

# Annual Report 2018



ST MATTHEW'S  
H A R W E L L



Registered Charity No 1158861

## **Contents**

	<b>Page</b>
1. Introduction	3
2. Review of the year – Benefice activities	2
3. Looking forward – key plans and challenges	16
4. Governance and structure	18
5. Finance	19
6. Buildings	20

## **Appendices**

1. Administrative information	24
2. Church membership	25
3. PCC membership	26
4. Income and expenditure in 2017 and 2018 and budget for 2019	27

## 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 2018.

The primary aim of our church 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, our 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 our church has been doing over the last year to further its vision are given in sections 2 and 3.

This report was approved by the PCC at its meeting on 5 February 2019 and is signed on their behalf by Rev Dr Jonathan Mobey, Rector and Chair of the PCC.

Signature

Date 5 February 2019

A handwritten signature in black ink, appearing to read 'Jonathan Mobey', written in a cursive style.

## 2. Review of the year – Benefice activities

Our church forms part of the Benefice of St Matthew's, Harwell with All Saints', Chilton. These two churches, in neighbouring villages, share a ministry team of one full time stipendiary member of clergy, two part time non-stipendiary ministers, two clergy and one Licensed Lay Minister with Permission to Officiate, and two authorised preachers. The 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 between the two churches, 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. This report therefore covers activities in both churches.

### 2.1 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. In addition, St Matthew's has an all-age orchestra, which accompanies on average two services a month and at festivals such as Christmas and Easter. St Matthew's also has contributions from a harp-led string group, a brass group, and a guitar-led band. All Saints' has a small regular choir with additional members at festivals.



Band at St Matthew's - photo: Vicky Johnston

In December, Christmas services included:

- Toy Services in both churches with gifts to Oxford Women's Refuge and monetary donations to the charity SeeSaw

- Two services of Carols by Candlelight in each church – one at 4pm aimed at families and the other at 6.30pm in the more traditional “Nine lessons and carols” format. Mulled wine and mince pies were served
- A Crib Service on Christmas Eve at St Matthew’s.

In Chilton, Christmas carols were also sung around the village and in the Rose & Crown pub, and in Harwell at Cherry Tree Court. At Easter, All Saints’ held a Good Friday procession with prayers and hymns at various places through Chilton village. The procession started in Chilton Field and finished at church in time for the 9.30am service.

Average attendances at services are shown in Table 1.<sup>1</sup>

	St Matthew’s, Harwell		All Saints’, Chilton	
	2018	2017	2018	2017
<b>Sundays</b>				
8am	7.8	7.7	8.0	7.5
11am/9.30am <sup>2</sup>	91.6	90.0	52.6	54.4
<u>Of which:</u>				
Aged 16+	69.7	69.2	44.0	45.7
Aged <16	21.9	20.7	10.5	9.5
6.15pm	12.6	14.2	9.3	9.0
<b>Christmas</b>				
Christmas services <sup>3</sup>	153.4	131.8	90.0	64.3

**Table 1:** Average service attendances

In addition, ‘Fresh Expressions’:

Generation Gold quarterly – average 45 in 2017 and 49.3 in 2018

Pebbles Family Service on 7 occasions in 2018 – approx. average 40

<sup>1</sup> Special services not included in averages: Good Friday ‘At the Cross’, Easter Eve Vigil, Songs of Praise (2018, Harwell), School Harvest (2018, Harwell), and special evening services, e.g. Licensing (2017, Chilton), Churches Together (2018, Harwell) – alternate years in each church – Ash Wednesday, Maundy Thursday, and Ascension Day

<sup>2</sup> Including normal Sundays, Easter Sunday, and special services (e.g. baptisms, Christingle, Education Sunday, Mothering Sunday, Harvest, Remembrance, and Toy Service.

<sup>3</sup> Including in each church: Carols by Candlelight x2, Midnight Communion, Christmas Day, and Crib Service (Harwell only)

## 2.2 Baptisms, weddings and funerals

Baptisms, weddings and funerals are important occasions – both in their own right, and as pastoral opportunities. The number of these services can vary enormously from year to year. Figures for the last two years are shown in Table 2.

Each baptism involves at least one pastoral visit before the service and follow-up as appropriate. Most baptisms are for children of families who are not regular attenders at church.

