensure that there is a good balance between outreach activities and spiritual discipleship. Topics explored over the year included 'Life after death', 'Youth Alpha', 'Pain and Suffering', 'Science and Faith'.

## 5.2.3 Summer Holiday Club

**Holiday Club** is now an established annual event in the Benefice. In 2015 it was held from 17th to 21st August at Harwell School, whose premises were generously made available free of charge. It continues to be one of the most significant events in the calendar of both our congregations – not only in scope of its outreach, but also in terms of the level of volunteer investment and service. It was run by 67 volunteer leaders and helpers, donating circa 1,100 hours of time during the week.

The club was free to attend and open to all children of primary school age. A 'Christianity Explored' course was also run concurrently for those in Years 7 and 8. Over 140 children pre-registered, and 99 attended.



We used Scripture Union resources again this year – with a “Polar Explorers” theme and the teaching focusing on God’s willingness to use ‘weak people’ to serve Him.

A follow-up, all-age service and picnic proved popular & enjoyable. However the challenge remains about how we can move people beyond being occasional guests to Church members.

### 5.2.4 Fledgelings

**Fledgelings** is for pre-school aged children and their parents/carers. The group has been long-established in Harwell, but in 2015 we launched a second group based in Chilton Field. This has quickly reached a similar size to the Harwell group. Combined, these two groups constitute the largest aspect of our regular Children and Families Work.



Photo: Roz Shipp

Fledgelings provides play and activities for the children and company and conversation for the adults. The high ratio of volunteer helpers ensures a welcoming, supportive atmosphere. This year we have also introduced a “See and Know” program into the sessions - structured singing and story-time with an explicitly Christian curriculum.

### 5.2.5 Schools

St Matthew’s and All Saints’ have good and developing relationships with both Harwell and Chilton **Primary Schools**.



The Children and Families Worker regularly takes assemblies in both schools. Some of the children visit our Churches for class visits and for special services. A team of volunteers leads a well-attended weekly after-school club (Y-Club) in Chilton School. A volunteer team of adults from both Churches ran the annual Prayer Spaces event in Chilton Primary for the fourth consecutive year, and this year we were also able to introduce it at Harwell Primary.

We also provide both schools with informal support through church members offering their time and talents to assist with practical activities such as being reading partners, musicians, community governors, 'full circle' volunteers, etc.

In 2016 we will be looking at new opportunities to serve the schools and seeing if we can enrich their curriculum by involving them more closely with some of the community events we organise.

### **5.2.6 Community & Special events**

Looking for opportunities to share the gospel beyond the walls of our building and to have a positive impact on the community, we provided a number of special events this year:

We piloted an Easter Story Trail in both Chilton and Harwell. Taking place over Holy Week, families followed a trail to discover artwork illustrating the 'Stations of the Cross' in homes, shops, and other public venues. They had to solve clues relating to the Biblical events in order to win a prize. Approximately 25 households took part and it will be repeated again this year following the positive feedback received.

We repeated the success of 2014's Living Advent Calendar around Chilton (including Chilton Field) and this year introduced it to Harwell as well. Forty-six homes (including the Rose and Crown pub in Chilton) took part - each hosting a separate night of the 'calendar'. The nativity story was told in installments each night, chocolates and stickers were collected by those taking part. It culminated with a celebration at All Saints' Church on Christmas Eve, and at the Crib Service at St Matthew's. Numbers participating at Chilton increased this year (c. 20-25 children + adults) and numbers in Harwell got off to a strong start (c. 30-35 children + adults)

Recognising the strategic importance of engaging with fathers we have organised a few 'Lads & Dads' events to appeal to them : James Bond cinema trip; Star Wars Movie Marathon, and a six-week 'Alpha Male' course hosted and catered for by the Rose and Crown pub. Engagement with the special events was small (<12 participants) but the Alpha Male course in particular has proved a great catalyst for greater engagement and faith-building. We will be making this a regular feature and continue to look for other opportunities to appeal to fathers in particular.

[The Blessing and Treating at Halloween event which we pioneered in 2014 was scheduled to be repeated this year but had to be cancelled due to personal circumstances].

### **5.2.8 Youth groups supported by St Matthew's**

Harwell Young Singers is a youth singing group, open to all, which often contributes to services and sings at weddings and other celebrations. It rehearses in St Matthew's Church.

