

ST LUKE'S CHURCH, WATFORD

**Minutes of the Meeting of the PCC with Working Group Chairs held on 19<sup>th</sup> February 2019 – Part A  
(to be confirmed at the meeting on 21<sup>st</sup> May 2019)**

**Present:**

**PCC:** (AS), (AB), (CS) (Chair items 7 to 13), (CyD), (CoD), (DC), (DM) (Chair items 1 to 6), (GS), (HD), (JL), (JB), (JW), (MF), (MC), (PE), (RS), (SH), (TO),

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|----|---|---------------|
|    |   | <b>Action</b> |
| 1  | <b>Opening Worship:</b> led by DM. Ps 50  |               |
| 2  | <b>Apologies for absence:</b> had been received from (AM), (AF), (JR), (SJ), (SL), (WS).  |               |
| 3  | <b>Minutes of the Meetings on 20/11/18 and 6/01/19:</b> it was proposed by AB, seconded by GS and agreed unanimously that these be accepted.  |               |
| 4  | <b>Matters Arising from last PCC &amp; Executive Committee (not listed elsewhere):</b>  |               |
|    | Item                      Summary   | Complete      |
|    | PCC 4 <b>New PCC Members:</b> one to complete Safeguarding training   |               |
|    | PCC 4 <b>Working Groups:</b> Prayer Group, Children & Youth Group both require Chairs. PIM, Building and Tech Group, all need some new members.   |               |
|    | EC 4 <b>MAP and Weekend@Home &amp; Fresh Expressions:</b> See PCC Agenda item 7.  |               |
|    | PCC 4 <b>Klemi (On-Line Rotas &amp; Diary):</b> Agreement cancelled as not achieving what we wanted   | Yes           |
|    | EC 9 b)   |               |
|    | PCC 4 <b>Technology Paper:</b> Awaiting more info from Building and Technology Group.   |               |
|    | EC 9 a)                      Questionnaire has been analysed. We are awaiting a report.   |               |
|    | PCC 4 <b>GDPR (Data Protection):</b> Ongoing and on track.  |               |
|    | EC 9 d)   |               |
|    | PCC 4 <b>Metal Cabinet:</b> Rationalising of records still to be done   |               |
|    | EC 9 h)   |               |
|    | PCC 4 <b>Dashboards (Parish Statistics):</b> See agenda item 7  |               |
|    | PCC 4 <b>Job Descriptions:</b> Volunteer job descriptions have been done. PCC Members Job Description to be written   | Yes           |
|    | PCC 4 <b>Finance:</b> See agenda item 5   |               |
|    | EC 5                      Magazine articles, letters to church members, have been done. PCC members agreed to speak to people about giving, especially in light of magazine articles and letters, and review their own giving. A Finance support group being set up                           |               |
|    | PCC 9 <b>Health &amp; Safety:</b> Evacuation chair and safe area still to be looked into. All to check the H&S document and evacuation procedure. Food Hygiene person identified and agreed – Steve. One church member kitchen registered for home cooking. H&S document to be updated still. |               |
|    | PCC 10 <b>Vacancy:</b> see agenda item 8 below  |               |
|    | EPCC 3  |               |
|    | PCC 11 <b>Christmas Fayre:</b> see agenda item 11 below   | Yes           |
|    | PCC 12 <b>Traidcraft:</b> St Luke's stall closed and a thank you letter was sent to Jackie and Brian Mee.   | Yes           |
| 5. | <b>Finances:</b> PE had circulated his usual reports, plus his end of year reports prior to the meeting   |               |
|    | i) <b>Financial Position 2018:</b>  |               |
|    | Although some items had varied from his predictions PE reported that the end of year position was similar to his predictions throughout the year: estimated surplus of £8.2k (budget £2.6k) resulted in an actual surplus of £8.1k.   |               |
|    | The main differences were(predicted/actual):  |               |
|    | <b>Income</b> (£14.3k under budget was £10.3k) made up mainly of:   |               |
|    | <b>Giving</b> (£14.2k under (-6.8% mainly Gift Aided) was £10.9k) and   |               |
|    | <b>Other</b> (£0.1k under was £0.6k over).  |               |
|    | <b>Expenses</b> (£19.9k under budget was actually £15.4k under). This is mainly made up of:   |               |
|    | <b>Parish Share</b> (£9.9k under (Grant £10.0k) was on budget),   |               |
|    | <b>Youth, events, training, publicity</b> (£6.6k under was £5.7k under),  |               |
|    | <b>Salaries and fees</b> (£1.5k under (less interns) £1.5k was also on budget),   |               |
|    | <b>Other</b> (£1.9k under was £1.7k over).  |               |
|    | This gives us an overall surplus of £8.2k (Budget(£2.6k) but as we have agreed to put aside £10.0k for staff support fund the end result is a shortfall of £1.8k against the predicted £1.9k.   |               |
|    | ii) <b>Financial Position 2019:</b> Information has been given to the congregation to encourage them to reflect, pray   |               |

and review their giving. These have included a leaflet produced by JW, a letter sent out by DM and a magazine article written by PE, plus notices from the front of church and opportunity to give online. This seems to have had a positive affect as Giving had increased in January, although it is too early to know whether this is a one off or the start of a positive trend.

There was a short discussion on the possible use of debit card giving. PE is currently looking into this, but it could be expensive, and you do pay to use it. PE

DM thanked PE and the finance team for all their hard work.

PE drew our attention to the fact that there was money in the Partnership Fund due to be transferred to Mombasa two years ago. Unfortunately, the plans for the extra classrooms which it was going to help fund have been put on hold. Bill is in communication with them to discuss how they can use the funds.

iii) See part B

6. **APCM:**

- 6 PCC have completed their 3 year term of office (AM, HD, JB, JW, MC, RS) and that AF and PE were only co-opted for the year. CS, JR, MF and TO were currently serving as Deanery Reps and completed their term of office next year. Please think and pray about these vacancies and suitable people to propose for them. ALL
- The Annual report was still awaiting several reports. When it was complete MF would put it on the Cloud and inform the PCC so that they may proof read it.
- This year the Electoral Roll was to be refreshed so **everyone** has to complete a form in order to be on the new Electoral Roll and eligible to vote. PCC members **MUST** be on the Electoral Roll. ALL
- There will be an extra meeting called to approve the Accounts. PCC members will be informed of this after the Accounts have been accepted by the auditor. ALL
- The Bishop will preach at the Service prior to the APCM. ALL
- CS will find someone to be responsible for the catering for the APCM. CS

7. **Mission Action Plan – Update and Monitoring:** prior to the meeting DM had circulated, via the Cloud, documents pertaining to weekend at Home and attendance statistics.

- i) **LYCig and Weekend at Home update:** DM has updated the document summarising the discussions and suggestions from the Weekend at Home. He has highlighted in red, yellow and green to indicate whether items are yet to start, have started, or are in use. Baptism were now being followed up by JL and her team. She agreed that she could also take on the job of preparing anniversary cards and gifts and invitations to attend a service to receive them. ALL

DM said that there were lots of good ideas but not all of them will happen, but it would be great to have more people taking up some of these ideas, especially if they contributed them.

- ii) **Dashboard update:** The main points raised and discussed were:

- Attendance had dropped last year with under 200 people attending across the services on a Sunday – DM thought that number of people involved at St Luke’s was not necessarily lower, but that people attended less regularly.
- Numbers of children had continued to drop - was this due to competing activities such as sports etc. and also changing nature of the area with multi-faith and multi-cultural. Also children come with adults and therefore worship needs to be suitable for 20’s/30’s/40’s to attract the parents as much as the children.
- The Electoral Roll was currently at its highest since 2012
- Monthly figures seemed to be lower in April and have risen in August.
- Numbers attending traditional Christmas services such as the Carol service and midnight service have declined but those for the newer services such as the Nativities and Christmas tree and carols have increased.
- We need to all promote the Fresh Expressions – different ways of being church for different target groups. These activities would be ‘church’ in themselves and not necessarily a ‘bridge’ to Sunday worship e.g. Heroes
- All the services are moving to different styles in order to cater for the needs of different people
- DM suggested that the numbers, patterns and challenges represented in these statistics should be reflected in the Parish Profile.

AB/SH/CS

- iii) [ as a point of information - These numbers are recorded in a spreadsheet, which will need some adjustment to the formulae to cater for 4 or 5 week months. N.B. the spreadsheet could be adjusted so that a row contains the number of weeks for each month and the formula adjusted to use this in its calculations]

**Mission Action Plan:**

**Heroes** is growing slowly, with some families attending each time and new ones joining. AS has been talking to the adults and the idea has been muted that they could look at the rugby in March. Also, the idea that there could be a lunch for the adults only. AS said that they need more volunteers to help and also to get to know how to run it. Otherwise if and when AS and Sue move on Heroes could be in danger of finishing.

