

**Minutes of a Meeting of the Combined PCCs
of St Matthew's Harwell with All Saints' Chilton
held on Tuesday 7th January 2020 at 7.30 pm
at St. Matthew's Harwell**

Present

(J) Denotes Joint PCC member. There were thus 8 voting members including the Rector at this meeting - all resolutions refer to Joint PCC votes

Hazel Benton	John Pigott	Pam Rolls
Phil Corbishley	Alex Reich (J)	Jan Radford (present until start of item C5)
Sid Gale	Yvonne Sanderson (J)	Pat Moseley
Tony Hughes (J)	Eliza Wheaton	Judith Russell
Andrew Keene (present until start of item B0)	Jane Woolley (J)	Chris Pollard (J)
Rebecca Lewis (J)	The Rector (J, Chair)	
Allan Macarthur (J)	Gordon Gill	

By Invitation:

Sarah Barrett and Melanie Shields Children and Families Workers (for items A1-6 and B1)

The items are minuted here in agenda order but they were in fact taken in the following order:
A1-6; B1; C1-3; C4 other than letter from Former C&FW; C5; B2-5; B0; C4 letter from Former C&FW; C6

A Preliminaries

A1 Opening & Prayer

The Rector said that it is important to stop and listen to God. "*Unless the Lord builds the house, the builders labour in vain*" (Psalm 127).

Eliza Wheaton then read Colossians 3: 12-17 ("*...you must clothe yourselves with compassion, kindness, humility, gentleness and patience. Be tolerant with one another and forgive one another....*").

Sid Gale then read the same passage again. Some PCC members then shared parts of the passage which had stood out to them.

The Rector then led the meeting in prayer.

A2 Apologies for Absence

Apologies were received from: Stuart Gibson (J), Michelle Walker and Phill Johnston (J).

A 3 Minutes of Previous Meetings

A 3.1 Minutes of the October 2019 meeting

There was the following correction to draft 1 of the minutes from Sid Gale:

Draft 1 text:

C5.1 Deanery Mission Action Plan and Walk

The Deanery is compiling a Mission Action Plan. There should be a Pilgrim Path Champion in each Benefice. Unfortunately, no one has volunteered in our Benefice.

A trial walk as part of the Wallingford Deanery Pilgrim Path Walks, based on a scheme devised by Chipping Norton Deanery, intending to foster contact between the various parishes of the Deanery, was planned for mid-August, but the weather was too hot and it has been scheduled for mid-November. It will be a circular walk from St. Mary's Church Wallingford to St. Mary's Church Cholsey and back. It will be advertised in the notice sheets. It is the first time the walk has been more widely publicized.

Amended to:

C5.1 Deanery Mission Action Plan and Walk

The Deanery is compiling a Mission Action Plan.

A trial walk as part of the Wallingford Deanery Pilgrim Path Walks, based on a scheme devised by Chipping Norton Deanery, intending to foster contact between the various parishes of the Deanery, was planned for mid-August, but the weather was too hot and it has been scheduled for mid-November. It will be a circular walk from St. Mary's Church Wallingford to St. Mary's Church Cholsey and back. It will be advertised in the notice sheets. It is the first time the walk has been more widely publicized.

There should be a Pilgrim Path Champion in each Benefice, to promote the walks. Unfortunately, no one has volunteered in our Benefice.

The Minutes were then approved. On approval the minutes were signed by the Rector.

A4 Actions / Matters arising

Paper S refers, reproduced here with updates:

FROM OCTOBER 2018 MEETING:

ITEM B 5 Worship Services

Action: Combined PCC Secretary to add "Review of Worship Services" to October 2019 Agenda

Status: Deferred to April 2020 meeting.

FROM APRIL 2019 MEETING:

ITEM B 2.4.3 Didcot Emergency Foodbank

Heading 2: Response to Emergency Appeals heading

Action: World Mission Group to consider giving to disaster appeals and restricted giving to World Mission

Status: Deferred to April 2020 Meeting

FROM THE JULY 2019 MEETING

ITEM B 2.4.2. CAP Centre

Action: Rector to circulate CAP Centre Accounts

Status: Not yet done

Action: Rector to discuss SOFEA Oxford with Liz Roberts and Sue Bright

Status: Not yet done

ITEM B 4.2 Proposed Albania Partnership

Action: World Mission Group to submit a paper on the proposal to support the Mission in Shkoze to the October Combined PCC meeting

Status: Ongoing giving included in WMG paper for October 2019 CPCC meeting. Capital support (e.g. for a new church premises) deferred to April 2020 meeting

ITEM C 1.3 Annual Re-Adoption of Data Protection Policy

Action: Rector and Church Administrator to adapt policy in discussion with Chris Pollard.

Status: Ongoing

Update: Deferred to April 2020 meeting.

ITEM C 2.4 Children and Families Worker (CFW) Funding

Action: Rector to inform Children and Families' Workers of CPCC decision and schedule vision and funding discussions between now and early 2020

Status: In Hand – can now be removed from actions list

ITEM C 4.4 PCC and SLT Away Day

Action: Rector to conduct Doodle poll of PCC members for availability and select the best date.

Update: Date is Saturday 1 February 2020, Centre for Reflection at Aston Tirrold

Status: Done – can now be removed from actions list

FROM OCTOBER 2019 MEETING:

ITEM C 3.1 Safeguarding Update and Plans

Action: Jane Woolley to check all PCC members have up to date DBS checks

Status: Done - Safeguarding Officers have in hand – can now be removed from actions list

A5 Annual Agenda Setting and Summer Term Priorities

Paper K refers.

The Rector explained that one of the purposes of Paper K is to ensure that the PCCs had properly examined which annual items of business will be covered at which meetings.

Hazel Benton asked what the “staffing review” in July means. The Rector explained that this is there to check that we are doing everything we should be doing in relation to paid staff employed by the PCC e.g. that they have had an annual performance review. July was a light month for annual business and so the Rector put this item in the schedule for then.

The Employment Committee is mentioned in Paper K. Hazel Benton clarified that the Employment Committee is concerned only with paid staff employed by the PCC (i.e. not with clergy or volunteers). The Rector acknowledged this.

A6 Other Joint Issues

There were none.

B Mission Strands

B 0 2020 Vision

The Rector reminded PCC members that our churches have been using two resources to help define the church vision. A small group of PCC and SLT members is participating in the Lead Academy scheme. We have also been using the Parish Planning Toolkit provided by the Diocese in PCC and SLT meetings.

The first step is to examine what is going well in our churches. There has been a reasonable amount of consensus on that. The next step is to seek a vision for the future. The Diocesan tool calls this ‘dream dreams’. The Lead Academy calls it the ‘Merlin Process’.

The plan is for PCC and SLT members to look at where we might take things in the future at the Away Day on 1 February.

The Rector posed the question of whether, how and when we engage the wider church membership in either of the above two steps?

There was a strong consensus that the wider church membership needs to be asked for their input.

PCC members debated whether it would be better for to ask church members for independent input, or to ask them to comment on provisional priorities identified by PCC and SLT members. The conclusion was to seek independent input, and before the away day on 1 February.

PCC members then debated the most effective format for seeking input from the wider church membership. It was agreed that discussions in groups would be the best format. It was agreed that this would be arranged on 2 occasions – one via a relatively brief session during the main Sunday morning services on 26 January¹ and another via a more detailed session on a Thursday evening in January.

Gordon Gill suggested that it might be helpful to use the video on the Parish Planning Toolkit website during the sessions. Hazel Benton pointed out that there needs to be plenty of advanced publicity of the sessions.

Action: Jonathan Mobey to arrange and publicise the wider church membership input sessions for the 2020 vision

The Rector said that unfortunately there was no time to discuss the Development Fund or the youth/secondary schools work at this meeting. So these items are deferred to the April 2020 meeting.

B 1 Children, Youth and Families

B 1.1 Update and Plans

Papers O refers. This was a review of existing activity in 2019 and of ideas for possible developments in 2020. Sarah Barrett clarified that the ideas for 2020 are not listed in any order of priority, although she emphasised the Saturday dads' group as something the C&FWs are particularly keen to action.

Sarah Barrett also mentioned that Debra Dewhurst had organised Advent Doors in 2019 and is willing to do so again. This freed up considerable C&FW time, which can then be allocated to new initiatives and developments. Sarah also explained that the intended approach, where possible, is for the C&FW to facilitate volunteers to oversee and/or help run such activities rather than doing all the work themselves.

Sarah Barrett also corrected the following sentence in Paper O:

Currently says:

Holiday Club 2019 will be held from Monday 27th July to Friday 31st August at Harwell School.

Should say:

Holiday Club 2020 will be held from Monday 27th July to Friday 31st July at Harwell School.

A PCC member asked if there are any plans to increase the frequency of Pebbles Family Service to more often than once a month. Sarah Barrett said no, not at the moment. Sarah then posed the question: should we do so? The PCC member noted that attendance at Pebbles Family Service has been increasing whereas attendance at other Sunday morning services is gradually declining. The Rector commented that attendance at Pebbles Family Service might decrease if its frequency is increased. However, it is something to think about.

Various PCC members relayed examples of successful examples of temporary physical 'installations' in churches in engaging children. Examples given were of 'through the keyhole' or 'through the window' installations which creatively introduced children to the Christmas story; to the Easter story; and to help children to make a personal decision of faith. It was suggested to the C&FWs that this is another idea they could consider.

B 2 Evangelism and Discipleship of Adults

B 2.1 Home Groups

There was nothing specific to report.

¹ This session did not in fact take place during services on 26 January

B 2.2 Advent Central

The Rector reported that this had gone well, with about 20 attendees. The Rector asked if PCC members thought that it would be good to repeat Lent Central in 2020. Various PCC members said that they were keen to attend personally, and the Rector confirmed that he thought that the event was a good idea. Hazel Benton requested that the dates be publicised as early as possible.

B 2.3 Baptisms, Weddings and Funerals

Paper C was noted. John Pigott queried whether the number of interments of ashes in Chilton in 2019 should read 2 not 1.

Action: Jonathan Mobey to check the number of interment of ashes in Chilton in 2019
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B 2.4 Alpha and Christianity Explored

The Rector reported that there are 3 more sessions to go on the current Alpha course. The course has 4 attendees. There is no Alpha course planned for the coming term as yet, but he is always happy to respond to demand.

The Rector reported that Esther Corbishley is hosting a daytime Christianity Explored course, following on from a daytime Alpha course.

B 2.4 Responding to Financial Need

B 2.4.1 Christians Against Poverty (CAP) Money Courses

Sid Gale reported that there was a meeting earlier today with the Turning Point charity in Didcot who approached us. This charity helps recovering alcoholics and drug addicts. They are keen for us to put on a course for their clients, with some dates in February discussed. PCC members were very encouraged by this.

B 2.4.2 CAP Centre

The Rector reported that Naomi Gibson is taking up the part time administrator post supporting the CAP Centre.

B 2.4.3 Didcot Emergency Foodbank

There was nothing specific to report.

B 2.5 Social and Community

Yvonne Sanderson relayed that she is trying to organise a planning meeting to discuss a schedule of social and community events for 2020.

The Rector reported that 32 people had attended the 'Christmas Together' event at St Matthew's Church Hall, 28 of whom were 'guests'. Sid Gale reported that ASDA had kindly donated £900 to cover the costs. PCC members were very encouraged by this. Next year, the plan is to hold the event in Chilton Village Hall. The Rector thanked Sid and Alison Gale for their work in organising and running this event.

B 3 Pastoral Care

Paper P refers.

Pam Rolls highlighted the need for more members of the Pastoral Care team in Harwell, particularly given the growth in population. Pam said that she had a few ideas of people she could approach about this. The Rector thanked Pam Rolls and others involved for their work.

Tony Hughes highlighted the lack of a leader for the Pastoral Care team in Harwell for quite some time now. Tony said that it is quite a challenge to find the right person because they need to have particular qualities.

Pam Rolls said that she had sounded out one or two people about the leadership role, but to no avail so far. Pam said that she would welcome suggestions of people who might be suitable.

Pam Rolls relayed that in Chilton there is a Pastoral Care team of 6 people, led by Audrey Slater. They meet every 6 weeks to share their experiences and to be accountable to each other, to pray and to review who is in need of a visit.

B 4 World Mission

The Rector reported that a representative from The Leprosy Mission would be speaking at Sunday services the coming Sunday.

B 5 Worship Services

Papers H and I refer. These report Sunday service attendance statistics and trends. The Rector said that these statistics are relevant to the church vision and strategy.

The trend is a gradual decline in attendance – apart from in Chilton if you add in the fresh expressions monthly Pebbles Family Service.

The Rector pointed out that Sunday service attendance only tells us so much because services are just one aspect of what the churches do.

The Rector remarked that the downward trend in Sunday service attendance figures could relate to the frequency of attendance as opposed to the number of individuals who attend fairly regularly.

The Rector asked if PCC members had any questions or points of clarification. Allan Macarthur commented that he thought we might now do fewer 'big' Sunday services than we used to (e.g. fewer Scout parade services). He wondered if this was impacting the averages. The Rector said that he had examined this by experimenting with taking out the All Age service data. He found that the downward trend was still the same.

The Rector commented that we could also think about Sunday service attendance in population percentage terms. With the recent housing developments in and near the villages, this percentage will definitely have declined. Phil Corbishley speculated that this might be a reflection of the younger age of residents in new developments. In support of this, Gordon Gill relayed that the average Great Western Park resident is in their thirties.

Tony Hughes reminded PCC members that some years ago the PCC had also tried to look at overall attendance at Sunday services by Harwell residents via estimating the number who regularly attend churches other than ours. At the time, this was estimated to be about 20-30 people. This is a difficult estimate to make, but should be at least noted as an element of the local Christian community.

The Rector invited PCC members to contact him if there are specific questions about the data that they would like him to investigate.

C 1 Communications and Operations

C 1.1 Update and Plans

Paper A refers.

A PCC member asked whether it might be possible for the workload of organising local church administrator meetings to be shared out across the participants rather than our Administrator doing all of it. Other PCC members mentioned the benefit that supporting this kind of network can bring to lone workers such as Administrators.

The Rector said that he would discuss with the Administrator how much time is involved and whether it needs modifying.

C 1.2 General Data Protection Regulation

The Rector explained that work is in progress to draw up a Data Protection Policy for approval by the Joint PCC. Chris Pollard, the Rector and the Administrator have been working on this. The aim is to have it ready before the Administrator goes on maternity leave i.e. by the beginning of April – which also happens to be around the date of the next Combined PCC meeting.

The Rector reported a minor breach of data protection recently whereby a text message to Advent Door hosts went to an unintended recipient in the Midlands and they complained. This was because one of the hosts made a typographical error when they supplied their mobile phone number. An apology has been made to the unintended recipient.

C 2 Stewardship and Finances

C 2.1 Fundraising strategy

There are various things that we need to fundraise for in 2020 – essentially (without taking account of new projects/commitments) these are:

- An increase in general giving
- CAP centre (in particular All Saints' contribution)
- C&FW contract Jan 2021 – Dec 2025
- Roof repairs (St Matthew's only)

Paper M lists the sums involved, the audience(s) and suggested timings. As there are several things we need to fundraise for, it is important to have an overall plan.

The issues involved were then discussed at length. Points made included:

- General giving – this is the longest running shortfall that we have, and potentially the most serious
- Fundraising for specific things which people are motivated to support (e.g. C&FW post) is often easier than 'general' fundraising
- We cannot fundraise for everything we need via specific 'inspiring' campaigns. General giving is needed to cover mundane things such as heating and insurance costs
- We do not need to restrict fundraising amongst the congregation for our CAP Centre contribution to just All Saints'. There would be no harm in running it across both congregations
- People in the wider community might be willing to donate to a CAP Centre fund. Many people value the work of Debt Centres
- General fundraising and donations for the C&FW post are really for 'internal' audiences only. CAP and roof repairs are of interest to wider audiences
- The timetable currently suggests concentrating the fundraising in January-April 2020. Could we spread it out more?
- It might be advantageous to concentrate the fundraising early in the year so that we can communicate everything that we need to raise funds for in 2020 in one hit. This could avoid annoying people with a stream of apparently never ending requests throughout the year.
- We need to know sooner rather than later if we can raise funds for the C&FW contract extension so that we can let the current C&FWs know where they stand
- We managed to raise the money for the current C&FW contract fairly easily, so it is likely that we will be able to do so again – in which case the PCCs could underwrite the cost in the first instance. This reduces the time pressure
- We could contact existing donors to the C&FW post now and ask if they are willing to continue
- We should check with the current C&FWs to see if they would wish to continue beyond the end of the current 3 year contract. If not, we would need to advertise the post this autumn
- The St Matthew's roof repairs could be funded initially from reserves with an appeal later to offset against that
- Some people have told one of the churchwardens that they would be willing to donate to a roof repair fund provided the repair is **not** using lead. So it would be better to know if we have permission to use a lead substitute before launching an appeal. It will be a good while before we know whether we will be permitted to use a lead substitute.
- We need to constantly encourage general giving as both churches are running on a deficit budget. However, this could take place later in the year
- There is a CAP celebration service planned for the beginning of March so it might be good to plan fundraising to coincide with that

- It would be good to review the scope for a Friends scheme at All Saints', and whether the St Matthew's Friends scheme could now be widened beyond the 'Harwell' families in the USA
- Whether general giving might be bolstered by introducing hand held card terminals into some services. Only those not participating in a regular giving scheme would need to use it. Each PCC needs to decide if it wants to have a terminal in use during services and how the logistics will be handled
- Whether there is a more effective way to promote general giving than just standing up at the front and asking the congregation to review their giving
- Whether it's realistic to ask people to give more, given the pressure on incomes
- Whether we could promote the Parish Giving Scheme more at All Saints'
- Whether we know how effective past stewardship campaigns have been

Action: **Jonathan Mobey** agreed to co-ordinate the following approaches:

CAP

Audiences: Congregations of both parishes plus wider community

Timing: Wider community - January. Congregations – around the CAP celebration service in March

Roof repairs at St Matthew's

Audiences: Wider community plus Friends of St Matthew's in the USA plus St Matthew's congregation

Timing: Wait until there is a clear decision about whether we can use a lead substitute

C&FW contract

Audiences: Congregations of both parishes

Timing: Existing donors – January; See what the shortfall is. Then appeal to wider congregations if necessary in April/May

General giving

Audiences: Congregations of both parishes

Timing: Incorporate gentle references into services. Presentation by Treasurers in run up to Annual Meetings. Review in the autumn

C 3 Safeguarding

C 3.1 Update and Plans

Papers F and G were noted.

C 4 Staffing and Leadership

C 4.1 Update and Plans

The Rector reported that James Durbin (army chaplain) has been preaching and leading on occasion. However he might be moving away towards the end of 2020.

Pam Rolls mentioned that Eliza Wheaton has preached a couple of times and the congregation's reaction was very encouraging.

C 4.2 Employment Committee

Hazel Benton reported that the Employment Committee has not met recently because it has not needed to.

Hazel Benton reminded PCC members that the PCCs have agreed to award the C&FWs and the Administrator an annual pay rise in January, subject to satisfactory performance. This is awaiting the publication of CPI data on 15 January in order to calculate it.

C 4.3 Maternity leave cover for the Church Administrator

Paper J refers.

Hazel Benton reported that the Employment Committee has agreed with the Rector that the Committee will update the Administrator’s job description, person specification and job advert in readiness for recruiting cover for Vicky Johnston’s maternity leave.

The Rector confirmed that the plan is for the Rector and churchwardens to shortlist and interview the candidates.

Resolution	To approve the process for appointing maternity cover for the post of Church Administrator as described in Paper J				
Proposed	Tony Hughes	Seconded	Yvonne Sanderson	Passed by the JPCC	Unanimously.

Alex Reich raised the issue of maternity pay for Vicky Johnston and whether we could afford to supplement statutory maternity pay. PCC members agreed to note for now the desirability of this suggestion and to review the matter at the next Combined PCC meeting in July.

C 4.4 Letter from former Children & Families Worker

This item is covered via a separate confidential minute.

C 5 Wider Church

C 5.1 Deanery and Diocesan Synod

There was nothing to report on this.

C 5.2 Common Vision Conference

There was nothing to report on this.

C 5.3 Great Western Park and Valley Park

Papers B and D refer.

The Rector explained that these papers are to raise awareness with PCC members of issues being discussed by the Rector with relevant parties about the future of Great Western Park and Valley Park in ecclesiastical parish terms. It is possible that it might be best for Great Western Park to become a parish in its own right. A similar question will arise about Valley Park in due course. There is then the question of how that parish/those parishes would then relate to other parishes in the area.

Gordon Gill clarified that there will be no new church buildings on these housing estates. Congregations will use non-ecclesiastical public buildings instead.

It was agreed to defer any further discussion until we are asked to comment on some specific options, or to make a decision of some kind.

C6 Any Other Business

C 6.1 Thanks for Gifts to Clergy

Papers L, N, Q, R & T were noted.

The Rector closed the meeting in prayer at 11:00pm.

Dates of next meetings:

Individual PCCs: 4th February 2020 at All Saints' Chilton

Combined PCC: 7th April 2020 at All Saints' Chilton

CHAIR

SECRETARY

DATE

DATE