

**Minutes of a Meeting of the Combined PCCs  
of St Matthew's Harwell with All Saints' Chilton  
held on Tuesday 7 February 2017 at 7.30 pm  
in St. Matthew's Harwell**

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**Present**

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

Peter Barclay-Watt (J)  
Jean Barton  
Lizi Bowerman  
Hazel Connelly  
Peter Cox (Secretary)  
Sid Gale  
Mel Gibson (J)

Gordon Gill  
Steven Hale  
Tony Hughes (J)  
Andrew Keene  
Hazel King  
Carina Lobley  
Liz Morris (J)

Jan Radford  
Alex Reich (J)  
Pam Rolls (J)  
Frances Taylor  
Christina Wood (J)  
Jane Woolley (J)  
The Rector (J, Chair)

By Invitation: Peter Shields, Children and Families Worker (CFW) - until the break in the meeting in item B1.2.

**A Preliminaries**

**A1 Opening & Prayer**

The Rector said that the focus of the meeting would be the options for Children and Families' work. All of the regular items are for information only with short discussions and no decisions required though points can be raised.

The Rector read Psalm 145.

The Rector then led the meeting in prayer.

**A2 Apologies for absence**

Apologies were received from: Juan Bowerman, Helen Brook, Phil Corbishley, Martin Gibson, Naomi Gibson (J), Stuart Gibson (J), Heather House, Vicky Johnston, Carol Pigott (J), John Pigott, Sylvie Thompson and Michelle Walker

**A3 Minutes of the November 2016 meeting**

There was the following corrections: List of Present: Peter Barclay-Watt and Stuart Gibson were additionally marked (J) as they are both Joint PCC members and the total of Joint PCC members present increased from 9 to 11.

The minutes of the CPCC meeting in November 2016 were signed as a correct record.

**A4 Actions / Matters arising**

Paper N refers, Status of Actions and Matters Arising, reproduced here with reports given at the meeting:

**Items from the November 2016 Meeting:**

**B 2.5.3 Acts 435**

**ACTION:** Combined PCC Secretary to add to June 2017 Agenda.

**STATUS:** In Hand

**B 2.6.2 Harvest (Barn Dance 2016 and Plans for 2017)**

**ACTION:** Alex Reich to consider writing to thank the band.

**STATUS:** Alex Reich to email band.

Alex Reich said that this is now complete

**B 5.1 Fresh Expression Service**

**ACTION:** Rector to arrange Steering Group meeting

**STATUS:** Meeting held.

The Rector said that this was covered by agenda item B 5.1

**B Mission Strands**

**B 1 Children, Youth and Families**

**B 1.1 Update and Plans**

Paper 0 refers: Work undertaken since the last meeting and work pending.

The Children and Families Worker (CFW) distributed copies of the paper and apologised that it was not available before the meeting. It is reproduced here:

**Work Undertaken (Work Pending from 01/11/2016 + others):**

- Bill Wilson event
- Remembrance services
- Advent doors
- Christmas services
- Inverse Advent
- Schedule school events
- Preliminary Holiday Club prep
- Regular CFW activities (YF / Kids Church / Fledgelings / admin)
- Fledgelings play space feasibility
- Christingle services
- Attend 'Doorsteps' day conference
- Assemblies x3
- Children's groups – CAP launch service

**Work Pending (between now and 06/06/2017):**

- New curriculum for Kids Church & Pebbles
- YF program plan
- Care for the Family event - Fledgelings
- Organise parish exchange
- Complete Fledgelings outdoor play area
- Education Sunday services
- Mothering Sunday services
- Scouts "Queen's Scout Award" projects
- Easter Art Trail
- Easter services
- School assemblies
- Holiday Club planning / prep
- Prayer spaces preparations
- Soul Survivor promote / plan
- Regular CFW activities

There were comments and the CFW, Rector and Peter Barclay-Watt answered questions including the following areas:

**Doorsteps Conference**

This considered how the church can integrate and fill the gaps left by the cutbacks to Children's Services at County level. It was organised by Viva at the Church Missionary Society (CMS), it included representatives from the Police and Oxford City Council.