The 1st Harwell (St Matthew's) Scout Group is a thriving group offering all four Scouting sections, catering from age 6-18. The groups meet in St Matthew's Church Hall and parades at Church services several times a year. We have also co-operated together on a number of occasions throughout the year - the Scouts providing BBQ's for special services and marquees for Holiday Club, and we have assisted with input for Faith badges, and with the St George's Day local celebration.

### **5.3 Evangelism & Discipleship**

Our Churches seek to fulfil the Great Commission to make disciples through loving service, evangelism and discipleship – sharing the good news of Jesus in word and deed and helping individuals to grow in faith. This is done through our worship services but also through other groups and activities.

**Harwell Evergreens** is an afternoon social group for older residents and the **Ladies Group** in Harwell and **Women's Group** in Chilton offer evening fellowship.

**Harvest Lunch** is a community-wide annual event organised by St Matthew's and held on a weekday to provide a hot meal and contact for many: Church members, parents dropping in from toddler activities and staff from nearby businesses.

**Home groups** play an important part in nurturing the spiritual development of Church members. These groups meet regularly (usually weekly) to read the Bible together, to pray, and to support one another in the Christian life. A Science and Faith discussion group was established in autumn 2015.

The **CAP Money Course** is becoming established in the Benefice with six individuals being trained to deliver the course. Both Churches have continued to collect non-perishable food for Didcot Emergency Foodbank throughout the year, with a special collection at Harvest time.



The Benefice ran an **Alpha Course** in January, a **Marriage Course** in March, and an Alpha Male Course at the Rose and Crown Pub in Chilton in November/December. We had a 'Songs of Praise' event led by the Benefice Brass Group in Chilton in June. St Matthew's has hosted community events including concerts and the Harwell Gardeners' Club Summer Fete.

In 2015 in the Benefice we had 11 **Weddings** (3 at All Saints' and 8 at St Matthew's) plus 2 Wedding Blessings (both at St Matthew's) and a **Thanksgiving** for a Golden Anniversary (at All Saints'). All the couples had preparation meetings with the minister responsible.

#### **5.4 Pastoral Care**

The **Pastoral Care Teams** (and many individual members of our Churches) take on quiet practical support for those in need of help, whether short or long-term, at home or, for example, in hospital.

The St Matthew's Pastoral Care Team has grown to six people over the last few months. Revd. Joan Impey gathered the Team together towards the end of 2015 and they planned who should visit whom. They meet together a few times a year to compare notes and pray for those whom they visit.

Pastoral Care to our parishioners is much enhanced by the involvement of Revd. Jan Radford through her chaplaincy role in the John Radcliffe Hospital in Oxford.

**Funerals** provide rich opportunities for ministering to our parishioners. In 2015 we conducted 26 funerals in the Benefice (5 at All Saints', 17 at St Matthew's and 4 at crematoria, plus one committal at a crematorium following a funeral service at St Matthew's, and three interments of ashes - two in Chilton and one in Harwell). Usually this ministry is carried out by our clergy or by licensed or approved lay leaders, with follow-up visits to bereaved families taking place wherever possible.

**Home Communion**s are taken to parishioners who are not very mobile four times a year – Easter, summer, Harvest and Christmas. During 2015 there were between six and nine Home Communion each quarter. In addition, a monthly service of Holy Communion has taken place at Cherry Tree Court in Harwell; here numbers have dwindled and the future of this service needs to be reviewed.

During 2015 **Generation Gold** was initiated by Revd. Jan Radford and Revd. Pam Rolls, with the enthusiastic support of teams of people in both parishes. The launch took place in June at the Harwell Evergreens' Annual Service and continued in September and December, with the venue alternating between St Matthew's and All Saints'. The services are quite short (about 35 minutes) and informal and explore a different Biblical theme each time (e.g. keys, water, light). Members of the congregation each take away a card containing the relevant Bible text and a visual aid. Worship is followed by tea and cake and an opportunity for members of the congregation to have fellowship afterwards.

The numbers attending have fluctuated but there is a growing core of people who are enthusiastic about the services and the fellowship that they afford.

We hope to develop Generation Gold further in 2016. Plans include holding an 'Alpha Gold' course when the time is right, and encouraging older people to take part in the 'This Time Tomorrow' interview slot in the main Sunday morning service on the fourth Sunday of the month. We think that this type of exposure will help our congregations to get to know our older members in a deeper way so that they will appreciate even more the wise, gifted gems we have in our midst.

