

# St Matthew's Church Harwell Annual Report 2009

## 1 The Annual Report

This is the annual report of the Parochial Church Council (PCC) for the Church of St. Matthew in Harwell, Oxfordshire. It covers the last financial accounting year for the church, which was the calendar year ending 31<sup>st</sup> December 2009. PCC members are elected on a yearly basis at the Annual General Meeting in April, so parts of this financial period were administered by the PCC elected in April 2008 and part by the PCC elected in April 2009. These PCCs were made up of different people.

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

- a) provide the context in which the annual accounts can be understood.
- b) relate the accounts to the wider life of the church.
- c) link the financial plans for the vision of the future and review the past year.

The report also is expected to conform to the guidance in the "Statement of Recommended Practice " for reports and accounts issued by the Charity Commission. The reader needs to understand how the finances relate to the organisational structure and activities of the PCC.

This report was approved by the PCC and signed on their behalf by the Reverend Christopher Stott, Chairman of Harwell PCC.

## 2 Background

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

In order to provide a framework for this work, the PCC has adopted a vision statement "Sharing life at the heart of the community, making followers of Jesus" and has based its strategy for fulfilling the vision around a number of key areas. Continual review of these areas provides a way to evaluate the extent to which our vision is being carried forward.

St Matthew's Church Harwell and All Saints' Church Chilton form a Joint Benefice. For efficiency and convenience the two PCC's regularly hold "combined" meetings, where members of the two PCC's come together to discuss matters that are common to both parishes before their individual meetings. Distinct from this, under the Pastoral Measure, there is provision for a Joint PCC, separate from the PCCs of the two churches. The two separate PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes. It has not met throughout the year.

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

### 1 PCC Membership

The membership of the PCC includes the clergy, the churchwardens, representatives on Deanery Synod (all of these *ex officio*), plus members elected for one year at the Annual Parochial Church Meeting. From April 2009 to March 2010, the membership of Harwell PCC has been:

<b>Clergy</b>	Rev. Christopher Stott	(Chairman)
<b>Churchwardens</b>	Allan Macarthur Tim Roberts	(Vice Chairman)

**Deanery Synod Reps.** Georgina Greer, Steve Tunstall  
**Deanery Pastoral Committee** Gordon Gill

### **Elected members**

Vicky Luker	(from April 2009)
Matt Webb	(from April 2009)
Sid Gale	
Vicky Macarthur	
Gordon Gill	(from April 2009)
Clive House	Treasurer
Mel Gibson	Secretary (from April 2009)
Frances Taylor	
Jane Woolley	
Tony Hughes	
Roz Shipp	(from April 2009)

The majority of PCC members are elected by Church members, and seek to serve the interests of the Church members in their common life in Christ. All PCC members therefore very much welcome hearing from Church members their views on matters that the council are considering, or suggestions for topics of discussion.

The minutes of PCC meetings are published on the notice board in the porch at the main entrance to the church and on the church website( [www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk)) and are available by e-mail if requested from the secretary.

## **2 Committees and Representatives**

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

<b>Standing Committee</b>	required by law. Has power to transact the business of the PCC between meetings if necessary. Consists of the Rector, the Churchwardens, the Treasurer and the PCC Secretary.
<b>Finance and Budget</b>	Clive House(Chair), Elizabeth Gill, Chris Stott, Allan Macarthur, Sid Gale.
<b>Missions</b>	Gives special attention to encouraging interest in overseas mission work, and recommends allocation of funds to overseas and home missions. Sid Gale (Chair), Kate Ullmer, Betty Pyke, Grace Mein, Georgina Greer.
<b>Buildings Committee</b>	Deals with maintenance, improvements and repairs to the church and church hall. Tony Hughes.(Chair) Mel Gibson, Roz Shipp, Frances Taylor, Tim Roberts, David Pyke.
<b>Social</b>	Vacancy for a co-ordinator.
<b>Joint PCC reps</b>	Sid Gale, Georgina Greer and the 'standing members' (the Rector, the Churchwardens, the Secretary and the Treasurer).

## **Worship**

This committee is a joint committee with Chilton and is responsible for the planning and review of all aspects of worship, responsible for the planning and preparation of Sunday worship, ensuring the varied gifts of the congregation are being used in worship and to plan developments and explore new initiatives in worship.

Chris Stott, (convenor), Steve Ward, Vicky Macarthur, Naomi Gibson, Pam Rolls, Martin Speed and Mel Gibson.

## **Ministry Leadership Team**

This group consists of the Minister, Churchwardens, the Church Administrator and those authorised to lead services.

Chris Stott, Steve Ward, Kate Evans, Joan Impey, Bruce Keeble, Naomi Gibson, Pam Rolls, Alex Reich, Carolyn Vickers, Gordon Gill and Vicky Macarthur. (Together with Churchwardens and others from Chilton.

The PCC has also given special duties to the following, not all of whom are PCC members:

<b>Bookkeeper</b>	Elizabeth Gill
<b>Treasurer</b>	Clive House
<b>Stewardship Secretary</b>	Ruth Slatter
<b>Christian Aid representative</b>	Vacancy
<b>Village Hall committee representative</b>	Vicky Macarthur
<b>Winterbrook Youth Club representative</b>	Tony Hughes
<b>Churches Together in Didcot representative</b>	Liz Roberts
<b>Electoral Roll Officer</b>	Mike Pepper
<b>Gift Aid Secretary</b>	Geoff Jenkinson

## **3 Church Membership and Attendance**

Attendance at church services is measured on the Sundays in October throughout the Church of England. The average figures (per Sunday) for 2009 were: Under 16yrs old- 37 Over 16yrs old- 119

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2009 stood at 144

## **4 Review of the Year**

The PCC has met seven times since the last annual report, including four combined meetings with Chilton PCC. The joint PCC did not meet.

There was an extra meeting to discuss Direction and SWOT Analysis

The following summarises some of the main areas of PCC business during the year.

### ***Worship***

The PCC received positive feedback over the year on the success of the worship group and the ability of the church to engage with all groups within the congregation. Christmas, Christingle and the Toy Service were a success and the toys once again went to the Oxford Women's Refuge.

Because of the spread of the Swine Flu virus H1N1, a decision was taken in July by the PCC on the recommendation of the Anglican Church to suspend the common cup at Holy Communion. Some people, especially the elderly were upset not to receive the cup, but it was important that the church consider those who have underlying medical conditions or poor immune systems. Subsequently the swine flu virus went out of the news and in September 2009, the common cup was reintroduced at Holy Communion, but if people still did not want to share in the cup then this was their decision.

Gordon Gill and Vicky Macarthur have been granted authorization to preach by the Bishop of Reading and they have now joined the Ministry Leadership Team.

### ***Outreach***

An evening alpha course was run by Allan Macarthur and Monica Buxton in the autumn with eight participants.

The Visiting Team continues to make a very valuable contribution to both the church and the wider community, but often this work is done out of sight of most people. Two people visit the Crown Nursing Home regularly.

### ***Children's and Youth work***

The PCC received generally positive reports on the regular Sunday groups for young people. The Youth Fellowship was particularly encouraging with as many as 25 young people attending each session.

The "Fledgelings" Group for pre-school children and their carers continues to flourish and every month they hold "Under his Wings" worship sessions.

This year's summer holiday club was "Showstoppers" which used performing arts to explore the stories of creation, David and Goliath, Daniel in the lion's den, Jesus' birth and his crucifixion and resurrection. The club ran from 9.00am to 3.00pm everyday from Monday 10<sup>th</sup> August to Friday 14<sup>th</sup> August. More than 50 young people signed up for at least one session and attendance each day was in excess of 40, except for the last day when 38 attended. The children enjoyed music, singing, acting, dance, craft, swimming and stories and an enthralling drama presented an episode each day, by members of the Youth Fellowship. We would like to thank all the people who gave up their time to make the event happen, especially Alison and Sid Gale for organising the holiday club and the Head and Key Stage 1 teachers at Harwell School for letting us use their facilities.

The Youth Fellowship meets every Sunday evening at Malcolm & Mandy Birkinshaws' Home, and up to 25 teenagers come together to learn more about God and to examine subjects and topics which they find challenging. They discuss topics such as "What is God like?" and "Can you change God's thoughts?" During the past year the YF have taken part in a 24hr fast in aid of young children who are victims of human trafficking, and have led two church services. Last December YF went to Calshot Activity Centre on the South Coast and this allowed them to grow together as a group and to get the chance to try new experiences such as rock climbing and archery. A number of the group went to New Wine last summer, which provided them a week to worship and to spend time with God, and YF now regularly attend Vertigo in Oxford, a youth worship and ministry event.

### ***Other topics***

**Communications: The Church Directory** has now been completed thanks to the work of Tony Hughes and Jane Woolley. It is available on paper or electronically on the church website ([www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk)) It lists all the key contacts for almost anything that is done around the church, for example children's groups, music, orchestra, flowers, missions ,coffee rota and much more.

**Direction: SWOT Analysis.** The PCC met in June to discuss further the SWOT Analysis from 2008.

The statement of purpose was: We are dependent upon God to grow his church. We can help this process or hinder it by what we do, how we do it and what we are. In the light of this we hold this meeting to investigate manageable objectives for the coming year in the context of previous progress and SWOT Analysis. **SWOT = Strengths, Weaknesses, Opportunities and Threats.**

Revisiting the 2008 SWOT analysis, the following main points were made:

- 1 A strength of the church was the way it can represent Christ's compassion in action-leading to a respect for the Christian community.
- 2 Communication and marketing issues represented a need to talk to people in a language they could understand.
- 3 The problem of the church not reaching "pockets" of the village- particularly the more deprived social groups, is of particular importance.
- 4 New approaches to church, such as "messy church" or "cafe church" may be a way to reach those who had a negative perception of the traditional Anglican Parish Church. It would be better in principle to go there rather than try to bring them here.
- 5 It was important to identify communication gaps, for example the Ladygrove church was predominately young people and they communicated through "facebook"
- 6 It is dangerous to have a one size fits all mentality- however as the body of Christ it was also important to ensure that it should be brought in to the Church community. (one perspective was that it was undesirable for the church to have separate groups for different types of people, but that it was probably the most appropriate way to progress).
- 7 We must be aware of having people say after an Alpha Course that they would go to church if it was more like the Alpha Course.
- 8 The strong scouting groups should be counted as an opportunity in the village.( though it was noted that although they used a church building and are a church sponsored group, they are not a church group as such).
- 9 The lack of flexibility in the church building was a weakness.
- 10 The threat associated with the church chancel roof. At some time it would need replacing.
- 11 Practicing what we preach. Greeting people in the street.
- 12 Re-organising the Deanery Pastoral Committee was an opportunity.
- 13 Economic downturn is a threat to income.
- 14 Focus on people looking for moral values is an opportunity.(eg MP's expenses)
- 15 Didcot West Development is an opportunity.

Next steps:

- 1/ Create a "Glossy Brochure" of what goes on in the church and village.( Started in 2010)
- 2/ Get YF involved improving communications. (This has now stopped as YF cannot contribute in the manner envisaged by PCC.
- 3/ Development of a church directory. (This is now complete as reported previously)

## 5 Financial Position

Thanks to efforts made by many of the congregation, our Planned Giving was up on last year to £43,598, an increase of £244. Donations were also up by £762 and loose alms up by £711

The Parish Share rose by £1,365 to £43,298.

With all these efforts, we have good news in that we just about broke even. The accounts this year were done on the Receipts and Payments basis, unlike last year which were done using the Accruals method. This means that the income tax received is shown as actual income, whereas in last year's accruals accounts it had already been shown as anticipated income.

The bank reserves fell by £1071 to £33,969; this is less than half of our yearly turnover and is below the sum recommended for charitable organisations.

### Budget and Spend

The full and independently examined accounts for 2009 are published separately. These represent the formal accounts that should be read in conjunction with this report.

Below is a summary of our income and spend over the years 2008 and 2009 with a budget forecast for 2010.

Church Payments	2008 (actual)	2009(actual)	2010(budget)
Parish Share	£41933	£43298	£43298
Mission Giving	£9500	£10000	£10000
Local Care & Emergency Aid	£400	£500	£1600
Joint PCC Expenditure	£7706	£7819	£7807
Harwell PCC Expenditure	£17339	£14368	£21065
<b>TOTAL</b>	<b>£76879</b>	<b>£75985</b>	<b>£83770</b>

Income	2008 (actual)	2009(actual)	2010(budget)
Envelopes/planned giving	£43354	£43598	£43000
Tax recovered	£10179	£12435	£12500
Loose Alms	£4895	£5606	£5000
Donations/legacies /other	£14099	£14861	£11000
Fees	£1912	£1896	£1500
Church Hall	£0	£0	£0
Interest	£1772	£467	£500
VAT reclaim	£42	£0	£0
Transfer from designated fund	£946	£-588	£0
<b>TOTAL</b>	<b>£77199</b>	<b>£78275</b>	<b>£73500</b>
<b>Net Surplus/ Deficit</b>	<b>£320</b>	<b>£2290</b>	<b>£-10270</b>

### Missions: Local Charity and Emergency giving 2009

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

<b>Charity</b>	<b>Amount</b>
<b>Mission Giving</b>	
John Abu Bakker	£650
CPAS	£900
Gideons	£700
Scripture Union	£550
Bible Society	£550
Andrew Thomas	£350
Church Army	£450
Missionary Aviation	£700
Barnabas Fund	£450
Action Partners	£1800
CMS	£2900
Local Charity Giving	
Didcot Emergency Fund	£100
Our Street Corner	£200
<b>Emergency Giving</b>	
SE Asia Disaster	£200
<b>Special Collections</b>	
TEAR fund( Harvest Sale and Lunch)	£614
Children's Society ( Christingle)	£182
CMS ( boxes)	£581
Christian Aid ( Carol Service)	£218
<b>Total</b>	<b>£12092</b>

## **6. Fabric Report 2009**

### **Summary of work carried out to the church in 2009**

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 buildings. Thanks are due also to those members of the church who give selflessly of their time to ensure our buildings are kept clean and tidy, and to others who contribute in so many ways to the upkeep of the buildings.

The log book of church repairs has been maintained and is presented with this report.

The Terrier, recording details of the church buildings and 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 for the church hall.

### **Electrical**

All portable electrical equipment in the church and church hall was tested, with unsafe items being disposed of, and other items being repaired. Recommendations following inspections of the main electrical systems were also implemented.

### **Chancel**

The interior walls of the chancel have been redecorated using Classidur Tradition paint and repairs were also made in the roof space. Quotations have been received for continuing the redecoration to other parts of the church.

### **Vestry & Tower**

The vestry was fitted with new storage units, while in the tower new bell rope pulleys were installed.

### **Doors**

The main door and the oak door to the tower roof have both been treated. Two additional spare keys have been purchased for the chancel door.

### **External**

The guttering has been cleaned and repaired, whilst a number of roof tiles have also been replaced or relocated.

### **Organ**

The old organ blower box, which contained asbestos insulation, was removed and replaced with a new blower and box.

### **Other Repairs**

The first Working Day in April focussed on cleaning, primarily in the interior of the church, but also on clearing the church path. The October day involved the clearance of the upstairs cupboard, with the disposal of unwanted items, as a result of which all parts of the cupboard are accessible once again.

### **Church Hall**

The church hall continues to be widely used and is generally in good order. The locks on the hall have been changed and an additional security lock installed on the main door prior to the temporary use by Little Pippins. The exterior painting was delayed due to lack of the correct paint, but this is planned for completion in 2010. There are also a number of general repairs and grounds work that need to be carried out each year and the main details of all of these can be found out in the hall log book. We are grateful to Wendy Sinclair for bearing responsibility for managing the church hall and to Martin Speed and Liz Roberts for their diligence in keeping it clean.

Many areas such as general maintenance of the grounds are not always recorded in detail and we are thankful for the help of the various people who contribute to this.

### **Specific Work Planned for 2010 includes:**

- Attending to missing and broken tiles on various sections of the church roof.
- Continuing redecorating the interior of the church (transepts).
- Providing a handrail for the platform steps.
- Erecting a plaque for the memory of Doug Jordan to commemorate work on the tower in 2007/2008.
- Improving the sound insulation for bell chamber openings.
- Repainting the exterior of the church hall.

- It should be noted that the Quinquennial Inspection of the church by the Church Architect, Philip Waddy, is due in 2010.
- There has been a request for Little Pippins to use the Church Hall whilst their new accommodation is being built.

**Allan Macarthur and Tim Roberts Church Wardens.**