

St. Matthew's, Harwell
**Jesus
Christ
is Lord**
with All Saints', Chilton



St Matthews Church Harwell

Annual
Report 2008



St Matthews Harwell PCC 2008/9



Kate Evans



Sid Gale



Georgina Greer



Clive House



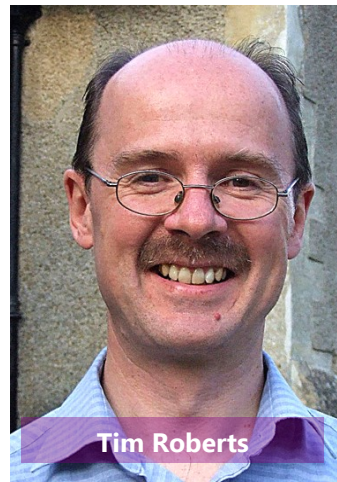
Tony Hughes



Vicky Macarthur



Allan Macarthur



Tim Roberts



Chris Stott



Frances Taylor



Steve Tunstall



Jane Woolley

St Matthews Church Harwell

Annual Report 2008

Introduction	2
How the PCC works	3
Activities, achievements and performance	6
Finances	10
Budget and spend	11
Fabric and ornaments	12

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Contents

The annual report

This is the annual report of the Parochial Church Council (PCC) for the Church of St Matthew in Harwell, Oxfordshire. It covers the last financial accounting period for the church, which was the calendar year that ended on the 31st December 2008. PCC members are elected at an annual general meeting in April, so parts of this financial period were administered by the PCC elected in April 2007 and part by the one elected in April 2008. These two PCCs were made up of slightly different people.

Providing this annual report on the proceedings of the PCC and the activities of the parish generally is a legal responsibility of the PCC. The report aims to:

- provide the context in which the annual accounts can be understood,
 - relate the accounts to the wider life of the church,
 - link financial plans to the vision for the future, and
- review the past year and give a flavour of the church at worship.

The report is also expected to conform to the guidance in the 'Statement of Recommended Practice' for reports and accounts issued by the Charity Commission. To do this the report needs to explain the governance and management structure of the church so that a reader can understand how the finances relate to the organisational structure and activities of the PCC.

This report was approved by the PCC and signed on its behalf by the Revd Chris J Stott, the Chairman of Harwell PCC.

In addition to the annual report, two other items have been included at the end of this booklet:

- A very brief financial summary (not to be confused with the independently examined financial report, which is published separately).
- The report from the churchwardens on the 'fabric and ornaments' of the church.

Structure, governance and management: The PCC

The St Matthew's PCC is a corporate body established by the Church of England. The PCC operates under the 'Parochial Church Council Powers Measure'. The PCC is exempted by order from registering with the Charity Commission. In terms of the Charity Commission guidance, the members of the PCC are the trustees.

St Matthew's PCC is responsible for working with the Rector in promoting the whole mission of the church: pastoral, evangelistic, social and ecumenical. It works together with the clergy and the Churchwardens to ensure continuity of ministry for regular services, to ensure that Children and Youth Groups are run and properly staffed, to organise home groups, social events, lay training courses, and so on. It has responsibility to manage the finances of the church, and to care for the church building and for St Matthew's Church Hall, which it wholly owns. The PCC liaises with the higher councils of the Church of England through its representation on the Deanery Synod, and participates in diocesan funding through a contribution called the 'Parish Share'.

St Matthew's Church Harwell and All Saints' Church Chilton form a Joint Benefice. For efficiency and convenience the two PCCs regularly hold 'Combined' PCC meetings, where the members of the two PCCs come together to discuss matters that are common to both parishes before their individual PCC meetings. Distinct from this, under the 'Pastoral Measure' (the relevant statutory instrument) there is provision for a Joint PCC, separate from the PCCs of the two churches which has decision-making powers. The two separate PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes, but it has not needed to meet during the year.

The PCC has delegated responsibility for important areas of responsibility, such as finance and maintenance of the church buildings to a number of sub-committees. Details of these are given a little later in this report.

Vision statement and objectives

The framework for the work of the PCC is the vision statement it adopted previously. This is: "Sharing life at the heart of the community, making followers of Jesus".

Improving communication was singled out by the PCC for particular focus this year.



PCC Membership

The membership of the PCC includes the clergy, the churchwardens, representatives on Deanery Synod (all of whom are 'ex officio'* members) plus members elected from the congregation for one year at the Annual Parochial Church Meeting (APCM).