The Kings Church is currently doing an audit of all of the different groups so they can present a picture to the local authority of what services we can offer. It includes the Balsam family project and Y Club.

Kings Church is proposing that they take over a Children's Centre. There is transition funding available. Paul Gander is composing a business plan for this. They will provide some of the services provided currently and some others.

The Conference was very encouraging to those who attended and they will do something. Peter Barclay-Watt said that Viva cuts out a lot of unnecessary work for children's work. There was no enthusiasm for taking over all of the work but this is an opportunity to do something.

#### **“Care for the Family” Event**

Care for the Family is a national Christian organisation for family support etc. Last year 12 mums went and heard a light hearted presentation about family life and encouragement. They came away with the idea of running a parenting course. Hopefully this year those attending will also come away inspired to do something. It is in Oxford at the end of March.

Gordon Gill said that this organisation do a national tour and cover all sorts of subjects.

#### **Scouts “Queen’s Scout Award” projects**

This is completed by Explorer Scouts and is similar to the Duke of Edinburgh's Award. It is an international standard award and has various strands including International, Environmental and Values strands. The local Scouts have not done much with the Values strand up to now. Scout Leader George Liang is focussed on the Exploration and International strands. He approached the CFW and they discussed possible projects connected with faith and values, such as service leading and an Easter trail. The requirement is three projects in six weeks.

A number of Scouts are members of the Churches but the vast majority are not. It will be Harwell based but cover Chilton.

#### **Organise Parish Exchange**

This would be for a group of people from this Benefice to visit and participate in activities in the CFW's previous parish in Bradford and vice versa. The main part would be a weekend or week long event possibly to help with a Holiday Club and/or social activity. The idea came from the CFW's recent visit to his previous home parish. It is an economically-disadvantaged multi ethnic urban parish.

The CFW has discussed this with the minister there who is enthusiastic. There has been a discussion with the Senior Leadership Team and there are some prospects for proceeding. There could be a scoping weekend in May for possible exchange visits in 2018.

The Rector thanked the CFW and team for all their work.

#### **B 1.2 CFW Options 2017 Onwards.**

These papers refer:

Paper D: Background and Options – Written by the Rector

Paper E: CFW Job Description

Paper F: CFW Contract of Employment

There is a confidential minute on this item.

**The Rector ended this part of the meeting with prayer at 21:06.** The CFW left at this point.

**The meeting restarted at 21:12**

**PROPOSAL A: It is proposed that the JPCC should at this meeting appoint a small group of three or four people to review:**

- 1. The terms and conditions of those presently employed by the Benefice**
- 2. The experience to date of these employees**

**And to make recommendations**

**PROPOSED: Liz Morris**  
**SECONDED: Tony Hughes**  
**STRAW POLL OF ENITRE COMBINED PCC: CARRIED**  
**VOTE BY JOINT PCC: 7 IN FAVOUR 1 AGAINST 1 ABSTAINED**

**PROPOSAL B: It is further proposed that until the end of the existing contact in August 2017 that**

- a) **Peter Shields, the current Children and Families Worker should continue to be employed by the Benefice and for twenty hours per week but otherwise under the terms and conditions of his Present Contract of Employment.**
- b) **No additional people are employed by the Benefice.**

**PROPOSED: Mel Gibson**  
**SECONDED: Peter Barclay-Watt**  
**STRAW POLL OF CPCC: CARRIED**  
**VOTE BY JOINT PCC: 8 IN FAVOUR 1 AGAINST None ABSTAINED**

**PROPOSAL C: Jean Barton is Chair of the Employment Group**

**PROPOSED: Tony Hughes**  
**SECONDED: Mel Gibson**  
**STRAW POLL OF CPCC: CARRIED UNANIMOUSLY**  
**VOTE BY JOINT PCC: BY IMPLICATION CARRIED UNANIMOUSLY**

**The Rector proposed that there was no further discussion on the remaining agenda items.**

There were some points made on items B2 and AOB – see under these items.

