

Annual Report 2017



ST MATTHEW'S
H A R W E L L



Registered Charity No 1158861

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Front cover photo: Jonathan Wood

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 31 December 2017.

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) are 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
- 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 6 March 2018 and is signed on their behalf by Rev Dr Jonathan Mobey, Rector and Chair of Harwell PCC.

Signature



Date 6 March 2018

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 Rev 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 a ministry team comprising one full time stipendiary member of clergy, several part time non-stipendiary ministers and various licensed preachers. The two Churches also share three paid lay members of staff covering one full time and one part time post. Some people from Harwell attend and support Church services, events and groups in Chilton and vice versa – either regularly or occasionally. There are many other areas of sharing and co-operation, such as safeguarding, engagement with world mission, and publicity and communications. For these reasons, the lives of our two Church communities are somewhat intertwined and it not always possible to delineate strictly between them in practice. So while this report focuses on St Matthew's, Harwell, there is also some reference to activity at All Saints', Chilton.

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. The Community Missioner's stipend is met centrally by the Church of England's New Communities Fund. The stipend for a Science Missioner, who also works locally, is met by the Templeton Foundation and the University of Oxford.

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. This is both in obedience to Jesus' command and so that each Church can ensure its long-term viability.

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 population in Wallingford Deanery is increasing substantially due to large new housing developments. These are either close to or 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 five enabling activities. These help the smooth delivery of the above core activities. The five 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.

Staffing – to work alongside the Rector, other ordained ministers, and lay volunteers, the PCC – in partnership with the PCC of All Saints’ Chilton – employs paid staff to deliver specific areas of activity.

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

Section 6 covers the five enabling areas of PCC activity.

5. Delivery of PCC's core objectives

In this section the activities undertaken in 2017 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 at Festivals such as Christmas and Easter. We also have a harp-led string group, a brass group, and a guitar-led band.

During 2017 we continued to explore options in the Benefice for "fresh expressions" of Church. These are designed to engage with those not served well by our current style of worship services. As part of this process we continued with a series of gatherings on late Friday afternoon called **Family Fridays** for "fun, friendship, food and faith" (some of these were Family Science Club sessions – see section 5.3).

Prayer continues to be an essential part of the life of our Churches, with a weekly prayer meeting held at 8.30am on Saturday mornings at both Churches, and once a month night prayer led by the Choir and held at All Saints' on a Wednesday evening at 8.30pm. All are very welcome to join these times of prayer. There is also a small group of people who are part of a Benefice Prayer Chain. This enables emergency and continuing prayer for anyone within the Church or for issues known to Church members.

In 2017 across the Benefice we had thirteen Baptisms (three at All Saints' and ten at St Matthew's) and one Thanksgiving for the Gift of a Child (at All Saints').

St Matthew's Church tower has eight bells, and All Saints' tower has six, and both churches have enthusiastic bell ringing teams. The bells are rung on most Sundays and for weddings, some funerals, and on other occasions such as quarter peals.

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.

5.2.1 Children & Families Worker (C&FW)

The initial three-year C&FW contract came to an end in August 2017. During 2017, a successful appeal secured funds to support the C&FW post for a further three years. The existing post-holder, Peter Shields, was offered this contract but he decided not to continue in the role. We are grateful to Peter for all the work, enthusiasm and skill he displayed during his tenure.

We advertised the post in the autumn and appointed a jobshare partnership to the role, starting in January 2018. We are grateful to all those who served in a voluntary capacity to keep the essential activities going during the last four months of 2017 while the role was vacant. We look forward to gaining momentum in 2018 via the efforts of the new C&FW jobsharers.

5.2.2 Children and Young People's Sunday groups

In St Matthew's [Kids Church](#) continues to provide a weekly, child appropriate service for all those in primary school, running concurrently with the adult service.

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); the age-range of this group was extended in the autumn of 2017 to include key stages 4 and 5 (i.e. aged 14-18).