The representatives on the Deanery Synod are elected for a three year term at an APCM. The most recent three year term ended in April 2008 and new elections took place then. The roles of treasurer and secretary are elected by the PCC members at the first PCC meeting after the APCM. The membership of Harwell PCC for the last accounting period (i.e. the calendar year 2008) has been:

Clergy	Rev. Christopher Stott	chairman
Churchwardens	Tim Roberts Allan Macarthur	vice-chairman
Deanery Synod reps.	Steve Tunstall Georgina Greer Clive Silver	(to April 2008)
Elected members	Cath Convery Kate Evans Sid Gale Madeleine Gibson Clive House Tony Hughes Vicky Macarthur Martin Speed Frances Taylor Jane Woolley	(to April 2008) (to April 2008) treasurer (from April 2008) (to April 2008)

Martin Speed was co-opted secretary to the PCC from April 2008.

The minutes of PCC meetings are published both at the draft stage (immediately after the meetings) and after 'sign off' by the next PCC meeting on the notice board in the porch at the main entrance to the church and on the church web site (and they are available by e-mail if requested from the secretary).

* i.e. anyone having these jobs is automatically a member of the PCC



Committees and Representatives

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

- Standing Committee** This committee is required by law. It has power to transact the business of the PCC between meetings if necessary. It consists of: the Rector, the Churchwardens, and the Treasurer. Any decisions taken by the standing committee are recorded in the minutes of the next PCC meeting that takes place.
- Finance and Budget** This committee sets the budgets and joint expenses with Chilton. *Convenor:* Clive House.
- Missions** This committee gives special attention to encouraging interest in overseas mission work, and recommends allocation of funds to overseas and home missions. *Convenor:* Sid Gale.
- Buildings** The buildings committee deals with maintenance and repairs to the church and the church hall. *Convenor:* Tony Hughes.
- Social** As the name suggests, this committee organises social functions. *Convenor:* Wendy Sinclair.
- Joint PCC** The representatives of Harwell PCC to the joint PCC (should one be required) are: Sid Gale and Georgina Greer (in addition to 'standing members': Treasurer, Rector, and 2 Churchwardens).
- Worship** This committee is a joint committee with Chilton and is responsible for the planning and review of all aspects of worship, responsible for the planning and preparation of Sunday worship, ensuring the varied gifts of the congregation are being used in worship, and to plan developments and explore new initiatives in worship. *Convenor:* Kate Evans.
- Ministry Leadership Team** This group consists of the ministers of the two churches, the administrator, the Churchwardens and those authorised to lead services. Its purpose is to further the vision of the church through prayer, direction, new initiatives and by developing policies and outreach.

The PCC has also appointed the following, many of whom are not PCC members:

- Bookkeeper** Elizabeth Gill
- Gift Aid secretary** Geoff Jenkinson
- Electoral Roll Officer** Mike Pepper
- Stewardship Secretary** Ruth Slatter
- Village Hall committee representative** Vicky Macarthur
- Winterbrook Youth Club representative** Tony Hughes
- Churches Together in Didcot representative** Liz Roberts

Alison Mignanelli has taken on the role of **independent examiner for the accounts**

There is currently a vacancy for a Christian Aid representative.



Church Membership and Attendance

Attendance at church services is measured on the Sundays in October throughout the Church of England. The average figures (per Sunday) for 2008 were 109 adults and 29 children

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2008 stood at 144.

Review of the Year

The PCC has met six times since the last annual report. Four of those meetings have been preceded by a Combined PCC meeting. The joint PCC did not meet.

The following sections summarise some of the issues that have been considered by the PCC in the last year.

Direction

In April the newly appointed PCC undertook a 'Strengths, Weaknesses, Opportunities and Threats' ('SWOT') analysis of the church as way of taking stock.

The **Strengths** that were noted included items such as: the YF, the welcome given to visitors (as reported in the survey of all-age worship), the Orchestra, the Visiting team, the active involvement of so many members, the Web site, the breadth of style of worship, and the quality of the Ministry team.

Among the **Weaknesses** that were noted were items such as: Not being good at 'out and out evangelism', a lack of social diversity (people from some areas of the village just do not visit the church), age gaps in the congregation, a potential for over-compartmentalisation – people only wanting to contribute in a narrow area they were comfortable with, and communication – people are not aware enough of church activities and issues

Opportunities included: the work done by the visiting team, the new western Didcot development, welcoming newcomers, a general renewed interest in a 'spiritual' dimension, our school links, and the Fledglings group.

The issues identified as **Threats** included: the need for a new chancel roof, the new western Didcot development, aggressive atheism, not enough people joining the church, Chris leaving and lifestyle changes – less time and Sunday no longer convenient for worship

Reflecting on these issues, the PCC agreed that improving communication should be an important focus for the year ahead.

