

Christ Church Downend

Minutes of Parochial Church Council Meeting

2nd September 2009

Present: Rev Jo Vickery (Chair), Stuart Bunting, Rachael D. Hill, Helen Johnson, Adrian Lewis, Mike Parsons, Pauline Pearce, Bill Robbins, Paul Churchill, Richard Harris, Ray Hackney, Martin D. Brown, Myra Brown, Andy McNeill, Kate Williams (PCC Clerk).

Opening Worship:

Time of prayer and worship was held in the Parish Church. PCC members were divided into groups and joined by the worship group. Worship was held in 7 parts of the church, Welcome Foyer, Font, Sanctuary, Crèche, Balcony, Prayer Room and Priest Vestry.

Apologies for absence

Apologies for absence were received from Geoff Greet, Paul Hacker and Joyce Bevan.

Minutes of the last meeting

A correction was noted and documented that BR is willing to stand for a new 4 year term as Foundation Governor of Christ Church Junior School and not 3 years as previously documented.

RH spoke briefly about Environmental Sunday which is taking place on the 20th September 2009 and briefly about the email that has been circulated to all PCC members regarding signing-up to cut UK's emissions by 10% within the next year. RH urged PCC to read the email and then send any feedback to himself regarding this project.

Matters Arising

1. Strategy for Whole Life Discipleship

JV explained that PH is unable to give the report to the meeting as unfortunately PH is absent. JV confirmed that PCC members should have received an email from PH outlining the strategy for Whole Life Discipleship at Christ Church. JV

confirmed that this is key aspect in supporting one another in living God's way and understanding the importance of self-evaluation within "case studies" of our everyday lives. JV then explained about the 5 themes relating to Whole Life Discipleship for the forthcoming Sunday sermons under the heading 'Marks of Maturity': Gifts, Growth, Gospel, Giving and Groups. Discussion followed on the use of these topics in the Home Groups and how the evaluations, including ways of measuring each person's own spiritual journey, should be fed back once it's completed.

RDH informed PCC of the dates Friday 2nd Oct and Saturday 3rd Oct 2009 for the Global Leadership Summit. 25 places are booked for Christ Church, a few still available.

2. Building Project Report

BR explained that the Project Steering Group will meet informally with members of the DAC 3rd September. He will take notes from the DAC meeting and PCC members will have copies before the next PCC meeting. BR and JV asked PCC to keep praying for development of this project according to God's will.

3. Associate Minister Appointment

Rev Paul Peterson has now been appointed the Associate Minister and will be joining Christ Church in January 2010. The intention is to combine the Sunday 9.15 am and Sunday morning worship services for the introduction of Rev Peterson on the Eve of Conversion of St. Paul (24th January). MDB talked through the interview process in selecting the Associate Minister and the valuable skills and experience that Paul will be bringing to Christ Church.

JV gave sincere thanks to those involved in the interview process, including the welcome evening and the tours of the parish.

Discussion then followed regarding the house the Peterson's will be living in and the maintenance required during the empty period before they move. It was agreed that the Church Wardens were responsible for this.

4. Youth Worker

JV asked the PCC if they wanted to reconsider the timing of the appointment of a Youth Worker in view of the fact that Paul Peterson will not take up his role of AM until January. Paul has a passion for Youth Work and much experience in this area. There had been one applicant for this position. Discussion followed. It was agreed that Paul should be fully involved in the appointment process.

It was proposed that JV ask Paul if he would meet with him and the Youth Leaders as soon as possible to consider the way forward and come back to PCC

with their proposal at the next meeting. The application already submitted shall be kept on file and the applicant will be contacted regarding a delay to the position.

Proposed: Bill Robbins

Seconded: Rich Harris

A time of prayer and reflection took place before voting.

Unanimously agreed by the PCC

5. Capability Policy

BR explained that in the Employee Handbook there has been a policy written regarding the appeal process for all employees.

BR brought to the attention of the PCC that no official appeal panel is in place should a complaint be made against an employee.

ACTION: For the PCC to choose a gender balanced appeal panel of 3 people who are already members of the PCC. To discuss and make decisions if any complaint is brought to an employee tribunal.

