

**Minutes of a meeting of Harwell PCC  
held on Tuesday 10 September 2002 in Harwell Church Extension**

**Present**

Chris Stott (chair)	Nancy Preston	Marilyn Thomas
Jean Barton	Tim Roberts	Rob Thomas
Clive House	Jim Sinclair (secretary)	Steve Tunstall
Tony Hughes	Wendy Sinclair	Jean Twigger
Allan Macarthur	Ruth Slatter	Tony Ullmer

**1. Opening**

Chris opened the meeting by leading the council in the use of a Daily Prayer, including a reading from Colossians 3:1-3.

**2. Apologies for absence**

were received from Elizabeth Gill, Clive Silver, Martin Speed and Frances Taylor.

**3. Minutes of the last meeting**

Minutes of the meeting on 9 July 2002 (PCC02M4) were signed as a correct record, subject to the following correction. Under Item 12, the first resolution was seconded by Jean Twigger, not Jean Barton.

**4. Matters arising**

- a) **New altar frontals:** in pursuance of the application for a faculty, the following resolution was put, as suggested by Elizabeth:

<b>Resolution</b>	The PCC approves the request of a donor to buy for St. Matthew's a new reversible green/red altar frontal strip to replace the existing green frontal, and to provide a red frontal. The new frontal will be used over the existing cream frontal. It is to be supplied by Ms Suellen Pedley of All Saints Embroidery, All Saints Convent, Oxford, to a design and in materials already agreed by the PCC.
<b>Moved</b>	Wendy Sinclair
<b>Seconded</b>	Tony Hughes
<b>Passed</b>	unanimously

- b) **Arm chairs:** a Faculty for the purchase of these has now been granted.
- c) **Lesson readers' practice:** this was held as planned, led by Marilyn Thomas.
- d) **Church Hall caretaker:** Chris reported that Peter and Betty McNiven have agreed to act as caretakers, except for taking responsibility for maintenance. David Pyke has agreed to do the latter.

- e) **Diocesan convention:** Ruth referred the council to a report on this event in the diocesan magazine, *The Door*. A CD-ROM is available at £3.00 containing speakers' talks. Ruth and all those who attended enjoyed the event, and were challenged.
- f) **Support for Village Hall:** The special collection raised the sum of £178, and this was made up to £200 by an extra donation. This money has been passed on, and a note of thanks received from Trevor Packer. On the matter of the other means of support discussed, Tony H undertook to liaise over maintenance items where sharing of equipment etc. could be beneficial.
- g) **Rector's sabbatical plans:** The diocesan sabbatical committee will consider the proposals at a meeting in November.
- h) **Joy Hance farewell:** Plans for this were in hand. Terry Doughty has made a Communion Set as one gift. Wendy reported that Joy had requested as a gift a black cloak. This was being made by specialists, and would cost £200.
- i) **Church seating faculty:** On the matter of temporary storage of the replaced pews, a paper has been sent to the DAC. Advice from the Archdeacon is that nothing should be moved (even temporarily) until at least the DAC support is forthcoming. Tony H reported that Dennis Lay has space if required, which would be available until at least Christmas. Lucy Perry has also said that she could store one pew.

Regarding the West End reorganisation, all the items agreed in May have been done. The Buildings Committee will consider the remaining, more complex items in due course.

- j) **August Children's Holiday Club:** Tracey Linnard had sent a written report. The Club was held on four Sunday mornings in August, and ran for two hours each time. The overall theme for the month was taken from Gal 6:22-26, the Fruits of the Spirit. At least 25 people helped with the running. The attendance ranged from 16 to 27 children, some members of Discoverers, others gathered from their friends and Harwell School pupils. In discussion, it was felt that the initiative had been a great success. One point to note is that some Discoverers leaders joined in, thus missing any break over the holidays.
- k) **Churchwardens' deputies:** Jim and Wendy Sinclair have agreed to act in this role.
- l) **Church secretary:** Naomi Gibson is doing really well in her first weeks in this role.

## 5. Financial Report

The usual form of written progress report was presented. Tax recovery stands at £9,328, larger than expected. Clive H said that income for the whole year could end up £7-8,000 over the budget. The variation is due principally to the level of donations.

## 6. Sunday School and Youth Work

Marilyn presented a report, having agreed to take over as Youth Coordinator. Martin has had to relinquish the post due to pressure of work. Discoverers leaders' numbers have fallen, but extras are being found. The situation looks satisfactory until Christmas at least. Martin has also stepped down as the leader; no-one has been identified to replace him.

The Pathfinders, Youth Fellowship and Scramblers groups all seem to be functioned well at present.

