

## Minutes of PCC Meeting - Monday 10<sup>th</sup> January 2022

**Present:** Beverly Watson (chair), Marguerite Barclay, Rebecca Brown, Rob Burch, Rob Crossingham, Simon Doran, Ed Gillett, Henrietta Harding, Robin Holdsworth, Katherine Hopwood, Julie Lodge, Simon Moulden, Peter Nicholls, Angela Rose, Jo Smalley, Annie Twidell, Trish Tye (secretary), Andy Wells.

*Chris Lambert to present Finance report.*

*Jeanette Whiteman to present Children & Young People Vision Group report*

### **1. Approval of minutes**

1.1. The minutes of the meeting held on 15<sup>th</sup> November 2021 were approved.

### **2. Standing Committee Notes and Approvals**

2.1. The notes of 14<sup>th</sup> December 2021 were noted.

### **3. Vision Groups**

#### **3.1. Finance Vision Group**

Chris presented the 2021 accounts (see Appendix A)

The main account has made a £2,927 surplus compared to a forecast deficit of over £7,000. The church income is the main reason for this excellent improvement on budget, as it is £13k more than forecast. All income has increased to a degree, but the church and hall income has increased dramatically. It looks like we underestimated the speed of recovery after the COVID closures.

The Autumn Fayre and Bonfire Night also contributed to the increase to income.

Expenditure was much as expected.

There has been an increase in the balance sheet due to the surplus and the closure of chair and window funds.

The main expenditure funds for the hall and the church have reduced as we have spent on some areas of maintenance in 2021, including a new shed and repaired drainage.

Katherine questioned the increase in cleaning costs. The church is now being cleaned by a professional cleaning company which accounts for the increase. The hall increase is simply down to additional hours, possibly due to the increase in use.

Beverly formally thanked Eve Gunn for her hard work managing the church, Reading Room and hall bookings.

Beverly commented that the churches that make the best use of their buildings are statistically those that grow. She also gave thanks to those who have helped to invest in the improvements we have made, such as the chairs and Reading Room improvements.

Beverly also formally thanked Chris for his hard work in preparing the accounts.

### 3.2. Children & Families Vision Group

Jeanette presented a report from the group (see Appendix B).

Beverly thanks Jeanette for her hard work, especially throughout covid.

Annie offered that she would be happy to be on the vision group. She has helped Beverly when Queen Eleanor's have attended church and would like to further that involvement.

Henrietta also thanked Jeanette and commented that we seem to have progressed since the last update and lots has been happening that the PCC might not all have been aware of.

Andy offered to help with encouraging baptism families to come to church, as this was the trigger point for him to start attending, especially the Altogether Worship service.

Marguerite commented on the huge amount of work undertaken by the small Toddler Team, especially with the setting up efforts to. We must recognize the cost of reaching out to the community in this way. Beverly stressed that it's important that we find some practical support for the team. Jo commented that perhaps we could get help from any Duke of Edinburgh Award Scheme participants at County School? They might be able to help with set-up/clear-up. Beverly and Jeanette will look at this.

Marguerite reminded Jeanette that one of Carolyn's roles on the Pastoral Team is to visit baptism families.

Beverly formally thanks Andy and Ellie Wells who were instrumental in making the Nativity happen this year, and they did an amazing job with the support of Jeanette and Julie.

### 3.3. Worship Vision Group

Beverly introduced Bishop Andrew's Ad Clerum on the issue of wine at communion (see Appendix C)

This 'Ad Clerum' is to be looked at by the PCC and is on the issue of wine at communion. For the best part of two years, we've not had wine at communion. There are a couple of options open to us for a period as necessary.

- Intinction - where you have the bread and then the priest dips the bread in the wine and puts it on your hand.
- Using small, individual glasses, like that used in the Baptist church. The glasses are filled with wine and then at a point in the service, everyone will drink their wine together.

The question for the PCC is, do we want to stick as we are and just have bread for the foreseeable future? Or do we want to think about one of the alternatives?

Katherine has experience of St Mary's where they have both the common cup and the individual glasses. Katherine thinks that having communion at the same time is an incredible feeling.