In both our congregations the family area within the main body of the Church provides space for parents to participate in the main service with their little ones.

At All Saints' the Pebbles group provides a weekly session during the service for children aged 3-4 years for those "graduating" from the family area.

The Sunday evening youth fellowship program YF reduced from two sessions to one each week in the autumn to reflect the number of regular attendees and volunteer leaders available. This group now spans the 11-18 years age range, and this arrangement will be reviewed once the new C&FW jobsharers are in place. Six members of the group also attended Soul Survivor conference in the summer – which proved to be very significant for their spiritual development.

Across all the groups it has been a year of consolidation rather than growth or development.

5.2.3 Summer Holiday Club



Photo: Jonathan Wood

Holiday Club is now an established annual event in the Benefice. In 2017 it was held from 14 to 18 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 the scope of its outreach, but also in terms of the level of volunteer investment and service.

Holiday Club was organised and run by 56 volunteer leaders and helpers, donating circa 1,100 hours of time during the week. Holiday Club was shortlisted for a 2017 Didcot First Award.

The Club was free to attend and open to all children of primary school age. A

“Science & Faith” course was also run concurrently for those in Years 7 and 8. 130 children pre-registered for Holiday Club, and 96 were allocated places. Due to pressure on places, attendance was limited once again to those resident in the Benefice (apart from children of the team).

Once again this year we used resources written and produced in-house – a Spy Academy theme with accompanying stage and scenery. The teaching was on the theme of Jesus’s heroic characteristics – Selfless, Daring, Different, Courageous, and Loving. We looked at how we might become more like Him.

The feedback responses from parents rated almost every aspect of Holiday Club as “outstanding”.

We held a pre-Holiday club service in St Matthew’s and a post- Holiday Club service and BBQ at Harwell School. These were enjoyable events which attracted a few guests. However the challenge remains about how (and if) we can move people beyond being occasional guests to being Church members.

5.2.4 Fledgelings

This is for pre-school aged children and their parents/carers, and is held in both Harwell and Chilton. Combined, these two groups constitute the largest aspect of our regular Children and Families Work, and the largest regular interaction with those outside of the Church membership. Fledgelings was shortlisted for a 2017 Didcot First Award.



Photo: Peter Shields

Fledgelings provides play and activities for the children and company and conversation for the adults. Naturally there is quite a through-put for the group as children leave at the top end to start nursery. However it is pleasing to see that we fill at the bottom end just as quickly. The “See & Know” sessions – with their structured singing and story-time with an explicitly Christian curriculum – have

proved no barrier to recruitment and are appreciated by all who come.

In Harwell, an outdoor play area was installed at the Church Hall for Fledgelings’

use, and was much appreciated on hot summer days.

A mum's Bible Study group was formed from Chilton Fledgelings attendees.

5.2.5 Schools

St Matthew's and All Saints' have continued opportunities to collaborate with both Harwell and Chilton **Primary Schools**.



The Children and Families Worker, along with the Associate Minister, have regularly taken assemblies in both schools. 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 at Harwell Primary School.

We held services for **Education Sunday** at both our Churches. Donations from Church members meant that we could treat every member of the teaching staff to a Costa Coffee.

We also provided 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.

5.2.6 Community and Special Events for children and families

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 repeated the **Easter Story Trail** in both Chilton and Harwell, and we held a **Chilton Prayer Spaces** event in All Saints' Church.

5.2.7 Youth groups supported by St Matthew's

Harwell Young Singers is a youth singing group, open to all, which often contributes to services and sometimes 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 parade at Church services several times a year. The C&FW ran a couple of sessions with the Explorers section to contribute to the "Values" section of their Queens Award. These were a Prayer Spaces evening in St Matthew's Church and an Art Attack session where Explorers produced their own artwork based on the Stations of the Cross. Some of this artwork was used in the Easter Story Trail.