## 5.5 World Mission

In 2015 the PCC set aside 12.5% of its budget to support a variety of mission partners, individuals and organizations, many of whom work abroad. There were additional appeals and collections during the year focused on Tearfund and Didcot Food Bank at Harvest and Oxford Women's Refuge at the Toy Service.

The **World Missions Group** meets on a monthly basis. The Group consists of ten people, with good representation from both churches in the Benefice. The Group proposes to each PCC how each church could spend its World Mission budget. In 2015, St Matthew's supported the following mission partners and agencies: CPAS; Scripture Union; Mission Aviation Fellowship; Barnabas Fund; Christians Against Poverty; Christine Perkins; David and Heather Sharland.

The Group has a yearly plan for communication to the congregation about the mission partners and agencies supported by St Matthew's.

## 6. Enabling activities

This section outlines the activities undertaken or managed by the four enabling categories of PCC work in 2015, supplemented in the Appendices where necessary.

## **6.1 Communications and Operations**

Key Communications and Operations work undertaken in 2015 included the following:

- ‘Fit for the Future’ Consultation boards and questionnaire about updating the seating and heating in St Matthew’s.
- Meeting with Ridgeway Broadsheet deliverers to help develop the publication and further engage with the local community.
- An Easter and Christmas card to promote special services to all households in the Benefice.
- Developing a ‘Friends of Harwell’ Facebook page to engage in particular with Harwell families in America.

## **6.2 Administration**

St Matthew’s has a paid Administrator, shared with All Saints’, Chilton. A new administrator started working for St Matthew’s Harwell and All Saints’ Chilton in January 2015. The hours were expanded from 13 to 20 hours each week.

The Administrator creates and prints service and notice sheets each week and Ridgeway Broadsheets eight times each year; updates the website calendar, rotas and news items; prepares various reports for the Diocese, Christian Copyright Licensing International, and the County Council; manages the office; and provides PA support to the Rector.

## **6.3 Finance**

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

### **6.3.1 Financial position**

The financial position of St. Matthew’s church is challenging. Regular income for 2015 was again marginally below expenditure, largely as a result of a drop in planned giving due to change of individual circumstances.

Income in 2015 was £110,785 compared with £96,648 in 2014 and expenses were £112,797 (including £16,847 for the Children and Families Worker and £10,502 for the Church Administrator) compared with £97,057 in 2014. The General Fund therefore realised a deficit of £2,012 in 2015 leaving a balance of £10,546 after transferring £20,000 to Designated Funds in respect of the Children and Families Worker. At 31st December 2015 income pledged over three years towards the Children and Families Worker was £42,500 of which at that date £31,010 has been received and £23,552 used, leaving a Children and Families Worker balance in Restricted Funds of £7,558. We are grateful to all who have contributed to this. Pledges are now being sought to enable the extension of Children and Families Worker funding beyond August 2017.

See Appendix 4 for a summary of income and expenditure over the years 2014 and 2015 and the approved budget for 2016.

### **6.3.2 Reserves policy**

Reserves are held to smooth out fluctuations in cash flow and to meet emergencies. It is PCC policy to try to maintain a balance on free reserves which equates to at least six month's unrestricted payments. In the case of St. Matthew's Church this would be around £58,000 for 2016. Due to recent legacies the actual balance of free reserves at 2015 was significantly higher than this, i.e. £101,032, but a significant portion of this has been set aside for future one-off projects, such as funding the Children and Families Worker through to 2017 and future improvements to the church building. As such, reserves in the General Fund are £10,546 and in Designated Funds £90,486.

### **6.4 Buildings maintenance, Improvement and Management**

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



### 6.4.1 St Matthew's Church building

St Matthew's Church is a Grade 1 listed building, parts of which date back to 1190. It is kept in a good state of repair by the Buildings Committee and other volunteers. Some of this work is maintenance and general repairs that continue in a very similar fashion year in year out. The detailed Fabric Report is at Appendix 5.

There has not been a major project in 2015, but some work to upgrade the lightning protection system has been carried out. This included surge protection and a new earth bond with the church mains electrical system. Repairs have also been made to the aisle lead roofs, where some cracks and other defects were found.