Simon Doran questioned the method of intinction described by the Bishop, but Beverly clarified that the method of communicant intinction has already been disallowed by the Church of England during COVID.

Annie has a concern about having to drink the full amount in the glass and does not wish us to use plastic glasses. Beverly explained that the amount would be small and that we would use glass rather than plastic glasses.

There was some discussion over the practicalities of using glasses, and these would need to be thought through.

It was also thought that the same means of offering wine could be used for those administering home communion.

Beverly stressed that this method has not been passed through the House of Bishops or General Synod, it is more giving us permission giving for a season rather than a change of canon law.

**Proposal:** That we purchase individual communion glasses and administer communion wine in this way and review in one year, or before if COVID conditions change significantly.

**Proposed:** Beverly Watson; **Seconded:** Rebecca Brown; **Against:** Robin Holdsworth, Angela Rose; **In favour:** remaining.

#### 4. Transforming Church Plan

##### 4.1. Cultivating Community Partnerships (Pastoral Vision Group)

Marguerite presented a report from the Pastoral Vision Group (see Appendix D).

Simon Doran offered his thanks for the wonderful job that the team is doing for his Mum; especially Marguerite, Dave and Richard. It has been very much appreciated.

Rebecca commented that the team has provided a real source of comfort, especially through quiet, background prayer and thoughts. Rebecca also commented that the role needs considerable training and commitment. Marguerite replied, that the Diocese are now offering a shorter, four session, training course. Carolyn has completed this and found it useful. The team also do their own in-house training through meeting every other month.

Andy thanked Marguerite and wonders if a way of recruiting more volunteers would be to dedicate some church services to Pastoral Care and the varying skills that volunteers might have. Julie reminded the PCC that all roles must be advertised as part of our safeguarding process. Beverly agreed to discuss this with Marguerite.

Rebecca commented that this area needs full attention and encouragement from the whole PCC.

Julie commented that there is a wider issue of volunteer availability. It has been an issue for Children's work over the last few years.

**Proposal:** That the Carolyn Nicholl, Susan Groves, Richard Hemingway and Dave Barclay are commissioned as Lay Pastoral Visitors. That Marguerite Barclay is commissioned as Pastoral Assistant and Team Leader.

**Proposed:** Marguerite Barclay; **Seconded:** Trish Tye; All in favour.

Julie commented that people like Jean Reed should be recognised in the role that they perform, and Beverly agreed that those stepping down should be formally thanked.

## 5. Vicar's Report

Beverly reported on events since Standing Committee:

The main item has been Christmas. Despite COVID and many challenges, it went pretty well, and I'd like to thank everyone for their input.

- We started the season with 'Comedy & Carols'. Paul Kerensa (Paul Young) came and over 90 people came. It was a lovely evening, of fun and fellowship and people were very positive about coming
- We had the Carol service on the 12th, which was lovely. The choir did very well and the children's choir too.
- We had the Nativity, with Andy and Ellie Wells leading, which went really well and then their grand finale on Christmas Eve for the Crib Service. There were about 100 people at the Crib Service, which given COVID was just about right.
- At Midnight Mass, we had Ryan Harding preaching, which was great.
- On Christmas Day Alison Moulden gave a lovely all aged talk. She got the families and children involved and I thought that went really well.
- On Boxing Day we just had a rather gentle follow up service which was very nice.
- The Dray Court Carol service was very well attended as was Carol singing with the guides.

Overall, given the challenges of COVID, it was a lovely Christmas and, although gentler than usual, rather special as a result.

- We began Epiphany with Altogether Worship.
- We're keeping with the same worship pattern for now: 8am (twice a month), 10am and 4pm. The 8am service remains quite small, but that's fine. It still serves a really important purpose in the life of our church.
- The 4pm service is also quite small, but it's hugely valuable to the people who come, so we're keeping that going for now. Particularly during COVID, we're offering two services that are quite small and safe. This is important at the moment.

- Now we're planning ahead for January. We've got Songs of Praise this coming Sunday, Quiz Night on the 22nd. Children's Church reopening on the 23<sup>rd</sup>. Sadly, we then have Rosemary Bailey's funeral on the 27th. Many of us will know Rosemary, she's been a member of the church for over 40 years and hugely committed. I'm sure her funeral will be a very special event.

## 6. Safeguarding

Julie provided a Safeguarding Update.

Julie has been occupied with caring for her parents and then sadly, the death of her Mum. There are therefore a couple of items outstanding: the action plan and the process for reporting serious incidents.

Julie thanked the Safeguarding Team who have met in her absence to see if changes were needed due to COVID restrictions. We were approaching a potentially dangerous time with increased attendance likely over Christmas. We looked at previous interventions that we had put into place and went back to what we thought were appropriate restrictions. These will be in place until the end of January when the Government reviews Plan B measures.

Marguerite commented that she valued the advice the Safeguarding Team gave about using lateral flow tests prior to in-person small group meetings.

## 7. Approvals

### 7.1. Hiring Rates from September 2022

The PCC reviewed the proposed Hiring Rates (See Appendix E) submitted by Eve Gunn, which had been approved by the Finance Vision Group at their last meeting. The rates have been increased by 5%

There was some discussion over some hirer's leaving the hall needing extra cleaning and whether we should be taking deposits. Katherine suggested that we could add a line to the terms of hire to say that hirer's would be liable for an additional cleaning cost of up to £20 if they didn't leave the hall in a clean state. Beverly agreed to discuss this with Eve.

**Proposal:** That we increase the hiring rates as documented in Appendix E, from September 2022.

**Proposed:** Beverly Watson; **Seconded:** Henrietta Harding; All in favour.

## 8. Dates of future meetings

Standing Committee – 15<sup>th</sup> February, 8pm, Zoom

PCC – 14<sup>th</sup> March, 7.30pm, Reading Room

APCM – 20<sup>th</sup> March, 11.00am, Church

**PART 2** (Confidential items)

(none)

Minutes approved on 14<sup>th</sup> March 2022

Signed:

**Note: The [Parish Safeguarding Handbook](#) is referenced here for your convenience.**

## **Appendix A**

### **PCC of All Saints Church, Guildford**

#### **Finance Group – Monday 10<sup>th</sup> January 2022**

#### **Review of Finances - January 2021 – 31 December 2021**

#### **The Annual accounts – Income and Expense Account Main Fund**

The format differs slightly from the preceding quarterly accounts. Only three columns are necessary, the actual figures for the year are shown in the column on the left and these are compared with the budget figures for the year in the centre column. The 2020 full year figures are shown in the right hand column for comparison with the current year figures.

The main fund is showing a surplus for the year of £2,927 compared to a budget deficit of £7,683 (both figures after our annual charitable mission giving). So there was a substantial increase over budget of some £10,500. The increase over budget has arisen because the church income was much greater than that which we anticipated at the beginning of the year when the budget was worked out; roughly £119,000 compared to £106,000. I think we probably underestimated the extent to which the church income generally and the hall income in particular would pick up after covid. There was no great saving in the church expenditure; in fact taken as a whole this was about £2,000 greater than that which was predicted in the budget. So the improvement on the budget is entirely due to the income level being so much greater than that which was anticipated.

Of the £10,500 referred to above some £9,000 arose because the net income of the church hall (including the church and reading room) was greater than that anticipated; roughly £25,000 as opposed to £16,000. The other categories of income, taken together, were also ahead of budget but not by much. The regular giving, always the greatest source of income, was just slightly ahead of the budgeted figure; this small excess over budget arose in the first three months of the year – probably influenced by the commitment Sunday - and has declined slightly in the succeeding nine months to about £500.

The only other things worth pointing out are a grant of £1,000 received from the local council (shown in "Receipts from Various Activities") and a particularly good autumn fete and bonfire which both generated slightly more than was budgeted for.

#### **Balance Sheet at 31<sup>st</sup> December 2021**

The balance sheet has been tidied up by transferring various small subordinate funds, not now needed, to the main fund. Accordingly the balances on the two windows funds and the chair fund; £539, £375, and £2,301 respectively, have now been added to the main fund along with the surplus for the year £2,927, and the main fund now stands at £60,112. Please see the first few lines of the balance sheet for the summary of the movement on the fund. The two other subordinate funds, for the church and for the hall, which are used to deal with major expenditures are still there but both have declined over the course of the year. The church fund has declined from an opening balance of £3,042 at 1<sup>st</sup> January to £1,800 at 31<sup>st</sup> December. The hall fund has declined from £951 to zero. And this is notwithstanding regular quarterly transfers in (to both funds) from the main fund – i.e. the expenditures on major items have exceeded the transfers in. The hall fund required an additional transfer in from the main fund (i.e. in addition to the agreed quarterly transfers) to cover the excess expenditure on the new shed which was not budgeted for and therefore not taken account of in the normal quarterly transfers in. (We are not allowed under the accounting rules to have a negative balance on a fund so the additional transfer in squared the fund off to zero.) Please see the notes to the balance sheet for all the details (transfers in and expenditures) and also see the Income and Expense Account for confirmation of the transfers in over the year. So although there is a surplus on the main fund of £3,000 there is an effective deficit on the two major expenditure funds, church and hall, taken together, of roughly £2,000. And it is important to look at the movement on all the funds taken together to get the full picture.

C Lambert



## Appendix B

### Children & Young People Vision Group – Jeanette Whiteman

The first thing I need to mention is that the membership of our Vision group has changed because there is need for both supervision and support for this wider group.

Our transformation goal is Growing Youth and Children's Ministry. There are two aspects to this goal:

- The first is to develop our ministry among children and young people.
- The second is to connect with parents, as well as children and young people, who are not involved in church.

To develop our ministry among children and young people may I quote from our Bible reading notes Encounter with God about nurturing young faith:

"In the parable of the sower, Jesus explains that many things can threaten the development of a spiritual seed into a mature plant of faith. In the same way, if we introduce children and young people to Jesus but don't nurture and encourage them on their spiritual journey, they may falter before faith has the opportunity to develop."

One of my greatest desires is to be able to nurture the faith of our children and young people and to encourage them on a spiritual journey.

It has not been easy over the past couple of years with restrictions imposed by Covid. And last term when Children's Church could start meeting again there were several special services happening, e.g. Remembrance Sunday and Harvest, which meant that children's church only met three or four times before we started thinking about it and preparing for the nativity. Hopefully this term we will be able to start children's church again and there should be nine services in which the children will go out.

Another difficulty we have had is that there are just Julie and me who are leaders. This causes problems when one of us has been unable to be there. So, we are looking for others who will join us and Alice Kenyon has just agreed to help, which is great news. This is particularly so as she is a trained Early Years practitioner, and we have a very wide range to cater for. We are also trying to encourage some of our teenagers to help and two of them have agreed, which again is good news. (It was by helping in Sunday school when I was 16 that my desire to work with children started and I know I learnt lots whilst I was doing it).

This brings me onto the youth group: we now have a team of leaders helping me with this: Liz Payne Alison Moulden and Joanna Brown. Our last meeting in the vicarage had 11 youngsters attending for games, pizza and a short discussion and reflection. We are looking into the possibility of holding our next meeting in the church hall. We aim to hold one meeting each half term.

I've also recently joined a group of youth workers based at various town churches.

The second objective is to connect with parents, as well as children and young people, who are not involved in church.

Beverly has a great ministry with Queen Eleanor's.

The Toddlers Group is headed up by Vanessa Virgo, not a member of our church, who takes overall responsibility for this. Carolyn and I help. Since the Autumn this has been held in the church building and this involves setting up the space and equipment each Thursday. Parents have commented how lovely and light the place is. This term we got off to a flying start with 20 adults and children attending.

Thursday, 25<sup>th</sup> November 2021

*Dear Partners in the Gospel,*

### **AD CLERUM**

Significant numbers of clergy (including all of our Area Deans) have raised with me the question of the administration of wine at Holy Communion. At present it is permissible for the congregation to receive Communion in both kinds through intinction, but the common cup is discouraged at a time when Covid-19 remains a real threat - and congregation members have been understandably nervous in churches that have looked to reintroduce it.

The House of Bishops has discussed this matter on a number of occasions, and especially the possible use of individual cups as in other church traditions (and other parts of the Anglican Communion). We have found it hard to come to a common mind on this, though all are agreed that we don't want to go down the costly, time-consuming track of changing Canon Law - not least given that we all wish to return to the common cup once the pandemic is over.

Some of the bishops have argued that the idea of the 'common' cup is fundamental to our understanding of the Eucharist; others have pointed to the use of individual wafers in many churches as a direct parallel to individual cups, and would argue that Jesus' command to 'drink this, all of you' should override the exact manner in which the commandment is fulfilled.

In common with all my sister and brother bishops, I acknowledge that for some clergy the use of the common cup is an essential part of Anglican practice, if not definitively required by Canon Law. I have no desire to promote the breaking of Canon Law, but I do want to allow churches in the diocese to come to their own conclusion on this matter, and I won't be policing it (any more than I police, say, the daily use of Evening Prayer).

Whatever decision is come to, I would ask that it is discussed and agreed in the PCC first, and that the element of 'common cup' (and indeed the 'one bread') is symbolised as clearly as possible. This ad clerum does not open the way for other departures from Anglican practice (e.g. lay presidency), and - were little cups to be adopted for a season - congregation members should be asked to drink all the wine within them, so as to avoid legitimate concerns about wine that is left unconsumed. It should go without saying that careful thought should continue to be given to our Eucharistic practice in terms of infection control.

Please do raise any concerns you have about this with your area dean, archdeacon, or one of us bishops. I don't want it to become a distraction to the vital but challenging ministry in which we're all engaged at quite such a complicated time.

May the Lord bless you as together we prepare for the Advent season,

+ *Andrew*

Willow Grange, Woking Road, Guildford, GU4 7QS

T: 01483 590500 E: [bishop.andrew@cofeguildford.org.uk](mailto:bishop.andrew@cofeguildford.org.uk) [www.cofeguildford.org.uk](http://www.cofeguildford.org.uk)

The Guildford Diocesan Board of Finance is a registered charity (248245) and a company limited by guarantee (225289)

 @CofEGuildford

 /CofEGuildford

## Appendix D

### Report for the PCC on Transforming Church Transforming Lives Goals for the Pastoral Team

I have taken this opportunity to reflect personally and with the Pastoral Team on what we set out to achieve as a Team relating to our Goals for Transforming Church Transforming lives.

First, I want to start by sharing where we are currently as a Team. During the past year Richard Pointer has made the decision which we have respected and sadly accepted that he now needs to and has stood down from being an active member of the team although wants to remain a prayerful supporter of the work.

Jean Reed is now a full-time carer and like Richard wants to remain a prayerful supporter of the team and act as a consultant to the team with her vast knowledge and insight through her long and very active connection with All Saints and as a village resident. However, it does mean she cannot actively engage in new work. This now means the present team of six, Richard Hemingway, Dave Barclay, Carolyn Nicholls, Sue Grove and Diana Reibleim and myself are having to respond to the considerable needs of an aging church community but also wanting to reach out to families and younger members of our community who in many ways are equally vulnerable. Diana has now indicated today that she is having to reassess whether whilst she is supporting her family three days a week, she can remain an active member of the team. She and I will be meeting to consider together what might now be the right way forward for Diana for her to continue or not as a team member, with her present level of family commitments.

We are very conscious that our team are themselves older members of the congregation and we are seeking to find new younger members to join the team who feel a calling to this vital ministry and have the time and space to become a committed and trained member of the team.

We would value your prayers and insights if you either feel personally, or know of someone else, who you feel might be someone willing to explore whether this is something they can commit themselves to and have a calling to this ministry of pastoral care within the parish community. Please be in touch, your support as a PCC is greatly appreciated.

Secondly in the light of this, how are we at present able to reach the goals we have set ourselves?

Looking back at last year's report to the AGM have things changed much and are the goals being met?

So looking specifically at the goals and how we are meeting them, this is what we are doing.

The goal in the plan is: 'To be a source of salt and light. To be a force for good in our community. Under the "five marks of mission" Respond to human need by loving service'.

In reality what does that mean? Using the What? Why? How? When? Progress and Outcomes.

We are visiting and actively supporting the housebound, isolated, vulnerable through identifying with them what support they need and is appropriate for us to offer. We are also maintaining contact with families and are part of teams reaching out in service to the community at large e.g. Toddlers Group and Community Ladies Lunch. This has included giving an opportunity of being listened to and valued.

Emotional support, practical support, spiritual and prayerful support, Home Communion and signposting by enabling support to be obtained through other agencies e.g. Cruise, Crossroads, Age UK and Alzheimer's Society, installation of practical equipment to support health and communication needs, accompanying to hospital and medical appointments. To

this end with the work done by the original Community Engagement Team, I have been able to produce an information and contact file for Team members as a resource in knowing what is available in the community in the way of professional and charity resources. I have linked with Cruise, Crossroads, Residents Association, local Councillors to find out how to access additional support and what is at present currently being offered to people in our parish as a resource. I am also linked to Voluntary Action South West Surrey so am kept updated on resources and training available to the voluntary sector which we as a church are a significant member. This year has seen the reopening of personal links through the Dray Court Service which restarted in September.

Sadly, we have seen the passing of many of the original older people who were part of the Dray Court Service and others who through age and fragility now don't feel confident to mix socially with others. To address this we continue to keep in touch with pastoral visits, where appropriate, by telephone and cards and by delivering to those residents we have permission to be in touch with, the weekly All Saints notices and notices of all up and coming Dray Court services. It was encouraging to see more people at the Dray Court Carol service and for residents with support and encouragement to take part in the service.

As a pastoral team we have engaged in further in house training bi-monthly and Carolyn has now completed the Diocese training as a lay Pastoral Visitor and she is being commissioned along with commissioning of the Pastoral Team as Lay Pastoral Visitors and me as a Lay Pastoral Assistant and Team Leader on Sunday, 23rd January.

Commissioning is now being done in the Parish by the Incumbent and with the PCC's approval and blessing.

Carolyn has taken on responsibility for the follow up of Baptism families which has meant she is getting to know them personally and is greeted by them when they see her out and about so important links are now being made and maintained.

These remain very challenging times and constant adaptation has to be made and considered in relation to what is safe and appropriate for us to be engaged in with face to face visits or in alternative ways.

I am very happy to answer any queries or questions but hope this has given you a good picture of what we are doing, how we are doing it and the outcomes.

We would like to make a slight change to our original Goals by adding after the first phrase,

'To be a source of salt and light, reflecting God's love'.

## Appendix E

# All Saints's church booking fees

## With effect from 1<sup>st</sup> September 2022

### Proposed increase of 5%

	Hall current	Proposed 2022	Church current	Proposed 2022	Reading Room Current	Proposed 2022
<b>Regular users</b>	Per hour	Per hour	Per hour	Per hour	Per hour	Per hour
Special Concession*	£7.50	£7.80	Upon application		Upon application	
Registered charities, Guides, Brownies etc	£10	£10.50	£25 per hour	£26.25	£10.00	£10.50
Community groups Folk Dancing, Yoga, etc.	£15	£15.75	£30 per hour	£31.50	£10.00 per hour	£10.50
Commercial, e.g. nursery, concerts, theatre style productions	£12.60 for Montessori £15 for all others	£13.25 £15.75	£50 per hour	£52.50	£15.00 per hour	£15.75
<b>One-off users</b>						
Parties	£70 per 4 hr session	£75	Not available		£44 per 4 hrs	£47
All other one-off hire	£20.00	£21.50	Upon application		Upon application	
Evening parties (finishing 10pm/11pm)	£30 per hour plus deposit up to £500 fully refundable	£31.50 £500 deposit	Not available		Not available	