Each wedding involves several meetings with the couples and a rehearsal, and much liaison and administration, including with the Church Administrator, organists and vergers/sidesmen. Most wedding couples live locally, but some have a connection through family or having previously lived in the parishes.

Each funeral involves at least one meeting with the next of kin, liaison with the family, the Funeral Director, organists and vergers/sidesmen. Pastoral follow up is carried out by the officiating minister as appropriate. Where possible, the next of kin is invited to an All Souls service held in November.

	St Matthew's, Harwell		All Saints', Chilton	
	2018	2017	2018	2017
Baptisms	7	9	2	3
Thanksgivings for a child	2	0	0	0
Weddings	2	6	2	0
Funerals in church	15	5	2	0
Thanksgiving services in church	2	1	0	2
Funerals at crematoria	4	2	0	2
Interments of ashes	2	2	1	0

**Table 2:** Numbers of baptisms, weddings and funerals

### 2.3 Prayer

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 a 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 addition, both churches maintain a list of individuals to pray for during the times of intercession in Sunday services.

### 2.4 Bell-ringing

St Matthew's Church tower has eight bells, and All Saints' tower has six. 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.

### 2.5 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 our churches.

#### **Children & Families Worker (C&FW)**

The initial three-year contract for our first C&FW 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 initial post-holder was in post until August 2017, and in January 2018 we appointed two jobsharers to the role for another 3 years.

#### **Children and Young People's Sunday groups**

Between our two churches we provide facilities for children of all ages on a Sunday.

Both churches have provision for babies and toddlers. All Saints' has a **family area** within the main body of the church which provides space for parents to participate in the main service with their little ones. St Matthew's now has a **crèche** area at the back in the vestry. Crèche activities are led by helpers on some weeks and the aim is to extend this in 2019 with further volunteers.

At All Saints' the **Pebbles** group provides a weekly session during the 9.30am service for children "graduating" from the family area. A monthly **Pebbles Family Service** was started in 2018 in Chilton Village Hall, next door to the church, which runs concurrently with the 9.30am Sunday service held in All Saints' Church. This has been popular, with around 20 adults and 20 children attending on average. Refreshments are served in the Hall both before and after the service, attended also by the congregation meeting in the church.



Weekly Pebbles group - photo: Sarah Barrett



Monthly Pebbles Family Service - photo: Vicky Johnston

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

For those of secondary school age, two weeks out of every four, **Pathfinders** at St Matthew's provides a Bible study during the service. During 2018, Pathfinders attendees have regularly taken on serving roles in the service on one Sunday a month. This age group also benefits from **YF**, a weekly Sunday evening youth fellowship program. In the last quarter of 2018, YF has been following the Youth Alpha course. YF members were also involved in delivering the Crib Service on Christmas Eve.

### Summer Holiday Club



Photo: Melanie Shields

Holiday Club is now an established annual event in the Benefice. In 2018 it was held from 20-24 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 over 70 volunteer leaders and helpers, including some parents who do not attend church. We invited parents and carers to stay for tea and cake on the Thursday afternoon after pick-up. This was well attended and some good conversations were had.

The Club was free to attend and open to all children of primary school age, plus those who had just completed secondary school years 7 and 8. A total of 124 children attended. The week was based around the Old Testament story of Joseph.

### **Fledgelings**

Fledgelings is a group for pre-school aged children and their parents/carers. There are two sessions per week – one in Harwell (meeting in the Church Hall) and one in Chilton (meeting in the Community Room). The group provides play and activities for the children and company and conversation for the adults. 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 2018 the Harwell session has benefited from new toys and soft furnishings.

Fledgelings constitutes a very significant aspect of our regular Children and Families’ Work, and the largest regular interaction with those outside of the church membership. The sessions are very popular and we will be considering during 2019 whether to start a third weekly session.

In 2018 we held a social gathering for Fledgelings’ mothers. Although there was only a small attendance, there was interest from others who could not make that particular date. So we plan to try this idea again.



Fledgelings at Chilton Prayer Space - photo: Sarah Barrett

## Schools



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

A Children and Families' Worker, along with the Associate Minister, have regularly taken assemblies in both schools. A team of volunteers join with the Associate Minister to lead a well-attended weekly after-school club, **Y-Club**, in Chilton School. A volunteer team of adults from both churches ran the annual **Prayer (or Reflective) Spaces** event at Harwell Primary School. St Matthew's Church played host to Harwell School's annual Harvest celebration at in October, and the Little Pippins pre-school Christmas Nativity Play in December.