In June 2015 the Church Architect carried out the Quinquennial Inspection, which is one of the requirements of the Diocese. His report was complimentary about the state of the building and the way that it is looked after, and his recommendations are mainly ones aimed at continuing this situation. They include confirmation that some work in 2016 is required to repair the masonry of the north east buttress and to re-point other stonework. The felt roof of the extension, which has been in place for 40 years, is showing signs of wear and tear and its replacement is planned for 2017.

During 2015 the PCC considered options for making better use of the chancel for worship, and after consultations decided to go ahead with a case to replace the choir stalls with more flexible and comfortable seating. Approvals to undertake this work are being sought early in 2016.

Other options for improving the facilities have focused on heating and seating. Two trials and consultations on possible chairs to replace pews in the main church were carried out in the spring and summer of 2015. The PCC also considered a wide range of possible ways of improving the heating system and is now looking in more detail at (a) making the existing radiant heating more effective or (b) replacing it with gas-fired central heating or possibly underfloor heating. These possible improvements were the subject of a

Consultation, 'Fit for the Future', carried out in late 2015. The PCC will be considering the outcome of the consultation alongside further investigation of technical details and costs of the various options during 2016. Changes that might be made to heating and seating are interlinked, because exactly how any new heating system is implemented would depend on whether the pews are retained or not, and critically on how frequently the building is in use. Work has also been done to understand the state of the church floor and the changes made to it over the last 150 years, since some of these options could involve excavating some or conceivably most of it.

The **Friends of St. Matthew's** scheme to stimulate interest in the church building, and ultimately help to provide for the costs of keeping it in good order, was launched in 2015 through a Facebook page <https://www.facebook.com/HarwellChurchFriends>. It is aimed particularly at descendants of the Harwell family lineage in the USA. The Facebook page has had a lot of visits and interest and consideration is now being given to how donations might be sought towards the masonry repairs planned for 2016.



The interior of St Matthew's about 100 years ago



St Matthew's interior 2013

Photo: Tony Hughes

#### 6.4.2 St Matthew's Church Hall

The Church Hall is located on the corner of The Park and Wellshead, Harwell, approximately 100m south of the church. Its fabric is generally in good order. See Appendix 5 for further details.

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

The aim of extending the use of the Hall is to

- bring the broader community into contact with the church
- defray the cost of running the Hall
- provide an economic venue for church or church-affiliated groups

The income for the Hall in 2015 remained broadly stable at nearly £5,000. As with last year, this represented a small profit before utility costs.

All bookings are managed via the calendar on the Church website, and the usage is split fairly evenly between outside groups and Church (related) groups. The biggest single user is the Scout Group, who make a significant contribution to the paid cleaning which helps to sustain the Hall as a venue for all groups.

The primary challenge in 2015 has been the departure or impending retirement of the two key people who have run the Hall on a day-to-day basis – Roz Shipp (left the village in July 2015) and Anne Gill (retiring January 2016). We are very grateful to Roz and Anne for the commitment and energy they have shown – the Hall could not have run as it has done without them. Thanks are also due to Brian Zimmerman, who has stepped in to fill the gap left by Roz and Anne.

## **7. Strategic plans**

The focus of the PCC in 2016 and beyond will continue to be on the growth of the Church, in numbers, maturity and relationships, in keeping with our Mission Statement “Growing God’s Church – wider, deeper and closer”. We will seek to connect with the wider community through loving service, sharing the good news of Jesus with those with whom we have relationships, and seeing the members of our Churches mature in their faith and sent out in the power of God’s Spirit.

In particular, a strategic focus, under the leadership of our Children and Families' Worker, will continue to be on reaching and discipling children and their families. This will include continuing and consolidating the work already being done as well as developing new work, in particular a 'fresh expression of church' serving the needs of families.

Another key area of activity is developing our buildings to accommodate our own activities more effectively, and to enable us to better connect with and serve the wider community. In Harwell these strategic improvements will include bringing to completion plans to re-order the chancel and further develop plans around upgrading our heating system and replacing the pews with chairs. The aim is to have a building that is more flexible, comfortable and accessible than it is at present, whilst maintaining and even enhancing its beauty.

A third key area of activity will be building up the body of Christ, trying to ensure that every member of our churches is growing in faith and serving the Lord with the gifts he has given each of us. It is envisaged that the Senior Leadership Team, established in 2015 and comprising the key ministry leaders, and whose focus is on co-ordination of the different and varied activities of the church and involvement of its membership, will be the group through which this engagement will occur.