Chris also proposed a renewal project with suggestions that would facilitate opening up the church to use by more people. The paper focussed on the on investing in 'fabric' rather than people. Although in discussion the PCC felt that



50th Birthday of The Ladies Group



people issues were crucial and also deserved attention, in order to make progress on one aspect, the PCC are working towards consultation that would investigate what the church might do within the building that would increase our involvement with the community and make a worthwhile difference to the church's ability to bring a wider range and greater number of people to faith or to engage with the church.

The church has continued to benefit through initiatives linked to Pam Rolls' training for local ministry. Members of the church have been able to attend training sessions with Pam, and as part of her training a Parish Portfolio is being compiled that should give valuable insights.

The PCC with the Chilton PCC gave further consideration to the organisational structure of the parish, but it was decided that more thought was still needed on what the best structure would be.

Worship

The PCC received positive feedback over the year on the success the worship group and others were having in ensuring the high quality of services and to engage with all age groups within the congregation. Christmas, Christingle and the Toy services were reported to have gone particularly well (and the toys collected at the Toy service were very much appreciated by Oxford women's refuge.)



The church in the community

An Alpha course was run in the autumn with great success, and had led to the establishment of an enthusiastic home group.

A diocesan initiative called the 'Living faith day' provided some valuable insights into local evangelism. However, the follow-up course was disappointingly rigid in the criteria it applied to 'appropriate activities' that could be linked to the initiative and it was not taken further.

The 'Fledglings' group for pre-school children and their carers continues to flourish and to celebrate 'under his wings' worship sessions.

The visiting team continued to provide support to individuals in the village.

Children and Youth work

The PCC received positive reports from Children and Youth work.

A holiday club was successfully run over five full days in the summer using the 'Champions Challenge' themed materials



Activities, achievements and performance ∞



from Scripture Union. Around 25 children attended – many for every day.

In April the Youth Fellowship had a very successful and enjoyable residential weekend at a Christian activity centre in Scotland.

Children's activity mornings were run at Easter and Christmas. The Easter session was on Good Friday and the session was timed to end at same time as the service and everyone from the service was invited to join the young people in the hall for hot cross buns and coffee.

Missions

The missions group continued their work to support mission. The distribution of the budget for the support of missionary work that was agreed by the committee and the PCC is given in the table below.





Communications

Work has been done on developing a communication policy that would deal with projecting an image and selecting the right media and style to get particular messages across, and a combined PCC meeting identified some actions that would represent 'good practice'.

Missions giving 2008	
FFNI (John Abu Bakker)	600
Church Pastoral Aid Society	800
Action partners (Christine Perkins)	1,700
Gideons	600
Scripture Union	500
Bible Society	500
Andrew Thomas	300
CMS (David and Heather Sharland)	2,800
Church Army	400
Missionary Aviation	600
Richard and Roti Dugdale	300
Barnabas Fund	400
Total	£9,500

Just after Christmas, Carolyn Vickers took over from Naomi Gibson as the new Church administrator. The PCC expressed their great gratitude to Naomi, who had worked tirelessly in the role and been the instigator of many improvements in the way the church communicates.

The rotas system on the church web site is now bedded in: for those who don't have it 'bookmarked' yet, the website is: www.harwellandchiltonchurches.org.uk.

Other issues

Norman Russell, the Archdeacon of Berkshire, gave a talk to the Combined PCCs outlining his views on the current divisions within the Church of England. He gave the issues a wider perspective, arguing that the hub of the problem is the question of authority and the role of tradition as well as scripture in the division between 'liberal' and 'conservative' views. His view was that while all groups look to Scripture, he felt liberals were more shaped by culture, but look to Scripture for inspiration, while conservatives were shaped by Scripture but recognise that they have to deal with the culture.





Finances

The link between the aims and objectives of the PCC and the finances are less 'dynamic' than can be the case in other organisations. This is because the bulk of the church's expenditure goes to providing the infrastructure of clergy and buildings: in the most part through the Parish Share and maintenance costs. Initiatives within the church rely on this infrastructure but seldom represent a significant item on their own account.

As previously, the Joint expenditure is shown separately by each parish, so that the two thirds of this belonging to Harwell is amalgamated with all Harwell's other expenses. It is not possible to see which items are funded jointly and which separately.

Financial review

This year represented a challenging year for the church in which a budget was again set that anticipated a deficit.

However the situation presented in the book-keeper's end of year report was very positive. Thanks to a legacy and a donation the Income was above expectations, and just over £3,000 was set aside for work on the Organ box and blower in 2009. Expenses were well under budget, partly because the Youth Fellowship weekend was funded by donations and partly because some Church and Church Hall Maintenance projects were delayed.

Thanks are due to all the people who gave regularly or irregularly, large or small amounts, and between them kept us afloat.