**The Rector said that all other papers should be noted. He thanked all who wrote them and recommended that the CPCC members read them. The reports are summarised below under each agenda item.**

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

### **B 2.1 Home Groups**

Paper I refers: Including: reports on the Christianity Explored group, Advent Study, Christmas Lunch run by a home group and suggested Lent study books. 80 people attend groups, encourage to attend.

### **B 2.2 Marriage Course**

Paper J refers: There are 5 weddings booked this year and 1 so far in 2018.

### **B 2.3 Alpha Course**

Paper G refers: Including: follow up for recent participants – further classes or small groups, Confirmation classes and possible new courses.

### **B 2.4 Science and Faith**

Paper L refers: Including: summary of term 1, recruitment of a paid Science and Faith Administrator for 5 hours per week from January to August, and plans for term 2.

Carina Lobley confirmed that Emily Baldock has been recruited as Science and Faith Project Administrator. Carina apologised that she did not bring this formally to the CPCC.

Gordon Gill said that Jennifer Brown was extremely complimentary about Carina Lobley's work to Bishop Steven.

## **B 2.5 Responding to Financial Need**

### **B 2.5.1 Christians Against Poverty (CAP) Money Courses**

No report

### **B 2.5.2 CAP Centre**

Paper H refers: Including: The Didcot and Wallingford CAP centre has launched, the Rector is an ex officio trustee, Debt Coach to be recruited. Possible barbeque for CAP clients.

### **B 2.5.3 Acts 435**

No report – due for consideration at the June 2017 meeting.

### **B 2.5.4 Didcot Emergency Foodbank**

No report.

## **B 2.6 Social and Community**

### **B 2.6.1 Walking Group**

No report.

### **B 2.6.2 Harvest 2017**

No report

### **B 2.6.3 Benefice Away Day**

No report

## **B 3 Pastoral Care**

Paper M refers: Including reports on: visiting teams, Christmas Home Communion and Generation Gold Service, possible “Bible Reflections” study and Safeguarding training with actions to consider.

## **B 4 World Mission**

No report.

## **B 5 Worship Services**

### **B 5.1 Fresh Expression Service**

No report.

### **B 5.2 “Section 23”**

Paper C refers: Publishing of Banns of Marriage in another church in the same Benefice as the couple’s qualifying Church. Extract from Paper:

As a result, as of 29th November 2016, the following applies to the Benefice of Harwell with Chilton: *“the Banns of Matrimony of persons residing within or having a qualifying connection with the parishes of Chilton and Harwell within the above Benefice may be published in any of the parish Churches within the above Benefice and that the marriages of such persons may be solemnised in any of the parish Churches within the above Benefice”.*

### **B 5.3 Songs of Praise 2018**

No report.

## **C Facilitation and Partnership**

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

No report.

### **C 2 Stewardship and Finances**

No report

### **C 3 Safeguarding**

Paper K refers: Including: Safeguarding training has taken place on 21<sup>st</sup> January 2017 and John Nixon is the new Oxford Diocesan Training Officer.

### **C 4 Staffing and Leadership**

No report.

### **C 5 Wider Church**

#### **C 5.1 Great Western Park**

No report.

#### **C 5.2 Deanery Synod and Parish Share**

Paper B refers: Letter from Bishop Colin congratulating all on reaching the 100% payment target.

### **C6 Any Other Business**

#### **C 6.2 Bishop Steven Visit to Deanery**

Gordon Gill (Lay Chair of the Wallingford Deanery) said that the Bishop's visit went ahead as planned and he met the PCCs.

**The Rector closed the meeting with the Lord's Prayer at 22:40.**

**Dates of next meetings:**

**Individual PCCs: Chilton and Harwell 7<sup>th</sup> March 2017**

**APCM Chilton 23<sup>rd</sup> April 2017**

**APCM Harwell 30<sup>th</sup> April 2017**

**Combined PCC: 6<sup>th</sup> June 2017 at All Saints' Chilton.**