We held services for **Education Sunday** at both our churches. 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.

### Scout groups

In Chilton, the Scout group parades annually at All Saints' for the Remembrance Sunday service. In Harwell, the various sections of the 1st Harwell (St Matthew's) Scout Group meet in St Matthew's Church Hall and parade at church services several times a year. Both Scout groups have other contacts with and visits to the churches throughout the year.

### Community & Special Events for children and families

Looking for further opportunities to share the Gospel and to have a positive impact on the community, we provided a number of special events this year:

In the summer term, we held a **Chilton Prayer Spaces** event in All Saints' Church. On 31 October we held a **Light Party** in St Matthew's church, attended by 16 children plus their parents. On 11 November, following an act of **Remembrance** involving Scout groups in each village, 24 children in Chilton and 65 children in Harwell attended a talk and activity led by a Children & Families worker in their respective village hall.

In December we held **Advent Doors** in both villages where accompanied children visit a different house front door each evening on 1-24 December to hear part of the Christmas story and to get a sticker and a chocolate.



Light Party in St Matthew's - photo: Vicky Johnston

We had a stall aimed at families at **Harwell Feast** in May and at **Chilton Fun Day** in June. The stall encouraged children to contribute a prayer to a prayer tree and provided 2 simple craft activities on a creation theme. The stall at the Chilton event attracted a particularly high number of visitors.



Stall at Chilton Fun Day - photo: Vicky Johnston

## 2.6 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.

In 2018 we ran two **Alpha courses** – one in Chilton Village Hall and another in St Matthew's meeting room.

**Home groups** play an important part in nurturing the spiritual development and pastoral care 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 ages, from mums with toddlers to those who are retired. The groups are always happy for new members to join.

Our churches part-fund the Didcot and Wallingford Area **CAP (Christians Against Poverty) Debt Centre** which was set up in January 2015 to cover just Wallingford, but expanded in January 2017. The Centre's formal aims are:

- The relief of poverty by providing a debt counselling and debt management service
- The advancement of Christianity 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 2018, across the whole area 19 individuals/families had gone debt free, 8 of which had done so during 2018 itself.

A highly committed team of trained Money Coaches in our churches also offered 11 **CAP Money Courses** during 2018. Take up has been relatively low, with a total of 9 delegates across the year, and some coached on a one-to-one basis. However, a taster session for the CAP Money Student course was appreciated. This should encourage the students to access the course while at university. Booking in advance is encouraged but is not mandatory. Courses are publicised through a variety of media in the local area and via the national CAP website.

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

**Harwell Evergreens** is an afternoon social group for older residents and the **Women's Group** in Chilton offers evening fellowship. Both groups serve both parishes and invite speakers on a wide variety of subjects. The Women's Group hosts a very well attended annual quiz night in aid of charity, an annual plant and cake sale for Christian Aid and a monthly market stall in aid of various charities. In 2018 the Quiz Night raised £1,461 for The Porch (which supports the homeless in Oxford) and Hamlin Fistula UK (Hospital in Ethiopia); Plant and cake Sale £1,560.50 for Christian Aid; and over £5,000 at the markets for charities.

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 that have been 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 since its launch each attracted around 30 people, including a few with dogs.



Photo: Steve Hale

## 2.7 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. Oversight of pastoral care in the Benefice is the responsibility of Rev Pam Rolls.

There is a pastoral care team in each parish. In Chilton, the team operates under the leadership of Mrs Audrey Slater. In Harwell, we are still prayerfully and carefully seeking a new leader for the team, following the retirement of Rev Joan Impey from this role.

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.

**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. As well as ministering to recently bereaved funeral families, we welcomed large congregations to our All Souls services at the end of November when we remembered our loved ones who have died. The services were emotional but it was good to be reminded that we were grieving together in a prayerful, safe and supportive environment. A number of people fed back that they were uplifted by the services.

**Home Communion**s are taken four times a year to parishioners who are not very mobile – Easter, summer, Harvest and Christmas. During 2018 there were three Home Communion services in private homes each quarter.

**Generation Gold** services, initiated by Rev Jan Radford and Rev Pam Rolls in 2015, were continued in 2018, 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 theme each time (e.g. "Taste and See" in March and "Angels" in December). Members of the congregation each take away a card containing a 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. In August we held an additional special event in Chilton Village Hall entitled 'Remembering Summers at the Beach'. This enabled us to have an extended time of fellowship, to enjoy quizzes and singing, to eat fish & chips and ice creams, and to end with a 'Beach Service'.