Scout Group members participating in the Remembrance Sunday Service

Photo: Jonathan Wood

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 [Women's Group](#) in Chilton offers evening fellowship. Both groups invite speakers on a wide variety of subjects.

[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. Most groups have members from both Parishes. There are groups meeting in the mornings, afternoons and evenings, covering all age ranges, from mums with toddlers to those who are retired. The groups are always happy for new members to join.

The [CAP \(Christians Against Poverty\) Money Course](#) has been available locally

people have completed the course on a "one-to-one" basis with a pair of coaches going through the programme. All lived outside the Benefice.

With support from our churches, the Wallingford CAP **Debt Centre** was extended in January to cover the OX11 area. Now called the Didcot and Wallingford Area Debt Centre, its formal aims are:

- The relief of poverty by providing a debt counselling and debt management service
- The advancement of the Christian religion in Didcot, Wallingford and the surrounding area.

The Centre employs a Centre Manager and a Debt Coach who between them are currently able to take on three new clients each month, supported by Church members who befriend and support the client families. By the end of 2017, across the whole area eleven clients had gone debt –free.

Both our Churches have continued to collect non-perishable food for **Didcot Emergency Foodbank** throughout the year, with a special collection at Harvest time.

The Benefice **Walking Group**, launched in June 2016, has continued to provide a regular pattern of local walks that are open to all. These are generally walks of about four to five miles held every second month on a Sunday afternoon, with an occasional extra walk such as a longer walk or night hike. The best-attended walks of 2017 each attracted around 30 people, including a few with dogs, while the most popular long walk - attended by seven people - was a Lent walk of around eleven miles which followed the St Birinus pilgrimage route from Blewbury to Dorchester Abbey.

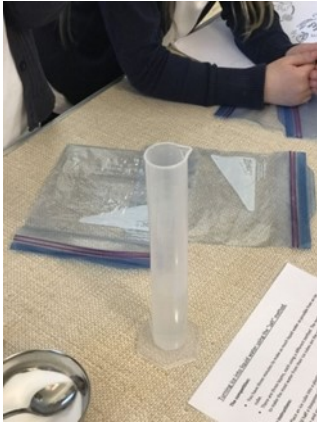


Photo: Steve Hale

The **Science and Faith group** in 2016 successfully applied for a grant covering £5,000 of funding for activities for the year September 2016 to August 2017. The project, entitled **Crossing the Gap** consisted of two streams of activity:

- Nine monthly sessions of a **Family Science Club** with activities for younger and older children

- A series of nine **adult discussion forums** spread over three terms, plus one **high-profile lecture** or “Speaker Event” each term.



Family Science Club

Photo: Sid Gale

A Science and Faith Project Assistant was recruited for the period January to August 2017 working 20 hours per month, funded by the grant. The Assistant helped to organise the Family Science sessions and also the lectures at Harwell Campus by Dr Ruth Bancewicz and Prof Sir Colin Humphries. (There was also a lecture in autumn 2016 by Prof John Lennox).

The Crossing the Gap project was a huge success, being very well received and attended. The challenge now is to determine what direction to take following the end of the grant-aided project. The Family Science Club hosted a Light Party in October half term, celebrating the light that God gave to the world.

Christmas Together, a Christmas Day lunch for anyone wanting company, was held again in Chilton Village Hall. The event was organised and run by members of both our Churches and their families. It was attended by nearly thirty people. The traditional Christmas meal was finished by watching the Queen’s Speech. The 2018 event will take place in Harwell Village Hall.



Christmas Together

Photo: Sid Gale

In 2017 in the Benefice we had six **Weddings** (all at St Matthew’s) plus a Dedication of a Marriage (at All Saints’).

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 consists of six people. Led by Rev Joan Impey, the team meets together a few times a year to compare notes and pray for those whom they visit. Joan has now stood down from the leadership and a new leader is being sought. A similar team operates in Chilton under the leadership of Mrs Audrey Slater. Oversight of pastoral care in the Benefice is the responsibility of Rev Pam Rolls.