## 7. Child Protection

Marilyn presented a written report on this. She has the task of administering the agreed scheme within the Church to vet all leaders involved in care of children. A system of personal

references is in place, but there are outstanding issues over the procedure, especially when requested references are not forthcoming in a reasonable time. At present, 44 church members are listed, in various stages of the procedure. Those whose clearance is pending are proceeding with their involvement in children's work.

The Diocese is known to be about to recommend a new and more complex process, which is believed to involve clearance the Criminal Records Bureau (CRB).

Marilyn proposed a number of changes to the present practice:

- a) Each volunteer to help chase their own referees. **Agreed.**
- b) Until full approval is granted, no volunteer to be alone in care of children. **Agreed.**
- c) In the Creche, one approved adult will suffice to supervise a helper under 18 years of age. **Agreed.**
- d) An adult whose clearance is pending will be treated in this matter like an under-18. **Agreed.**
- e) Helpers cleared by another organisation (such as a school) may be cleared on the basis of an official statement of their status from that organisation (on **our** form). **Agreed.**
- f) Birth certificates (and marriage certificates where relevant) must be seen as proof of name. **Agreed.**

## 8. The Vision Group

Tim presented a written report. The status of the six project areas is as follows:

- a) **Financial Resources and Priorities:** There is no leader in place.
- b) **Outreach:** Nancy Preston is the coordinator, with Steve Ward as co-leader. Church activities falling under this heading include Alpha Courses; commemoration of 11-September attacks; Home Groups (including the former Welcome Group); Visiting Team. These are all under active review. There is no desire to consider numbers as the sole measure of success, but since some degree of measurement of any initiative is considered good practice, monitoring of attendances will be undertaken.
- c) **Active Prayer Life:** Rosemary Rolls is the coordinator, with Frances Taylor as co-leader. Current activities include the Prayer Network; work with children; the day of prayer on 11 September; the Prayer File in both churches; Post-service prayers at selected services.
- d) **Worship Framework:** Pam Rolls, the coordinator, and Jean Barton, the co-leader, have met with the leaders of children's groups to find ideas for making services more welcoming for children. Encouragement of more involvement in music at services is under consideration.
- e) **Management Structure:** Tim Roberts is coordinator, with Lynda Ward as co-leader. An audit of current activities and responsibilities is being undertaken. This has begun in Chilton, and is about to begin in Harwell.

Concerns discussed included a lack of people to be intimately involved in each of these project areas. For outreach activities, a specific budget is needed (a future PCC discussion topic). Congregational awareness of the Vision activities is considered to be low. Broadsheet items, Special Spots and sermons all could be used to raise awareness. However, there was debate over whether the need was to publicise the existence of the Vision project, or rather each specific activity or initiative flowing from the project areas.

The leaders of the project areas meet every two months.

## **9. Diocesan Initiative on Christian Giving**

Chris reported that the diocesan Synod has passed a motion emphasising the importance of giving, and would be promoting it under the title 'First to the Lord'. Clive H agreed to draft a response from Harwell.

## **10. [www.christmasworship.com](http://www.christmasworship.com)**

Jim explained this initiative to publicise Christian worship opportunities at Christmas through internet listings. It was agreed to ask Naomi to respond (expressing interest) on behalf of Harwell and Chilton.

## **11. Alpha Courses**

Nancy reported a successful Celebration Supper for past attendees and others interested.

A further course is planned to commence on 18 September. A new feature will be the use of live speakers (Rob, Chris, Jean) in place of videos. Allan is co-ordinating leaders' training.

## **12. Home Groups**

Jean B reported that there are currently 3 evening groups in Harwell, 2 afternoon groups, a new morning group in place of Welcome Group, the monthly evening Ladies Group, Women's Fellowship, the Mission Group, and the Saturday morning Prayer Group. Those involved in these comprise 62 on the electoral roll, and 30 others. The regular attendance, however, stands at about 40.

The positive aspects of Home Groups are that they provide a means to get to know others better, they provide support, and a non-threatening atmosphere at which question can be discussed. With pressures on Sundays growing, weekday groups provide a special opportunity. Potential problems to be watched include a tendency to be cliquey, and the assumption that all should be involved in such groups, whereas some church members are over-burdened, or lack support from their families.

Jean called for us to think how to spread the benefits of Home Groups to more church members. In discussion, the needs were mentioned of those who could not offer regular commitment to attend such a group. For some people, one-off seminars can be more suitable than a regular group.

## **13. Other Business**

There being no other business, the meeting closed with prayer, ending at 9.59 pm.

## **Next Meeting**

Tuesday 12 November 2002 at 7.45 pm in the Church Extension

..... Chris Stott, chairman

..... Jim Sinclair, secretary