Generation Gold – Remembering Summers at the Beach – Photo: Tom Radford

## 2.8 World Mission

The World Missions Group is a small group which 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.

As in 2017, we have focused our financial support and prayer around the Anglican Five Marks of Mission. The Marks and the corresponding organisations are:

1. **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.
2. **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.

3. **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.
4. **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.
5. **To strive to safeguard the integrity of creation, and sustain and renew the life of the earth.** A Rocha, a Christian Conservation organisation who work in the UK and internationally.

During 2018 we continued to support a number of mission personnel; Christine Perkins who worked until recently for Pioneers; Heather and David Sharland with Church Mission Society; John Abu Bakker with Fellowship For Neighbours, India; and Connie James, a medical doctor planning to work in Uganda during the first half of 2019.

We have an annual programme to provide a focus on each of our mission personnel and organisations through prayers, showing a video where available, and by giving people information in the notices at services.

## 2.9 Staffing

Over the last five years or so, the Benefice has increased its investment in paid staff. Currently it funds two paid roles:

- A Benefice Administrator and PA to the Rector – working 20 hours per week (see section 2.9 for activities)
- A Children & Families Worker – working 40 hours per week – currently a jobshare (see section 2.4 for activities)

This investment 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 due to societal trends.

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

## **Administrative support**

The Benefice has a paid Administrator working 20 hours per week. A key focus of the role is communications activity. There are also various records, documents, bookings and practical arrangements to organise.

On a routine basis, the Administrator creates and prints service and notice sheets each week and the Ridgeway Broadsheet magazine most months; produces an Easter Card and a Christmas card to promote special services and events; updates the calendar, rotas and news items on the church website; posts Facebook messages; manages St Matthew's 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 2018 the Administrator also advertised and co-ordinated arrangements for two Alpha courses.

2018 also saw the Administrator involved in several professional development activities:

- The completion of a distance learning course, The Work of the Church Administrator
- The organisation and leading of two meetings for around a dozen local Church Administrators – for example on the regulations for completing wedding registers
- The preparation of a short video consisting of interviews with four members of the congregation about their experience of the Bible which was shown at services on Bible Sunday

## **3. Looking forward – key plans and challenges**

It is helpful to understand the local and national context in which our churches are operating, as this has a major impact on how we seek to fulfil our vision – “Growing God’s church, wider, deeper and closer”.

We face several key practical challenges:

- 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 our 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.

The population is increasing substantially in the vicinity of our churches 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.

Like all Anglican churches, we are vulnerable to the cultural trend of an ever-reducing proportion of the younger generation committing to church. This is a key issue for us to address.

The focus of the PCC in 2019 and beyond will continue to be on the growth of the Church, in numbers, maturity and relationships, in keeping with the church vision.

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 being 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 2019 we are planning to explore how we can build on relationships with families initiated at infant baptism.

At St Matthew's in particular we are continuing with a number of projects to develop and improve our church building, appropriately adapting a historic building to make it more flexible, accessible and comfortable, and more able to serve Christian mission in 21st century Britain.

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.

## **4. Governance and structure**

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

St Matthew's, Harwell and All Saints', Chilton each has its own PCC. St Matthew's PCC met seven times and All Saints' PCC met six times during 2018.

The method of appointment of PCC members is set out in the Church Representation Rules. 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.

Given its wide responsibilities, the PCCs operate through a number of committees. Each committee deals with a particular aspect of parish life. The committees report back regularly at PCC meetings, with minutes of their meetings or their decisions and recommendations being received and discussed as necessary. The Rector is automatically a member of every committee.

### **Standing Committee**

This is the only committee required by Church law. It meets or liaises occasionally when there are urgent decisions to be made between PCC meetings. It consists of the clergy, churchwardens and the Treasurer plus the Vice-chair and the Secretary.

### **Combined PCC**

For efficiency and convenience St Matthew's, Harwell PCC and All Saints', Chilton PCC regularly hold Combined PCC meetings, where members of the two PCCs come together to discuss matters that are common to both parishes. Meetings of the Joint PCC (see below) are 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.

The Combined PCC met three times during 2018.