## **Appendix 1: Administrative information**

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

The correspondence address is:

The Rectory  
Church Lane  
Harwell, Didcot  
OX11 0EZ

The Rector is Revd. Dr Jonathan Mobey.

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

## Appendix 2: Structure, governance and management

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

The PCC is a charity registered with the Charity Commission.

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

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

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

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

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

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

## St Matthew's PCC membership

From April 2015 to March 2016, the membership of Harwell PCC has been:

### Clergy

Revd. Dr Jonathan Mobey (the incumbent)

Revd. Pam Rolls (Associate Minister)

Revd. Janet Radford (self-supporting curate)

### Churchwardens

Tony Hughes – until June 2015

Christina Wood – from June 2015

Mel Gibson

### Elected Deanery Synod Representatives

Lizi Bowerman

Mel Gibson

Gordon Gill

### Other elected members

Tony Hughes – from April 2015 (Vice-Chair)

Jane Woolley (Secretary)

Peter Barclay-Watt (Treasurer)

Monika Buxton

Liz Roberts – until April 2015

Allan Macarthur – until April 2015

Roz Shipp – until May 2015

Frances Taylor – from April 2015

Hazel Connelly – from April 2015

Co-opted members  
(from May 2015)

Revd. Jean Barton  
Andrew Keene

## **St Matthew's PCC sub-committees and representatives**

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

### **Standing Committee**

Required by Church law, with the power to transact the business of the PCC between meetings, if necessary.

### **Finance and Budget**

Proposes the Annual Budget and advises the PCC on matters concerning financial affairs.

### **Buildings Committee**

Deals with maintenance, improvements and repairs of the Church building.

### **Church Hall Management Committee**

Manages the bookings, cleaning, the key inventory, maintenance, improvements and repairs to the Hall

### **Joint PCC Sub-committees**

The Joint PCC was given the power to form sub-committees, by the PCC at the PCC meeting of November 2011. During 2015 it was agreed that 'sleeping' sub-committees are permitted, in which the membership is comprised solely of the sub-committee Chair.

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

The Joint PCC has sub-committees for the following purposes:

### **Communications and Operations**

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



## **Evangelism & Discipleship**

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

## **Pastoral Care**

Monitors, consults on and makes recommendations relating to the pastoral care of all adults in the Benefice.

## **World Mission**

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

## **Worship Services**

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

## **Youth and Families**

Concerned with developing the work of the Church amongst those under18 and their families. It monitors and encourages this work in Church, in the primary schools in the Benefice, and in whole-family events.

### **Appendix 3: St Matthew's Church membership**

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2015 stood at 131 (it was 138 in 2014).

## Appendix 4: Income & Expenditure in 2014 & 2015 and 2016 Budget

The full and independently examined Accounts for 2015 are published separately. They should be read in conjunction with this report.

	2014 (actual) £	2015 (actual) £	2016 (budget) £
<b>Income</b>			
Envelopes/planned giving	59139	52728	59410
Gift Aid recovered	15263	14618	15340
Loose Alms	3894	3817	3800
Children & Families Worker (from Restricted Fund)	6173	16847	17260
Administrator (from Restricted Fund)		6436	6280
Major Repairs (from Designated Fund & Grants)			8800
Donations/legacies/other	3211	7994	4300
Fees	3119	3388	3360
Church Hall	5600	4759	4800
Interest	249	198	500
<b>Total</b>	<b>96648</b>	<b>110785</b>	<b>123850</b>
<b>Expenditure</b>			
Parish Share	46133	45661	47000
Mission Giving	10060	9675	8180
Joint PCC	15237	36820	38430
Harwell PCC	25627	20641	39010
<b>Total</b>	<b>97057</b>	<b>112797</b>	<b>132620</b>
<b>Net Deficit</b>	<b>409</b>	<b>2012</b>	<b>8770</b>

The balance on the General Fund at 31<sup>st</sup> December 2015 was £10,546 after the transfer of £20,000 to Designated Funds in respect of the current Children & Families Worker employment contract.

Designated Funds (designated by the PCC for particular purposes but which could be spent elsewhere if the PCC so decided) total £90,486 including the sum of £67,403 received under the Talbot legacy in 2014.