Pastoral Care to our Parishioners is much enhanced by the involvement of Rev Jan Radford through her chaplaincy role in the John Radcliffe Hospital in Oxford. Unfortunately, Jan had to stand back temporarily from much of her ministry during 2017 because of illness.

During the autumn of 2017 our Churches embarked on a course of sermons and home group studies on the theme of pastoral care, called "Journeying Together". This theme was revisited in a sermon in November 2017. Since then, two people have felt called to join the Pastoral Care team in Chilton, which is very encouraging. There have also been expressions of interest from members of St Matthew's congregation and it is hoped that both teams will grow and develop in 2018.

Funerals provide special opportunities for ministering to our Parishioners. Funeral ministry is usually carried out by our clergy or by licensed or approved lay leaders, with follow-up visits to bereaved families taking place wherever possible. In 2017 we conducted four funeral services in the Benefice (all associated with St Matthew's). Of these, two were committals at crematoria in conjunction with a Church service, one was a cremation only and one was a Church service only. There were also two Memorial services at All Saints' following cremations.

Home Communions are taken to Parishioners who are not very mobile four

times a year – Easter, summer, Harvest and Christmas. During 2017 there were between six and nine Home Communions each quarter.

Generation Gold services, initiated by Rev Jan Radford and Rev Pam Rolls in 2015, were continued in 2017, with the enthusiastic support of teams of people in both Parishes, and the venue alternating between St Matthew’s and All Saints’. The services are quite short (about 35 minutes) and informal. They explore a different Biblical theme each time (e.g. “Windows” in March; “Fire” in June; “Tables” in September; “Stars” in December). Members of the congregation each take away a card containing the relevant Bible text and a visual aid as a gift. Worship is followed by tea and cake and an opportunity for members of the congregation to have fellowship afterwards. The numbers attending have steadily increased to around fifty people and 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 2018. We are canvassing opinions from attendees about whether they would like to have a quiet half day together in which we can explore our faith more deeply, get to know each other better and enjoy a light meal together.

Generation Gold Bible text card and visual aid “gift”

Photo: Jonathan Wood

5.5 World Mission

In 2017 St Matthew’s PCC set aside 10% of its budget to support a variety of mission partners, individuals and organizations, many of whom work abroad.

The World Missions Group consists of seven 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. There were additional appeals and collections during the year focused on Tear Fund and Didcot Emergency Foodbank at Harvest in October and Oxford Women’s Refuge at the Toy Service in December.

In 2017, we decided to focus our financial support and prayer around the Anglican Five Marks of Mission. The Marks and the corresponding organisations are:

- **To proclaim the Good News of the Kingdom:** Mission Aviation Fellowship (MAF). The work of MAF enables mission workers to reach difficult and isolated places to share Christianity
- **To teach, baptise and nurture new believers:** Scripture Union (SU). Through Bible studies, resources and camps SU aims to share the Christian faith and disciple, in particular, children and young people.
- **To respond to human need by loving service:** The Leprosy Mission (TLM). TLM diagnoses, treats and offers specialist care such as reconstructive surgery, as well as rehabilitation programmes and health education in communities
- **To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation.** Christian Solidarity Worldwide (CSW). CSW is a Christian organisation working in over 20 countries across Asia, Africa, the Middle East and Latin America, defending everyone's right to freedom of religion or belief
- **To strive to safeguard the integrity of creation, and sustain and renew the life of the earth.** A Rocha, a Christian Conservation organisation. They work in the UK and internationally.

We continue to support three mission personnel; Christine Perkins who works for Pioneers; Heather and David Sharland with Church Mission Society; and John Abu Bakker, Fellowship For Neighbours, India.

We are focusing on mission personnel or an organisation each month at Church through prayers, showing a video where available and by giving people information in the notices at services.

6. Enabling activities

This section outlines the activities undertaken or managed by the four enabling categories of PCC work in 2017, supplemented in the Appendices where necessary.