## Joint PCC

The Pastoral Measure provides for a Joint PCC in addition to the separate PCCs of our two churches. It comprises the clergy, churchwardens and the Treasurer plus the Vice-chair and the Secretary of each PCC.

The two PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes. So far, the PCCs have delegated responsibility for the following matters to the Joint PCC:

- Safeguarding
- Staffing
- Data compliance

### Safeguarding

The Benefice complies fully with national and Church of England law on safeguarding. Until February 2018, the Benefice's **Safeguarding Officer** was Mrs Heather House. Mr Mel Gibson took over the position in June 2018, with the Deputy Safeguarding Officer, Mrs Judy Gold, holding the reins in the interim. The Joint PCC reviews and approves the **Safeguarding Policy** annually.

### Staffing

The Benefice **Employment Committee** is concerned with meeting the statutory regulations around employment, reviewing the performance and development of staff employed by the PCCs, and recruitment procedures.

### Data compliance

In 2018 work was undertaken to ensure that the churches are compliant with new data governance legislation (GDPR).

## 5. Finance

Setting a budget and monitoring the income and expenditure of the Church are key responsibilities of the PCC.

The **Finance Committee** oversees the finances of the PCC by monitoring income and expenditure, budgeting and reviewing the planned giving.

In its 2018 budget St Matthew's PCC set aside 10% of income received from giving in the previous year to support a variety of mission partners, individuals and organisations, many of whom work abroad.

## Financial position

The financial position of St Matthew's Church for 2018 is £3,711 better than budgeted. The overall actual outturn was a deficit of £2,761.

**Income** in 2018 was £124,248 compared with £130,107 in 2017, a fall of £5,859. However, excluding transfers from Restricted funds and interest, there was a small increase of £372.

**Expenditure** in 2018 was £127,009 compared with £120,163 in 2017, an increase of £6,846. Excluding the break in C&FW salary, and the higher church maintenance in 2017 (both approximately £11k and so offsetting each other), the higher costs in 2018 primarily relate to an increase in general church repairs (£2,229), Parish Share (£1,421), and Youth & Children's work (£1,131).

At 1st Jan 2018 there was an opening balance in the General fund of £22,325. Accounts for 2018 show a deficit of £2,761 after transfers from Restricted funds of £29,894. These transfers include £1,591 from the Outreach fund in respect of Holiday Club and £1,977 excess receipts from the seating project. As a result, there is a balance of £19,564 to carry forward to 2019.

We are grateful to all who continue to support the three-year extension of the C&FW post, which shows an improved balance on last year by £4,216 and is now fully funded for the coming year. We are also grateful to those who have contributed to the seating project.

See Appendix 4 for a summary of income and expenditure for the years 2017 and 2018 and the budget for 2019.

## 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 £63,000 for 2019.

Due to legacies the actual balance of free reserves at 2018 was higher than this at £80,282, but a significant portion of this has been set aside for future one-off projects, including, improved heating and improvements to the Church building. As such, reserves in the General fund are £19,564 and in Designated funds £60,721.

## 6. Buildings

The PCC is charged with the care, maintenance and insurance of the church buildings, including St Matthew's Church Hall. The property and movable goods of the church are vested in the churchwardens, who are also responsible for inspecting the fabric of the

church and making an annual report (the Fabric Report) first to the PCC and then to the Annual Parochial Church Meeting.

A key area of activity for the PCC 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 have included bringing to completion plans to replace the pews with chairs, making plans to upgrade our heating system, and make planning 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.

### **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 provided in a separate document.

This year three 'non-routine' projects have been carried out.

Following receipt of a Faculty for improved seating in the church, all but four of the 19<sup>th</sup> century pews were removed and sold, the floor of the nave was levelled and carpeted, and 200 new chairs installed in February 2018. This entailed a considerable amount of organisation, and re-organisation of some of the church storage areas such as behind the organ. A completely new hearing aid loop, which also covers the platform and chancel, was installed before the new carpet was laid.

The options for improving the church heating were re-examined, particularly to update the economic factors of the capital cost and potential running costs. A new Study Group was formed to assess the information and recommend a way forward to the PCC. In July 2018 the PCC consequently decided to proceed in the first instance with upgrading the half of the existing radiant heating system that relies on old heaters dating from the 1970s. This work will be carried out early in 2019.