Reserves policy

So that the PCC could cover emergency situations that may arise from time to time, it is policy to keep a balance of unrestricted funds in reserve which is equivalent to six months' unrestricted payments. This should be about £38,000. The reserves for unrestricted funds at the end of the year were £35,000, meaning the unrestricted reserves fell short of this policy target by £3,000.





Budget and spend

The full and independently examined accounts for 2008 are published separately. These represent the formal accounts that should be read in conjunction with this report.

However, the two tables below aim to provide those members of the Church who are less familiar with accountancy with a simpler summary of the main figures. These tables provide a summary of our income and spending for the last two years with the budget for 2009 and a summary of how our cash assets have changed over the last year.

General Fund – Summary of Receipts and Payments			
Payments – Where the money goes	2007 Actual	2008 Actual	2009 Budget
Parish Share	39,581	41,933	43,298
Other Ministry expenditure (inc. Secretary, Youth Groups etc.)	7,114	6,425	7655
Missions and Charities	8,250	9,900	10,600
Heating, Lighting, Insurance	10,454	12,062	12,550
Administration, Stationery	2,759	2,419	2,467
Transfer to other fund (includes Organ Blower)	9,641	2,575	0
Other (incl depreciation)	615	1,137	820
Total	78,414	76,451	77,390
Receipts – Where the money comes from			
Regular Giving – Standing orders, envelopes	42,513	43,350	43,000
Collections	4,846	4,895	5,000
Tax recovered	12,906	10,179	12,500
Donations	14,239	14,099	10,000
Interest + VAT reclaim	2,003	1,814	1,000
Fees	1,510	1,912	1,500
Transfer from other fund	371	0	0
Total	78,388	76,249	73,000
Surplus/(Deficit)	-26	-202	-4,390

Cash Assets			
	Balance at 01/01/08	2008 Net receipts/ (payments)	Balance at 31/12/08
General Fund	32,832	-959	31,899
Designated Funds			
Church Hall Screens	1,038	43	1081
Church Hall Painting	1,039	-145	894
Organ Blower	0	3,000	3,000
Mission Reserve	300	-300	0
Clock Repair	3,900	-4,047	-147
Total Designated Funds	6,277	-1,345	4,828
Restricted Funds			
Tower Repair	13,257	-13,360	-103
Tower Floodlighting	61	86	147
Altar Frontal	200	-420	-220
Youth Fund	145	0	145
YF Weekend 2008	60	-917	-857
Funds awaiting tax reclaim (TEAR fund etc.)	0	-804	-804
Chilton overspend	-178	178	0
Total Restricted Funds	13,545	-15,237	-1,692
Total All Funds	52,654	17,541	35,113



Fabric Report 2008

A special mention is due to all those who have given their time, either on a regular or occasional basis, to maintain and enhance our buildings. Thanks are due also to those members of the church who give selflessly of their time to ensure our buildings are kept clean and tidy, and to others who contribute in so many ways to the upkeep of the 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 lands, 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 also a log book of repairs and maintenance for the church hall.

Electrical

All bulbs in the fixed high light fittings of the church have been replaced, and work has been commissioned to deal with the recommendations from the electrical inspection reports on the church and the church hall.

Chancel

Further repairs have been made to the rendering in the chancel, and quotations are being obtained for redecoration of the internal walls.

Inner Doors

The repairs have been made to the glass of the inner doors at the Main Entrance. These are holding up well.

External



Summary of work carried out to the Church in 2008-2009

The following work was carried out in the church by members of the church and also by contractors:

- Addressing the problem of dealing with the asbestos insulation in the organ blower box
- General repairs/renovation to the fabric of the church, the church hall and their surrounds as and when necessary;
- Organising and implementing the working days in April and October 2008;
- Repairing the rendering in the chancel;
- Re-piping in the Church Hall.

The guttering has been cleaned and repaired, the missing roof tiles replaced, and the gravel outside the extension door has been boarded in.

Other Repairs

The Working Days focused on small-scale manageable repairs and maintenance, with the aim of making the exercise less daunting, and thus encourage more volunteers.

Church Hall

The Church Hall continues to be widely used and is generally in good order. This year the hot water system was re-piped so that taps in the ladies toilet are fed from the main hot water tank in the loft rather than from a separate mini-tank. There are also a number of general repairs and grounds work that need to be carried out each year, and the main details of all of these can be found in the hall log book. We are grateful to Wendy Sinclair for bearing responsibility for managing the Church Hall.

Many areas such as general maintenance of the grounds are not always recorded in detail and we are thankful for the help of various people who contribute to this. We are grateful to the parish council for clearing the West part of the churchyard.

Allan MacArthur and Tim Roberts
Churchwardens