6.1 Communications and Operations

Key Communications and Operations work undertaken in 2017 included the following:

- The creation of All Age Service leaflets to hand out in Church to promote these services, particularly to visiting families
- Development of the Church website for our “Journeying Together” sermon series to encourage as many people as possible to engage with it
- The creation of a leaflet on Bible reading schemes
- The creation of an Easter and Christmas card to promote special services to all households in the Benefice.

6.2 Administration

St Matthew’s has a paid Administrator, shared with All Saints’, Chilton, working 20 hours per 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; manages the Church Hall bookings, prepares various reports for the Diocese, Christian Copyright Licensing International, and the County Council; manages the office; and provides PA support to the Rector.

In 2017, preparations began to be compliant with new data governance legislation (GDPR) by May 2018.

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

While the financial position of St Matthew's Church remains challenging, a further increase in planned giving provided a notional surplus on general account of income over expenditure for the year.

Income in 2017 was £130,107 compared with £127,590 in 2016.

Expenditure was £120,163 (including £5,809 for the C&FW post and £10,664 for the Church Administrator) compared with £125,754 in 2016.

The General fund therefore realised a surplus of £9,944 in 2017 leaving a balance of £22,325. However, Income includes £19,921 transferred back from Designated Reserves. This was because only £79 was required of the £20,000 underwritten in respect of the C&FW initial contract to August 2017. This means there was **effectively a deficit of £9,977**. This was mainly due to heavier maintenance costs for the year, including internal redecoration of the Church.

We are grateful to all who have pledged in respect of a three-year extension of the C&FW post, now fully funded, and to those who have contributed to the Seating project. There are total estimated costs of £60,800 in respect of the Seating project (and the associated flooring works) towards which there is a grant of £25,000, and £15,000 available from Designated funds. There is an anticipated shortfall in funding of £8,350 for the Seating project of which £4,190 has been charged in the 2017 general expenditure and £4,160 provided for in the 2018 Budget.

See Appendix 4 for a summary of income and expenditure for the years 2016 and 2017 and the approved budget for 2018.

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 months' unrestricted payments. In the case of St Matthew's Church this would be around £58,000 for 2018.

Due to recent legacies the actual balance of free reserves at 2017 was significantly higher than this at £75,864, but a significant portion of this has been set aside for future one-off projects, including improvements to the

Church building. As such, reserves in the General fund are £22,325 and in Designated Funds £53,539.

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 – see Appendix 5) 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 Buildings Committee maintains an Action List of ongoing tasks and monitors progress in following the recommendations made by the Church Architect in the Quinquennial Inspection Report, the last of which was made in 2015. The detailed Fabric Report by the Churchwardens is at Appendix 5.

This year two non-routine projects have been carried out. The final stage of the re-decoration of the internal walls and ceilings of the church was carried out during October. This entailed temporary removal of all the nave pews, the erection of scaffolding, painting the nave ceilings with white emulsion and the walls with Classidur Tradition. Advantage was taken of the scaffolding to inspect and treat the roof timbers, repair defective heaters and install, as a trial, four LED lights in the nave instead of the standard metal halide discharge tubes.

A full asbestos survey of the Church was carried out for the first time in June. Asbestos was found to be present in PVC floor tiles in the extension, the damp proof course of the extension, the old portable electric heater by the organ, buried cable ducts beneath the floor and an edge shutter in one of the floor

access points. These positive samples were categorised as low risk and need only management and periodic inspection. A dust sample was taken from a ledge located at the rear of the organ, with a negative result. In September the opportunity arose to remove safely (and at no cost) the organ heater and the edge shutter, reducing the ongoing management requirement. The organ heater has been replaced with a new one.

Probably the most time-consuming activity in 2017 has been progressing the proposals to improve the Church seating and heating, most time of which has been spent in satisfying the approval authorities that our proposals for the church floor are acceptable. Approval (a Faculty) to proceed with new seating and flooring was granted in November 2017 and the changes were planned for January 2018. These included sale of all the remaining pews apart from four which will be retained. The heating proposals will be pursued separately and are delayed while we obtain more data.