In late 2017 it was found that some of the rendering on the west face of the tower had started to become detached from the underlying stonework. Precautions were taken in case any rendering actually fell off, and plans were made to inspect the rendering at close quarters and make repairs. It took some time to organise this project and to obtain Diocesan approval, and work started in late October with access by scaffolding.

Unfortunately, when the rendering was removed various problems with the underlying stonework were uncovered and needed to be remedied before re-rendering could be contemplated. This not only resulted in extra costs, but deterioration in the weather meant that the re-rendering has had to be postponed until the spring.

Examples of other work are in the Fabric Report. Particular mention should be made of the repairs to the roofs of the extension and the chancel, and the five yearly inspection of the fixed electrical installation.

A PCC Steering Group is also working with the Church Architect on options for replacing the inner porch doors with glass doors, under the terms of a legacy. During 2019 we also plan to make some improvements to the toilets and provide a rope handrail for the tower stairs up to the ringing chamber.

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 2018 through a Facebook page: [www.facebook.com/HarwellChurchFriends](http://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 increase donations to help with the cost of maintenance of the church.



The interior of the church after completion of the new seating - Photo: Tony Hughes



Scaffolding around the tower for rendering repairs - Photo: Tony Hughes

## **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.

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, and by Alison Gale, who manages bookings. 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.

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, Fledgelings and YF.

The income for the Hall in 2018 (not including the Scout cleaning contribution) was £5,693; expenditure was £5,895.

## **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: St Matthew's church membership**

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2018 stood at 111 (it was 121 in 2017).

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

From April 2018 to March 2019, the membership of St Matthew's PCC has been:

#### **Clergy**

Rev Dr Jonathan Mobey (the Incumbent)

Rev Pam Rolls (Associate Minister)

Rev Janet Radford (Assistant Minister)

#### **Churchwardens**

Rebecca Lewis

Tim Paget

#### **Elected Deanery Synod representatives**

Gordon Gill

Sid Gale

#### **Other elected representatives**

Tony Hughes (Vice-Chair)

Jane Woolley (Secretary)

Lizi Bowerman (Treasurer) – resigned September 2018

Christina Wood – resigned December 2018

Eliza Wheaton

Michelle Walker

Martin Gibson

Andrew Keene

#### **Co-opted members**

Rev Jean Barton

Phill Johnston (from January 2019)

## Appendix 4: Income & Expenditure in 2017 and 2018 and 2019 Budget

The full and independently examined Accounts for 2018 are published separately. They should be read in conjunction with this report.

	2017 (actual) £	2018 (actual) £	2019 (budget) £
<b>INCOME</b>			
Envelopes/planned giving	63,242	61,489	66,700
Gift Aid recovered	16,840	16,453	17,425
VAT reclaimed (LPW grant)	-	1,559	3,800
Loose Alms	6,505	4,166	4,000
Donations/legacies/other	1,295	1,939	1,550
Fees	2,199	2,646	2,600
Church Hall income	3,493	5,693	4,500
Children & Families Worker (from Designated & Restricted funds)	26,679	18,354	17,200
Administrator (from Restricted funds)	7,700	7,972	7,700
CAP Debt Centre (from Restricted funds)	-	-	1,000
Holiday Club (from Restricted funds)	-	1,591	1,800
Excess of seating project receipts	-	1,977	-
Major Repairs (from Designated & Restricted funds)	2,000	-	-
Transfer (from General fund)	-	-	16,600
Interest	154	409	360
<b>Total income</b>	<b>130,107</b>	<b>124,248</b>	<b>145,235</b>
<b>EXPENDITURE</b>			
Parish Share	48,409	49,830	50,499
Mission Giving	8,498	8,795	8,402
Joint PCC	27,381	40,935	41,022
Harwell PCC	35,875	27,449	45,315
<b>Total expenditure</b>	<b>120,163</b>	<b>127,009</b>	<b>145,238</b>

Surplus/Deficit	(9,944)	(2,761)	(3)
-----------------	---------	---------	-----

### Notes on the budget from preceding page

The balance on the General fund at 31<sup>st</sup> December 2018 was £19,564.

Designated funds (designated by the PCC for particular purposes but which could be otherwise spent if the PCC so decided) total £60,721.

Restricted funds (which can only be used for the purpose for which they were given) total £66,752 including £29,132 for a 3-year extension of the C&FW post and the E Stringer legacy of £17,008 for improvement of the church entrance.



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: