

All Saints Parish Church – Parochial Church Council

Minutes of meeting held on 15th March 2016

Present: Rev'd Jo Jones Tony Ripton Sally Cansdale Allan Ellis
Geoff Clarke Chris Pendrill Bernard Smart Pauline Montague
Margaret Bruce Pam Butt Nanette Wright

Opening devotions led by Geoff Clarke

1. **Apologies:** Diana Day and Andrew Brewster

WORSHIP AND MISSION

2. Vicar's report:

Rev'd Jo reported the following:

- **Chaplaincy at Westminster Abbey** - will be 27.11.16-2.12.16. Being close to the Christmas Tree Festival the PCC agreed that a pilgrimage would be considered for her August 2017 week
- **Commissioning new church wardens** – will take place in a joint service at Highwood for all 3 parishes on Trinity Sunday 22.5.2016
- **Permanent change of start time for Matins** – the PCC ratified the decision it had made unanimously since the last meeting, that the time of this service should change to 11.00am effective from April 2016
- **Strategic overview of progress** – Rev'd Jo noted that there was a lot going on and going well at All Saints, and that as yet time had not permitted her to undertake a strategic overview. She also noted her appreciation for the help and support, and the shared ministry that goes on at All Saints.

3. Upcoming events:

- Sunday 17th April at 2pm Wendy Hibbitt will be running a churchyard tour, after which refreshments will be available inside the church. A friends of Writtle Church event.
- Sunday 24th April (after our AGM) Rev'd Jo will take the evening service at Cooksmill Green
- Mission and Ministry Unit – clergy and one lay evangelist currently meets for midday prayer on Tuesdays, and a review of what's next will be led by the Rural Dean at Deanery/MMU level..

4. Feedback from committees and teams related to worship and mission:

Worship Development committee: The February meeting reviewed the September 2015 overview paper, noting:

- Wacky Worship is taking place on 4th Sundays at the moment
- Rev'd Jo plans to dedicate the votive stand and during an afternoon or evening healing service, and to use it during worship
- Baptisms are largely booked outside worship, so this is being kept under review. Also a baptisms preparation session will take place soon

The meeting had spent most time considering worship for this quarter (encompassing Lent, Holy Week, Easter and Mothering Sunday):

- Uniformed groups - Rev'd Jo has met with leaders to discuss church parades and other worship and church events
- Link Club Holy Communions – Rev'd Jo has devised new, user-friendly service booklets, and will hold the Ascension Day Eucharist at Link Club, and invite the wider congregation
- Celebrating Together – Rev'd Jo plans to draft a new version for 1st Sunday Eucharists as soon as time allows
- Worship resources for the Family Service – new books purchased
- Hymns for March and rota for choir band and voices all planned
- Summer sing – afternoon event planned for Sat 2nd July to learn some new hymns
- Special services and events:
 - **20th March** Palm Sunday 8am then 10.30am procession/parade beginning in the Christian Centre followed by All-Age Eucharist with dramatic reading of the Passion according to St Luke
 - **Holy Week** - evening worship/meditation Monday-Wednesday under consideration following very low attendances last year
 - **24th March** Maundy Service 11am Chrism Mass at Chelmsford Cathedral. Eucharist of the Last Supper at 8pm followed by stripping of the church and vigil until 12 midnight. After some discussion we have decided to try a year without Seder meal. It may be possible to consider an Eastertide Feast. Hand washing as people come in. Foot washing as part of the liturgy. Altar of repose in the Nicholas Chapel
 - **25th March** Good Friday 10.00am family service followed by hot cross buns. As many as possible to experience the Chelmsford City Passion at 1.30pm, transport to be arranged by car/walking/cycling/bus groups. Highwood to join Writtle for Good Friday worship
 - **27th March** Easter Day 6.30am Dawn Service on the Green to be led by URC Rev'd Mark Meatcher. Breakfast for Easter Day after Dawn Service at Geoff and Isabel's (numbers needed for catering); 10.45am Eucharist, then egg rolling, egg hunt and Easter Bonnets (9.30am Eucharist at Highwood led by John Howden who will then preach at All Saints)
 - **3rd April** Easter Feast bring and share – resurrection stations/reflections at 1pm
 - **5th May** Ascension – Link Club Holy Communion for all. Evening communion at Roxwell
 - **15th May** Pentecost on the Green at 10.45am (All Saints and URC)
 - **22nd May** Trinity Sunday joint service at Highwood (at 10.00am)
 - **2nd July** Summer Sing at 2.30pm
 - **31st July** Praise and Picnic at 4pm on the Green, District Service (Writtle, Highwood, Roxwell, URC and Cooksmill Green).

Mission and Outreach committee: Rev'd Jo is forming this on an event by event basis. A possible 'Bible in an Hour' event to be developed with Michele Moody taking the lead.

Charity team: Our Lent charity this year will be for Mary's Meals. There is a tentative plan to focus on fair trade at Harvest. This would also involve our uniformed groups.

Worship team: Things are going well and attendances are good. Paul Summerton and Steve Bright have joined the team.

Christmas tree festival team: Nothing to note at this point in the year.

PASTORAL CARE

5. Nurture and spirituality:

The PCC agreed that the Lent course had been successful. It was well attended and feedback received has been very positive. Rev'd Jo hopes to develop our learning as a church, varying how and when. Rev'd Jo noted that Rev'd Audrey Cousins has offered to deliver a course in her home, based on the Eucharist.

6. Feedback from committees and teams related to Pastoral Care:

Healing Ministry Development Team: Rev'd Jo led the most recent meeting which reviewed progress in terms of support: what is the experience of healing those seated at the back of the church in wheelchairs. Discussion also covered more prayer support from the congregation and the importance of everyone receiving the healing prayer sheet with service books on 4th Sundays. We are also prayerfully seeking new members with an emphasis on including a wider range of people and debunking the idea that all who offer this ministry are 'physically fine' or 'experts'. Next meeting is on 29th June.

Social and Fundraising team: A busy couple of months have included Shrove Tuesday pancake evening, helping with Marriage Preparation Day refreshments, well attended Lent Lunches and fundraising Film Night (12th March). Future plans include:

- Good Friday refreshments
- Easter Feast (3rd April)
- Afternoon teas to mark the Queen's 90th birthday (21st April), involving the Link Club, Darby and Joan Club and open to the village (tickets at £1)
- Safari supper (18th June)
- Fashion Show (29th October)
- A fundraising concert

7. Mutual care on the PCC:

- **Modelling how to live and work together** – The PCC agreed that this an important function in its leadership role within the church
- **Preparations on PCC nights** - The meeting agreed that it should share in the preparations at the beginning and end of each meeting. Pam and Chris offered to continue doing refreshments, and it was agreed that others should arrive in time for 7.15pm to set up furniture etc, and to clear up after each meeting
- **Clergy Wellbeing** – Allan noted (and the PCC agreed) Rev'd Jo's importance to the church, and the need for the PCC to care for her. As such he asked that she attend the Diocesan Clergy Wellbeing day in April, and Rev'd Jo confirmed it is in her diary.

STEWARDSHIP

8. Treasurer's report:

Final 2015 accounts – Sally proposed that the PCC agree these. Pam seconded the motion and there was unanimous agreement that Rev'd Jo should sign them. Rev'd Jo thanked Pauline for all her work in preparing and finalising these accounts. **Action: Pauline** to send accounts to Nanette for inclusion in the ACPM booklet being collated.

2016 budget report – The PCC noted the February report forecasting a year end surplus of £595, and that it was too early in the financial year for a true budget v actual comparison of our income and expenditure because of timing differences.

9. Preparations for Annual Parochial Church Meeting (24.4.2016):

- **2016/17 PCC** – four vacancies as Bernard will step down at ACPM. Periods of office for existing PCC members are:

<i>May 2011-April 2017</i>	<i>Andrew Brewster, Pam Butt, Chris Pendrill</i>
<i>May 2012-April 2018</i>	<i>Diana Day</i>
<i>May 2013-April 2019</i>	<i>Geoff Clark, Nanette Wright</i>
<i>May 2014-April 2020</i>	<i>Allan Ellis, Margaret Bruce, Pauline Montague</i>
- **Reports** - being collated, with late contributors being chased. **Action: Nanette** to ensure 120 are printed and available in church by 10.4.2016.
- **ACPM agenda** – Rev'd Jo to prepare
- **Presentation at ACPM** – Rev'd Jo will need screen set up after the service, and will show Dave Andrews' clip on the Beatitudes. She will also ask people to consider their vocations in the church (eg governor at Writtle Infants, church representative on Writtle News Editorial Board), and talk about a stewardship campaign (including some of Pauline's graphics on the screen), as well as including something more fun!
- **Costs per person** – Rev'd Jo will highlight cost of running the church at the ACPM. **Action: Pauline** to provide her with the running costs per person based on full payment of the parish share and the average congregation (of 100)
- **Sidespersons' elections** – additional sidespeople need to be recruited. **Action: Sally** to email list to Nanette for ACPM papers. **Action: Sally and Tony** to recruit additional sidespersons
- **Notices and nominations** – **Action: Nanette** to ensure that notice about ACPM (SG4) is pinned on church door by Sat 9.4.2015, signed warden nomination forms (SG6) are collected, and PCC member nomination forms are available and signed ones collected in advance
- **Recruiting new PCC members** – **Action: Rev'd Jo** to draft item for the Link. **Action: Sally** to include in the notices

10. Church Wardens' report:

Both wardens attended the cathedral when the new Archdeacon, Rev'd Elizabeth Snowden, was installed in the Cathedral on 13th March.

It has been noted that there has been some undercounting of attendees at Sunday services – this is evident when numbers receiving communion differ from numbers counted (the number of communicants cannot exceed attendees). Sidespersons are being asked to remain at the back of church, until an appropriate time, to welcome latecomers and ensure that counting of those present is correct. They are also being asked to count choir members as they process into church.

The DAC has advised that no faculty is required for the organ works which could now begin in April, avoiding any weddings or festivals. There is currently a shortfall of £1,000 for this restoration, and Sally reported that Michael Little is confident that the funding will be available in time for the work (which will take 3 weeks) to start on 11.4.2016.

11. Health and Safety

Risk assessments are due for review, and now there have been adjustments about what is included within phases 1 and 2 of the Quinquennial repairs, Sally will complete another risk assessment. She noted that it will be necessary to close off the unofficial path to the south side of the church, whilst works are in progress. Some scaffolding will be required in the children's corner - a decision will be made about requirements once the poles are in place.

12. Correspondence

2016 Quinquennial Inspection: Simon Marks will undertake this on Weds 22.6.2016.

13. Feedback from committees and teams related to Stewardship:

Finance and Stewardship Committee: After consideration, the Rev'd Jo proposed the PCC adopt its terms of reference, the motion was seconded by Sally and unanimously agreed.. Scrutiny will begin after completion of final year accounts. **Action: Pauline** to identify new members by end May 2016.

Fabric Committee: There has been no meeting since the PCC last met, but updates are:

- Quinquennial repairs: Nick has worked tirelessly on the faculty application, which became more complex when the Registry required an increase in Bakers' public liability insurance. Some of the stone work will now be postponed until Phase 2 in the autumn due to the delay, so Simon has suggested some of the lower work be brought forward into Phase 1. **Action: Pauline** to confirm tender price with Bakers
- Point of contact whilst Bakers are on site – Tony advised that he has changed this to himself
- Nicholas Chapel: Isabel is working hard with Andy to research options for the joint meeting of PCC and Fabric committee in April.

Rev'd Jo noted that we need to find better ways of getting the village involved in funding the church, because the existing congregation cannot afford to maintain the building as well as paying our parish share.

Christian Centre Committee: Nothing new to report this month, other than having signed off 2015 figures.

Churchyard conservation team: Nothing to report at this point in the year.

Friends of Writtle Church: Following a meeting of the Friends and discussion about income from tours, Nanette proposed that any fees charged or donations received from visits to the church or churchyard should in future be allocated to maintaining the fabric of the building directly into the PCC's Fabric Fund. Allan seconded the motion which was then unanimously agreed.

The PCC noted a sense that the Friends is now run by people within the church, and that the events organised could continue to be organised by the same people without the existence of the Friends. For further consideration at a later date.

14. Minutes and matters arising:

Minutes of the last meeting (held on 11.1.2016) were agreed as a correct record. Matters arising:

- **Film night** – All Saints already has one of two licences required, but the extra licence for churches (@£149) precludes any advertising other than word of mouth. **Action: Allan** to establish what Langham village had and advise Margaret for the Social and Fundraising committee
- **Mission events** – Rev'd Jo advised that:
 - Play of the Bible in an Hour – Michele Moody has agreed to take a lead for this 2016 event, which will involve the schools
 - Wash day – agreed this was a good way of raising our profile in the village (eg washing street signs and/or litter pick, working with the parish council and involving the schools), but with just 3 responses for 2016, this to be postponed to 2017. **Action: Nanette** to agenda for January 2017 PCC
 - Lent Lunches – have gone well but ideally we will attract more people from the wider village. **Action: All** to think what else we might do in the community
 - Teddy jump at the Village Fayre – will need publicity. **Action: All PCC members** to pass information to Rev'd Jo to recruit people to help with this – possibly our young people.
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15. Any other business:

- **Amplification during services** – Bernard noted that those using the lectern could often not be heard. **Action: Rev'd Jo** to include in forthcoming refresher meeting for all concerned, and to ask Jean to remind readers. **Action: Rev'd Jo** to liaise with John Howden about the paper he has drafted about a sound desk
- **Light above the lectern** – **Action: Church wardens** to look into what needs to be done
- **Fundraising ideas** – A draft letter seeking funds from those on the electoral role was tabled. Rev'd Jo noted that this would be part of the wider stewardship campaign. **Action:** Pauline to take this and a wider stewardship campaign into the Finance and Stewardship Committee
- **Nicholas Chapel plans** – to be discussed at joint meeting of PCC and Fabric committee on 12.4.2016 with a view to sharing with the wider village at the Village Fayre on 9.7.2016
- **Memorial wall** – after vandalism before Christmas, attempts to clean it have been made but a number of complaints have been made that the wall has still not been fully restored. The matter has now been reported to the police and referred to our insurers. Following the insurance offer and early quotes for urgent, full restoration of the wall, Allan proposed that the PCC allocate £1500 to top up the insurance payment. This was seconded by Geoff and agreed. With the benefit of hindsight, the PCC agreed that where damage occurs in future and the congregation does not have the appropriate professional skills to complete a repair, we should always give early consideration to seeking a suitably qualified contractor to undertake the work.

16. Next meeting:

The date of the next meeting was changed to **Monday 25th April 2016** in the Christian Centre's small hall. Refreshments and set up at 7.15pm for a prompt 7.30pm start. There will be a short agenda in order to allow time for a Eucharist for the new PCC at the start of its year.

In addition there will be a joint meeting of Fabric and PCC on **Tuesday 12th April 2016** to review outline options for the Nicholas Chapel.