Examples of other work are in the Fabric Report. Particular mention should be made of the investigation of options for improving the security of the extension door and plans for a new hearing aid loop that will cover the whole church. The latter will be laid during January 2018.

A PCC Steering Group is also working with the Church Architect on options for replacing the inner porch doors with one or more glass doors, under the terms of a legacy. During 2018 we also foresee some work being necessary on the west wall of the tower, where there is some loose rendering.

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, has continued in 2017 through a Facebook page: www.facebook.com/HarwellChurchFriends. This 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 this interest can be used to realise donations to help with the cost of maintenance of the Church. The first such donation was received during 2017.



The nave, ready for redecoration
Photos: Tony Hughes



*Re-decorated nave without pews
and with new carpet*

6.4.2 St Matthew's Church Hall

The Church Hall is located on the corner of The Park and Wellshead, 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 a Church Hall Manager, Brian Zimmerman, who liaises with the Rector and Church Administrator, who manages bookings, assisted by Jo Ray. The Hall has a paid cleaner.

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.

During 2017, a fence was erected around the grassed area to the east of the Hall, to enable its use as an outdoor play area for younger children.

All bookings are managed via the calendar on the Church website. 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. There are also a number of other regular users, e.g. dance classes, in addition to ad hoc party bookings, plus regular use by Fledgelings, YF, Pathfinders, and groups like Family Science Club.

The income for the Hall in 2017 (not including the Scout cleaning contribution) was £3,493; expenditure was £7,536.

6.5 Staffing

Over the last three years or so, the PCC (in conjunction with the PCC of All Saints' Chilton) has increased its investment in paid staff. Currently the PCC funds two paid roles:

- A Church Administrator and PA to the Rector – working 20 hours per week
- A Children & Families Worker – working 40 hours per week (though this temporarily reduced to 20 hours per week from January 2017, and the post was vacant from September to December 2017).

This reflects the following factors:

- The strategic decision that young children and their families should be a key area of focus for us
- The increasing administrative and communications workload
- The gradual reduction in availability of volunteer time over the years due to societal trends.

The employment of paid staff is a large responsibility – both financially and in managerial terms. In recognition of this, the PCCs of our two Churches established an Employment sub-committee of the Joint PCC in April 2017.

7. Looking forward – key plans and challenges

The focus of the PCC in 2018 and beyond will continue to be on the growth of the Church, in numbers, maturity and relationships, in keeping with the Church vision, “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 (C&FW), 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. At St Matthew’s these strategic improvements will include bringing to completion plans to replace the pews with chairs, upgrade our heating system, and make improvements to the entrance area. 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.

We face several key practical challenges as a Church community:

- The general increase in the administrative demands of running any Church nowadays – for example: complying with safeguarding rules, health and safety legislation and data compliance legislation
- The additional work involved in running a Church that is trying to grow and to improve its facilities – for example: recruiting, managing and developing paid staff, complying with employment legislation, fundraising and obtaining permission to make improvements to buildings, managing building improvement works, communicating effectively with the wide number of people who have, or might wish to have, a relationship with the Church.

- Societal changes which have gradually reduced the availability of volunteers – for example: the delay in retirement age, the increase in the proportion of women in paid work, the greater demands of modern parenting, the greater availability of leisure and travel opportunities
- A rise in the number of residents with pastoral care needs due to an ageing population
- An ever-present need to present the Gospel in a relevant way, and to see individuals' growth in depth of Christian understanding and commitment.

We must be mindful of the pressure on volunteers and prioritise when implementing the Church vision. A growing Church should bring an increase in the number of volunteers – but possibly not sufficiently to meet the increased demand for them to serve that growth.

In the meantime we face the need in 2018 to fill several key voluntary roles with an on-going regular commitment; without such people the Church cannot function effectively.

We can be confident, however, that God will equip us for the task to which He has called us, and that as we prayerfully depend on Him, His Church will indeed grow and flourish in Harwell, Chilton and beyond.

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 Rev 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 all clergy licensed to the Benefice, Churchwardens, Deanery Synod members and other lay members elected by those 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. In particular, the PCCs have delegated responsibility for the following matters to the Joint PCC:

- Safeguarding
- Staffing
- Data compliance

The Benefice complies fully with national and Church of England law on safeguarding. The Benefice's **Safeguarding Officer** in 2017 was Mrs Heather House. The Deputy Safeguarding Officer was Mrs Judy Gold. The Joint PCC reviews and approves the **Safeguarding Policy** annually.

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 generally follows discussion by the Combined PCC.

St Matthew's PCC met six times during the year. In addition, there were five Combined PCC meetings with the members of All Saints' 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 St Matthew's 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 2017 to March 2018, the membership of Harwell PCC has been:

Clergy

Rev Dr Jonathan Mobey	(the Incumbent)
Rev Pam Rolls	(Associate Minister)
Rev Janet Radford	(Assistant Minister)

Churchwardens

Christina Wood
Tim Paget

Elected Deanery Synod representative

Gordon Gill

Other elected members

Tony Hughes	(Vice Chair)
Jane Woolley	(Secretary)
Peter Barclay-Watt	(Treasurer)
Frances Taylor	
Hazel Connelly	
Michelle Walker	
Martin Gibson	
Sid Gale	
Andrew Keene	
Rebecca Lewis	

Co-opted members (from May 2017)

Rev Jean Barton
Lizi Bowerman

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 Committee

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

The PCC also has a **Health and Safety Policy**, which it reviews and approves annually. In 2017, the **Health and Safety Officer** was Hazel Connelly.

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 consists of just 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 aged under 18 and their families. It monitors and encourages this work in Church, in the

primary schools in the Benefice, and in whole-family events.

Employment

Concerned with meeting the statutory regulations around employment, reviewing the performance and development of paid staff, and recruitment procedures.

Appendix 3: St Matthew's Church membership

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2017 stood at 121 (it was 118 in 2016).

Appendix 4: Income & Expenditure in 2016 & 2017 and 2018 Budget

The full and independently examined Accounts for 2017 are published separately. They should be read in conjunction with this report.

	2016 (actual) £	2017 (actual) £	2018 (budget) £
Income			
Envelopes/planned giving	60007	63242	66700
Gift Aid recovered	15778	16840	18300
Loose Alms	6121	6505	6000
Children & Families Worker (from Designated & Restricted Funds)	17616	26679	16500
Administrator (from Restricted Funds)	7689	7700	7700
Holiday Club (from Restricted Funds)			2000
Major Repairs (from Designated & Restricted Funds & Grants)	6779	2000	
Missionary Giving (from Designated Fund)			1500
Donations/legacies/other	6417	1295	4100
Fees	1833	2199	2500
Church Hall income	5172	3493	3000
Interest	178	154	50
Total	127590	130107	128350
Expenditure			
Parish Share	46530	48409	50267
Mission Giving	7380	8498	10295
Joint PCC	37509	27381	40550
Harwell PCC	34335	35875	33670
Total	125754	120163	134782
Surplus/(Deficit)	1836	9944	(6432)

The balance on the General Fund at 31st December 2017 was £22,325.
Designated Funds (designated by the PCC for particular purposes but which could be otherwise spent if the PCC so decided) total £53,539.

Restricted Funds (which can only be used for the purpose for which they were given) total £61,355 including £24,917 for a 3-year extension of the C&FW post and the E Stringer legacy of £20,000 for improvement of the Church entrance.

Appendix 5: Fabric report

Summary of work carried out to the Church in 2017

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 building. 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 to the Church Hall.

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

Key items of work carried out in 2017 are as follows:

Electrical

All portable electrical equipment in the Church and Church Hall was tested by an electrical contractor and all items that failed were disposed of or repaired.

A failed speaker in the chancel, and the failed bulb of the AV projector, have been replaced.

Plans have been made and tested for a new hearing aid loop that will cover the whole Church.

External

General repairs and maintenance to the fabric of the Church and its surroundings have been carried out as and when necessary.

The Christmas tree lights and surrounding spotlights were put up and taken down over the Christmas period.

Church gutters and downpipes were cleaned by contractors.

New Smartwater has been applied to the aisle lead roofs.

Work has been done on the Churchyard wall by the Parish Council: removing growths and re-pointing, including a section to the west end slightly damaged by a vehicle.

The woodwork of the south Churchyard gate has been re-oiled by the Parish Council.

White lines on all stone steps have been repainted.

The notice board by the gate has been repaired.

Internal

Asbestos

A full asbestos survey of the Church was done for the first time in June. Asbestos was found to be present in PVC floor tiles in the extension, the damp proof course of the extension, the old portable electric heater by the organ, buried cable ducts beneath the floor and an edge shutter in one of the floor access points. All of the positive samples were categorised as low risk and need only management and periodic inspection. A dust sample was taken from a ledge located at the rear of the organ, with a negative result. In September the opportunity arose to remove safely (and at no cost) the organ heater and the edge shutter, reducing the ongoing management requirement. The organ heater has since been replaced with a new one.

The final stage of the re-decoration of the internal walls and ceilings of the Church was carried out during October. This entailed temporary removal of all the nave pews, the erection of scaffolding, painting the nave ceilings with Dulux white emulsion and the walls with Classidur Tradition. Advantage was taken of the scaffolding to inspect and treat the roof timbers, repair defective heaters and install, as a trial, four LED lights in the nave instead of the standard metal halide discharge tubes.

The east end of the south aisle ceiling has been redecorated to make good minor internal damage caused by the theft of roof lead in 2016.

Options for improving the security of the extension door have been investigated.

Mortar fillets have been added to small lips at the intersection of the Victorian tiles and the stone step at the inner porch door to reduce a tripping hazard, as recommended in the 2015 Quinquennial Report.

The woodwork of the main Church door, the chancel door, and the door at the top of the tower has been re-treated.

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

A fenced play area was created in the summer with funds raised by Harwell Fledgelings. The gate to the play area was been repositioned after its installation, so it can be secured in the open position, and two motion-activated lights installed by the fire exit. Further work is required to make the hedge accessible for maintenance.

A further problem with the drains has been investigated and rectified.

The Hall continues with a pattern of regular bookings and a handful of one-off events.

Day to day management, continues to be undertaken by Brian Zimmerman, bookings by Vicky Johnston and support on maintenance issues by Tony Hughes and Juan Bowerman.

We are grateful for all those who manage the Church Hall and help to keep it clean and tidy 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 2018 on the Church and Church Hall includes:

- Annual testing of portable electrical equipment in the Church and Church Hall. A five-year full inspection of the electrical system is also due in 2018
- The completion of the seating and flooring project, as the Faculty for this work was issued in November 2017
- Progressing the heating project. This should be completed in 2018 subject to DAC approval and a faculty. The DAC requested that it be the subject of a separate Faculty
- Repairs to the rendering in the south transept and vestry
- Laying a new hearing loop throughout the Church
- In December 2017 a section of rendering on the west wall of the tower was found to be delaminating. This needs to be assessed and repaired or made safe
- Repairs will be made to the roof of the Church extension
- The Church lightning protection system will be inspected
- A PCC Steering Group is working with the Church Architect on options for replacing the inner porch doors with one or more glass doors, under the terms of a legacy
- Looking 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
- Overhauling the guttering of the Church Hall.

Christina Wood and Tim Paget – Churchwardens

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

www.harwellandchiltonchurches.org.uk