Restricted Funds (which can only be used for the purpose for which they were given) total £22,868 including £7,558 for the Children and Families Worker fund, £6,875 for Outreach and £8,435 for various other funds.

## Appendix 5: Fabric report

### Summary of work carried out to the Church in 2015

A special mention is due to all those who have given their time, either on a regular basis or occasional basis, to maintain and enhance our buildings. Thanks are also due to those members of the church who give their time to ensure our buildings are kept clean and tidy, who ensure that they are maintained, decorated and generally in good order, who arrange flowers, and who contribute generally to the upkeep of these buildings.

The log book of church repairs has been maintained and is presented with this report.

The Terrier, recording details of the church buildings and land is held as subsection 1.2.2 of the church's Maintenance and Operations Manual and is also presented, along with the inventory of valuables.

There is a log book of repairs and maintenance for the church hall.

General repairs and maintenance to the fabric of the Church, the church hall and their surrounds have been carried out as and when necessary. This has included monitoring the electrical usage for the church and church hall using Pilio Website.

The full 2015 Quinquennial Inspection of the church was carried out by the Church Architect and a report received. This has been circulated to PCC members for comments.

Key items of work carried out in 2015 are as follows:

#### Electrical

All portable electrical equipment in the church and church hall was tested, with unsafe items being disposed of and other items being repaired. An inspection of the church lightning protection system was carried out. Surge protection to the church mains system and the bonding together of the earths of the lightning protection system and the mains system was carried out.

## External

Repairs to the aisle lead roofs of the church were interrupted temporarily by some uncertainties about the nature of the underlay beneath the lead, but were completed by applying mastic sealant/bitumen tape to defects. A specification for the campaign of masonry repairs to the church exterior was drawn up and quotes obtained. Three panes of glass were broken in the eastern window of the north aisle (the Harewell window) and a neighbouring window pane was cracked. All four panes were repaired.

## Internal

A blue display board has been fixed to the pillar next to the extension stairs for Children and Families work. Minor repairs have been carried out including to the lock on the extension door. Some woodworm attack was found in the high altar table and was treated.

Possible improvements to the chancel, heating and seating have been progressed. The aims of improving the seating in the chancel are to provide permanent seating for at least 30 and preferably 40 persons: enable some of the permanent seating to be configured in different ways to suit the occasion to allow space to bring in at least 20 extra chairs to accommodate at least 50 people for large services, be easily moveable, and have some degree of stackability. The Churchwardens and the Rector are looking at suitable bespoke chairs and a decision should be made in early 2016, and then the approval of the Diocesan Advisory Committee (DAC) sought.

Different forms of church heating have been investigated, including gas-powered water radiators, gas-powered underfloor water pipes and upgraded radiant heaters. A "Fit for the Future" Consultation was carried out and an exhibition set up in the church exploring options for how the church building could be used, and various options for the heating and seating. The congregation and the wider village were invited to take part over 4 weeks. There was also an online comment form available.

## **Working Days**

Working parties have been arranged on several occasions to tidy up and clean the church and church hall, especially after major events and repair campaigns.

## **Church Hall**

During January a new set of blinds was installed, which was one of the major items of expenditure included in the 2015 budget submission. With a weekly Fledglings group run by a group of parents, parties and Zumba continuing for most of the summer break there has been a higher income than normal for this time of year. The long wall in the hall and the wall around the hatch have been repainted. A new clock and wall mounted first aid box have been purchased. We are grateful to all those who manage the church hall and help to keep it clean and in working order. There are a number of general repairs and grounds work that need to be carried out each year and the details of these can be found in the Log Book.

## **Work planned for 2016 on the Church and church hall**

This includes:

- The annual testing of portable electrical equipment in the church and church hall
- Fixing a second door handle at a greater height to the entrance door to the hall so that the door cannot be opened by small children.
- A sustainable structure for running the hall.
- Reordering the chancel with chairs.
- Masonry repairs to the church exterior as recommended by the Church Architect.
- Continuing to progress the heating and seating project in the church.
- In the church hall: replacement of kitchen mixer taps, reactivation of the urinal, and repair of the main gate.
- To look at other improvements that could be made to the interior of the church to ensure that St. Matthew's continues to be a growing, vibrant church for worship and a valued part of the local community.

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

[www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk)