

Christ Church Downend

Minutes of Parochial Church Council Meeting

8 April 2009

Present: Rev Jo Vickery (Chair), Geoff Greet, Geoff Cater, Pauline Pearce, Bill Robbins, Myra Brown, Martin D Brown, Joyce Bevan, Patrick de la Hunty, Ray A Hackney, Martin Jefferies, Richard Harris, Stuart Bunting.

In Attendance: Kath Horne

JV explained that Brenda Greet was unwell and unable to take the minutes. He informed the meeting that Kath Horne had agreed to stand in for Brenda; he asked all those present if there were any objections to this. No objections were noted.

Apologies for absence

Apologies for absence were received from Helen Johnson, Debbie Paragreen, Rev Penny Nash and Brenda Greet.

Opening worship

JV circulated the annual report for 2008 and asked everyone to reflect on the aspects listed on page 6 for a few moments and then to pray thankfully for each of these. A time of prayer then took place.

07/09 Minutes of the last meeting

The minutes of the last meeting were agreed as an accurate record and were signed by Rev Jo Vickery.

08/09 Matters arising

i. Environmental Sunday

RH reported that "Environmental Sunday" will be held on the 20 September 2009. RH explained that Geoff Payne and Paul Hacker would be there as they had written the Environmental Policy. RH stated that after the service there would be a BBQ and that he will endeavour to find carbon friendly BBQ fuel.

GG reported that Mark Payne had started the environment survey of the Church; GG explained that Mark Payne will undertake regular audits to ascertain the electricity and gas usage. GG explained that Mark had started to determine the light bulb wattage currently used in order to make recommendations for change.

JV requested that the spotlights on the stage be significantly increased in power, as good light and sound are fundamental to worship. GG agreed to ensure that this happened.

ACTION: GG

ii. Treasurer's Report

RAH stated that accounts for January and February were as predicted, he did not have an up to date position for March. RAH explained that he had received an e-mail from John Moore who was very concerned about the decrease in the offertory, particularly in relation to the envelopes. RAH felt that the congregation were not aware of the location of the basket in respect of the new offertory system. RAH did not have the exact amount by which the offering had reduced however he felt that it was significant.

Detailed Discussion took place.

It was agreed that the plate system be reintroduced on Sunday 12th April 2009 and bags be purchased for future collections of offerings.

Proposed: Ray A Hackney

Seconded: Patrick de la Hunty

ACTION: RAH, GG, GC

iii. Building Report

BR asked all those present if they had received the building report and new plans. BR updated and explained in detail the steering group's option for the two tier plan. BR proposed that "Ecclesiastical Property Solutions" carry out a feasibility visit in order to produce an initial assessment, and a subsequent detailed report. BR estimated that the cost of this would be approximately £600-£800. BR explained that if the two tier system was a feasible option then expressions of interest would be sought, a specification and criteria would be drawn up and the tendering process would begin.

GC sought clarification regarding the current contract with Derek Kemp. JV requested that the contract be reviewed, in order to clarify this issue.

It was agreed that BR would arrange for "Ecclesiastical Property Solutions" to carry out a feasibility visit, an initial assessment, and a subsequent detailed report.

Proposed: Bill Robbins

Seconded: Ray A Hackney

ACTION: BR/PCC Secretary

09/09 New Business

i. Key Questions for Christ Church (inc. Associate Minister)

JV explained that he had met with the Archdeacon Alan Hawker who had advised him that there was now a spare post available in the deanery and he hoped it could be allocated to Christ Church for a full time associate minister. JV asked for comments regarding the job description and person specification for the associate minister which had been previously circulated. JV also asked those present to consider the statement in the letter accompanying the job description – **"Christ Church Downend aims to equip people of all ages to make a difference in the world as whole-life disciples of Jesus Christ"**. JV explained the he felt that this statement lies at where God is leading the PCC and Christ Church. JV asked for comments regarding the statement.

Detailed discussion took place.

JV explained that the successful person would need three qualities: Calling – (to minister in Christ Church and the Community), Chemistry- (in order to foster key relationships), and Competence- (in respect of the job and person specification).

RH suggested that in the parish profile a paragraph be dedicated to what the successful person could expect back from Christ Church. JV outlined that the next steps would be to meet again with the Archdeacon Alan Hawker.

MDB felt that in respect of the statement it was a fantastic vision for Christ Church. JV explained that a Strategy Group would be established to take this vision forward.

JV presented a booklet to the meeting entitled “Growing Spaces”. JV explained that his vision was for all of the home groups to use the booklet. JV asked the meeting if the PCC would pay for the initial printing costs of £623. All profits would go to Christ Church.

It was agreed that the PCC would pay for the initial printing costs of the “Growing Spaces”. booklet.

Proposed: Patrick de la Hunty

Seconded: Bill Robbins

ii. Operational Management Group (inc terms of reference)

MDB circulated the terms of reference for the new Operational Management Group. He explained briefly that the Standing Committee would now be replaced by the Operational Management Group and that this group would form a sub group of the PCC. MDB suggested that due to time constraints that this item on the agenda be held until the next meeting for further discussion, all those present agreed.

ACTION: PCC Secretary

iii. Sick pay

GG asked about the policy for sick pay. MDB explained that there was no standard policy for sick pay currently in place. MDB explained that the employee manual stated that an employee of the church was entitled to 3 months sick pay in any 12 month period, however the manual wasn't explicit about probationary period, or whether the employee was entitled to full or half pay during periods of sick leave.

Discussion took place

It was agreed that after completion of a three month probation period an employee of the church would be entitled to 3 months full pay for sick leave in any 12 month period.

iv. Church Cleaners

PP asked how the recruitment of the church cleaners was progressing. GG advised that short listing had taken place and that interviews would take place shortly.

v. Signage to Christ Church and North Street Hall

JV explained that he had been in touch with Steven Essery from South Gloucestershire Council regarding signage for Christ Church and that this issue was progressing slowly.

vi. APCM, PCC, PCC Secretary and Deanery Synod elections reminder

JV explained that the Annual Parochial Church Meeting would take place on Sunday 26th April 2009 at 11.30am in the Parish Church.

JV explained that Brenda Greet would be stepping down from the role of PCC Secretary.

JV reported that Geoff Cater would be stepping down from his role of Church Warden after 4 years service. JV thanked him for his hard work and commitment to this role, JV asked GC if he would like to make any comments regarding this role. GC thanked JV and explained that in respect of his replacement that maybe 4 years service for a Church Warden was too long and that perhaps there should be a 2 year contract with an opt out option. JV agreed that the PCC should discuss this in more detail; JV asked that this issue be tabled at the next PCC meeting.

JV stated that he would leave nomination forms for election out and urged those present to complete them as soon as possible.

JV asked that prayerful consideration be given to all the re elections and new elections.

ACTION: PCC Secretary

vii. Electoral Roll, Safe from Harm and Correspondence

a. Electoral Roll

There were no additions to the Electoral Roll to be reported.

b. Safe from Harm

The following names have been approved: Andrew Pound, Anita Dobson, Rosemary Lancaster, Barbara Tooby, Richard Haskins, Dave Tooby, Annette Linton, Wendy Breward, Molly Carter, Geoff Cole, Tim Cole, Hannah Cole.

c. Correspondence

Thank you letters were received from the following organisations – Tear Fund, Church Mission Society (CMS), Open Doors, Anglicans in World Mission (USPG), The Children's Society, Eurovangelism, Mercy Ships, Christian Aid, St James Priory Heritage Appeal, Barnabas Children's Ministry (BRF).

Closing prayer

Everyone shared the Grace together.

Date and time of next meeting

The next meeting for the Parochial Church Council will take place on Thursday 21st May at 7.15pm in the Parish Church.