

Christ Church Downend

Minutes of Parochial Church Council Meeting

30th June 2009

Present: Rev Penny Nash (Chair), Rev Jo Vickery, Geoff Greet, Joyce Bevan, Stuart Bunting, Rachael D. Hill, Helen Johnson, Adrian Lewis, Mike Parsons, Pauline Pearce, Bill Robbins, Paul Churchill, Richard Harris, Kate Williams (PCC Clerk).

Opening Worship:

Time of prayer and worship was lead by PP.

Apologies for absence

Apologies for absence were received from Ray Hackney, Martin D. Brown, Myra Brown, Paul Hacker and Andy McNeill.

Appointment of PCC Clerk and co-opting HJ

JV started by asking the PCC for their approval for Kate Williams to become the PCC Clerk. A unanimous decision was reached by the PCC and Kate willingly accepted and duly taken on the role.

As HJ was now an employee of the PCC in her role as Pastoral Care Worker she was no longer able to be a full member. It was unanimously agreed that she should be co-opted on to PCC, but she would not be a Trustee.

Minutes of the last meeting

A correction was noted and documented that a unanimous decision was made to appoint a youth worker and to draw up a job description as soon as possible, which is to be funded by The Christ Church Ecclesiastical Charity for one year. The minutes of the meeting held on 21st May were then accepted as a correct record and signed by Rev Penny Nash.

Matters arising

- 1. Strategy for Discipleship**

JV explained to PCC that a full update could not be reported as PH was unfortunately absent. JV did suggest the possible ideas of involving Home Groups and Peer Groups in the telling of people's stories in the strategy for Discipleship. A full update will be provided at the next PCC meeting by PH.

PH will provide a mind map of developments for the next PCC meeting.

ACTION: PH

2. Signage to Christ Church

JV reported that the Local Council have agreed to produce and erect two signs to Christ Church, one from the roundabout in Downend, the other at the entrance to Christchurch lane from North Street. An exact date for the signs to be put up has not been confirmed by the Council as of yet, however, JV will liaise with Janet Biggin for the exact date.

3. Building report update

BR spoke regarding the stage the building project is up to. On 16th May the Steering Group had met with Revd Andrew Mottram of Ecclesiastical Building Solutions (EPS) to review progress and advise on a way forward. A full report was provided by EPS, and a summary given to PCC by BR.

It was suggested in that report that the cautious and uninspiring proposals were not the solution for this building. The two tier concept that the Steering Group had discussed was worth investigating to see if sufficient space could be created inside the existing church envelope to accommodate all that the church wanted to do. The Steering Group proposed to apply to the Diocesan Advisory Committee for a preliminary consultation and site visit over the summer, and the implementation of a presentation process to groups within the church in the autumn so that people are familiar with the project and what priorities have been identified to date.

A Newsletter would be given to congregation regarding the updates to the Building Project and any ideas for future developments.

Long detailed discussion took place.

BR asked the PCC to approve the proposed way forward and to endorse the deferment of the decision to undertake major renovation of NSH until the New Year but continue to explore costs of kitchen upgrade and stage removal.

**Proposed: Pauline Pearce
Greet**

Seconded: Geoff

Unanimously agreed by PCC

4. Youth Worker and Associate Minister updates

PN informs the PCC that this role is being advertised on the website today with a full job description. Confirmed closing date for the applications is the 4th September 2009.

JV explained to the PCC that the final interview panel with parish reps plus Bishop of Swindon, Archdeacon Alan Hawker and JV for the Associate Minister vacancy is being held on the 20th July 2009.

5. Finances

As RAH was unfortunately absent from the meeting JV presented the Treasurer's Report which included a breakdown of sources of income for 2008 and 2009 to the present month. This was warmly welcomed by PCC as it now becomes possible to see how the giving is increasing or decreasing at any given point in the year. The trend for 2009 was an increase of 4% over the previous year. JV commented that this is one indicator of the growth of people's commitment to give at Christ Church, in spite of the Credit Crunch.

Chris Johnson was thanked for his new role in the finance team as Gift Aid Secretary following Janet Howe's decision to officially step down from this work. The PCC wanted to express sincere thanks to her for all her hard work and JV was asked to take flowers to her as a sign of appreciation.

New Business

1. Safe from Harm

Sally Ashton joined the PCC meeting at this point and informed the PCC that the Safe from Harm policy is up for renewal. Sally will be involved in compiling an up to date policy and was thanked for undertaking this task.

GG commented that there is no Health and Safety Officer at present, JV confirmed that this role will be filled and is waiting for a decision.

ACTION: Health and Safety Officer to be appointed as soon as possible.

BR brought up the issue regarding 'verifying and barring' and the issue in avoiding CRB checks. This question was raised to Sally and she confirmed that all CRB checks are enhanced and everybody in contact

with children and vulnerable in the parish should have a check completed before undertaking any role.

JV discussed the possibility of including child awareness in a Sunday service and to help the congregation to be more aware of the child protection issues.

Point 9 from the Safe from Harm Policy handbook was raised by PN regarding the casual use of the facilities like North Street Hall. It was agreed that users should be made aware of the Safe from Harm policy thus ensuring they know their own responsibilities for the usage. Without a signed document there will be no hiring of the facilities.

BR motions this with immediate effect.

PCC thanked Sally for all the hard work regarding the Safe from Harm policy and that the policy is correct and in order. JV commented that the policy reflected the ethos of the Church to place the care of children and vulnerable adults at the centre of its life.

Detailed discussion took place.

Speak to Brenda Greet regarding disclosures and forms for casual users.

ACTION: PN

Liase with Sally regarding the Safe from Harm policy and worship.

ACTION: JV

Propose: BR

Seconded: JB

2. Governors

Norman Low will be stepping down as Church Governor for Christ Church Junior School after 12 years of service. JV suggested writing to Norman Low for his great work and dedication for representing Christ Church over the years.

David Powell is willing to stand as Foundation Governor for Christ Church Junior School. JV endorsed his application and asked PCC to approve his appointment.

Proposed: HJ

Seconded: JB

This was unanimously agreed by the PCC.

JV informed the PCC that BR is willing to stand for a new 4 year term as Foundation Governor of Christ Church Junior School and Sheila Robbins

as Foundation Governor for Christ Church Infant School from immediate effect.

He asked PCC to endorse this appointment.

Proposed: HJ

Seconded: JB

This was unanimously agreed by the PCC.

At the end of this section JV encouraged the PCC to pray for all the Foundation Governors and the vital role they carry out.

3. Lay Eucharistic Assistant - Helen Johnson

JV asked that the PCC consider nominating HJ as a Lay Eucharistic Assistant. HJ gave an account of her experiences while observing Holy Communion being administered in hospital and at home to members of Christ Church parish. HJ confirmed she will meet with Home Communion Team in her role as Pastoral Care Worker and will participate in hospital and home visits.

PCC has to apply to the Bishop in writing for an acceptance and a licence for HJ.

Proposed: PP

Seconded: BR

This was unanimously agreed by the PCC.

4. Correspondence

CRB disclosure has been received from the Diocese for Jonathan Tooby and internal procedures can proceed regarding his application for a volunteer youth worker.

Proposed: JV

Seconded: HJ

This was unanimously agreed by the PCC.

Church Housing Trust

Correspondence received by the Church Housing Trust, request and letter to be forwarded to the Mission Committee for their attention. No PCC action.

Bromley Heath Scout Group

Letter received regarding the replacement of the garage at the Church Centre car park for 3 containers. Discussion took place and it was agreed

that the containers can be used for storage as long as it complies with satisfactory Health and Safety policy and the safe removal of the current garage takes place. A discussion will have to be put forward for the Quakers Road congregation regarding this matter.

Letter to be forwarded to Operations Management Group for their attention.

Church Ladders

GG reports that 3 ladders are being purchased to comply with the Diocese of Bristol recommendations regarding the Health and Safety of using correct ladders for maintenance.

Diocesan Strategy 2010-15 - Releasing the Energy

KW handed out booklets summarising the strategy for every member. The chance for further discussion will be given at the next PCC meeting.

5. Any other Business

JV thanked PN for a great job chairing and being a member of the PCC as PN is leaving Christ Church Downend to fulfil a new role in Potten End. PN played a massive part in the life of CC and showed real passion for the Gospel and how it applied to people's lives.

PN sincerely thanked PCC for their support throughout her 3 years at Christ Church Downend, and commented on the quality of the PCC as a team.

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 Wednesday 2nd September at 7.15pm in North Street Hall.