Proposed: Bill Robbins

Seconded: Stuart Bunting

Unanimously agreed by the PCC for Rachael D. Hill, Rich Harris and Bill Robbins to sit as the appeal panel.

6. Safe from Harm – CRB Checks

JV read a letter that he had received from David Hargrave regarding a question from one of the flower arrangers concerning the decision of PCC to ask that CRB checks to be performed for everyone who holds keys for the church and hall. The letter stated that the Diocesan Policy was that this is not needed for all key holders but just for people who are involved with children/youth and venerable adults. The letter suggested that if PCC still would like to keep this policy in place then David Hargrave will be prepared to answer any queries that the PCC may have at a future meeting. MDB explained to PCC that it is necessary for a list to be drawn up of everyone who has church and hall keys. If this is not possible it may be wise to change some locks and have a record of key holders.

Long detailed discussion took place.

ACTION: Operations Management Group to consider if possible to produce a record of all key holders and to draft a letter to David Hargrave asking him to clarify the legal position of PCC in this matter.

New Business

1. Treasurer's Report

PCC members given copies of Treasurer's report and donor giving accounts. RAH began by explaining that there has been a decrease in the giving in the month of July from last year. RAH did comment that this could be due to the summer season and many people are away. A report shall be given at the end of September to determine if giving has increased. AM reported that green and yellow envelopes need to be available shortly.

RAH also confirmed that any Fund contained within the PCC's accounts which is in deficit at the financial year end, has to be brought back to a nil balance by a transfer from the General Fund. The main funds that will require this treatment will be the Children's Worker Fund, and the Pastoral Care Fund. Other funds that may also be in deficit at the year end could be Alpha, and Curate Housing, etc. It is important, therefore, that when looking at the balance in General Fund, these other funds are also checked to get a true figure for the General Fund balance.

Registration to Charity Commission

RAH asked if all sixteen PCC trustees could sign the application for the registration to the Charity Commission. RAH reported that the on-line application to register the PCC with the Charity Commission was now complete, except for the submission of all sixteen signatures of the trustees to the Commission. He requested that all present sign the form before leaving the meeting, as the deadline for submission, and acceptance, was the end of September.

RAH reported that the Diocesan Parish Share request of £115,420 for this year, would not be increased next year. The request for 2010 will be for the same amount. The Diocese is introducing a new system to collect Parish Share, which is being phased in over the next three years. RAH will try and prepare a report on this for the 15th October PCC meeting, or failing that, for the one after.

AM gave sincere thanks and appreciation to RAH for all his hard work as PCC treasurer.

2. Operations Management Group

MDB gave an up date of the last OMG meeting and the minutes from this meeting are now available. The meeting discussed possible cover for the office during sickness periods and providing a pension scheme for all Parish employees. Employee contracts and the criminal damage to Christ Church were discussed. IT

support and website improvements were ongoing including the development of a welcome booklet.

BR informed the PCC that the garages in Quakers Road are to be kept but will be refurbished instead of being replaced with containers. Legal agreement will be drawn up.

MDB confirmed that the minutes from the OMG meeting will be circulated to all PCC members.

Signage for Christ Church are to be erected soon but an exact date has not yet been given.

3. Electoral Roll Officer

Norman Low to continue his appointment

Proposed: Ray A Hackney

Seconded: Bill Robbins

Unanimously agreed by the PCC

4. Health and Safety Officer

Norman Low be appointed, subject to his having the required training and up to date qualifications.

Proposed: Ray A Hackney

Seconded: Bill Robbins

Unanimously agreed by the PCC

5. Church Insurance

RAH informed that the Church insurance is up for renewal and wanted to ensure that the lead was covered by the marking scheme that was being offered by EIG. This was put to the PCC to vote to go ahead.

Proposed: Ray A Hackney

Seconded: Paul Churchill

Unanimously agreed by the PCC

Closing Prayer

Thanks were offered for God's blessing, and prayers said for Penny Nash and members of PCC who were not present. Everyone shared the Grace together.

Date and Time of Next Meeting

The next meeting for the Parochial Church Council will take place on Thursday 15th October at 7.15pm in Christ Church.