ALL

8. **Vacancy:**

**Parish Profile:** Jeremy (JH) AB CS and SH have met 4 times. They have looked at other profiles and have edited and re-worded a previous version produced for the last Curate. Cassiobury Infants and Juniors Schools have contributed, and we are awaiting a reply from Nascot Wood School. Jenny has commented about Children; Jeremy about music; and there has been feedback from the Children's groups. JH is looking at a way to present the information in an eye catching manner. It will be landscape rather than portrait as it will be shown on-line and not on paper. The challenge is in getting the balance right between being factual and aspirational.

The Profile will have to be approved by the PCC at a meeting with the Bishop/Archdeacon in March. It will be sent around for the PCC to look at prior to the meeting.

ALL

**Timetable:**

- 6<sup>th</sup> Jan PCC meeting was held to elect the two Reps – Anne & Phil. As the Reps are meant to be on the PCC it was proposed by AS, seconded by CyD and agreed unanimously that Phil be co-opted onto the PCC.
- AB, GS and members of the ministry team met with the Rural Dean on 22<sup>nd</sup> January
- Meeting with Archdeacon & Wardens held on 7<sup>th</sup> February
- There is an article in the February magazine
- Comments from congregation are being received and there will be a congregation meeting between services. It is planned for 10<sup>th</sup> March
- DM's last Sunday is on 3<sup>rd</sup> March and there will be a Barn Dance on 2<sup>nd</sup> March

**Covering the Vacancy:** this was discussed at the meeting with the Rural Dean, Tony in January. A document was produced stating who was responsible for what and will be put onto the Cloud. We need to look at what Jenny was put down for and reallocate. DM has a list of the jobs that Jenny does, and it will be looked at in a meeting tomorrow by the Exec. It is hoped that it can be split between volunteers and some paid for work.

DM/MF

9. **Associate Vicar and Intern program:**

AS said that he had been given three main tasks when he started as Associate Vicar:

- i) **To support the Vicar** – he has helped with services, pastoral work etc
- ii) **Discipleship** which includes; support and encourage **Life Groups**. He was leading the Discipleship Working Group and was supporting, encouraging and offering materials to the Life Groups. He will produce material for Life Groups to go alongside the sermon series after Around Pentecost on the Holy Spirit. **Christian nurture** – he was supporting Alpha and other Groups such as Friday Club.
- iii) **Internship** – he has produced a report (version 2) on this which has been circulated to the PCC. AS talked about the report with the help of a PowerPoint presentation. The report looked back on previous Interns and their experiences at St. Luke's. AS said that Internship as a title have had a bad press and that it is better to refer to this as a 'Discipleship Training Program'. What had worked well, what needed to be changed if we moved forward with this in the future and what it would cost. He talked about three versions: Personalised, Shared and St. Luke's Discipleship training Programme. He suggested that we look at carrying on with the first option pending the arrival of the new Vicar. DM pointed out that in the past most of the Interns have been recommended or know to us and we haven't actively looked for them.

*See Part B*

10. **Vicar's Report:**

**Christmas:** this included a lot of school's work as Cassiobury Infants and Juniors and Queens Schools held Carol concerts in St Luke's. It is good to not only have the children but also their teachers, parents and grandparents.

**Christians Across Watford** held a leaders' retreat in January. It was attended by 35 Christian leaders who met together to pray and discuss topics. A challenge from this was that there was only one ethnic minority church represented.

**Last PCC Meeting:** DM said that he would like to thank the PCC members for their help and support

over his time here. He hoped that they felt that the PCC had changed, in both atmosphere and that we now looked at and spoke about what God was doing in the life of St Luke's. DM said that he and the family have received a lot of love and affection and he thanked people for that and also their prayers

He said that even in the challenging times that he felt that God had been there. Overall it had been a good 10 years but he now felt that it was the right time to move on and he felt it was the right time for St. Luke's. It would be sad to leave in many ways, but also exciting, both for the Middlebrooks and the church.

DM encouraged us to look forward. He felt that God has his hand on St. Luke's. He said that no one is indispensable, and that God knows who the new Vicar will be. DM said that it was an exciting time for us. St. Luke's has amazing resources and a lot of prayerful talented people.

DM encouraged us to pray for the new Vicar when he comes and to encourage them. He said that there are a few people who are eager to complain but encouraged us to be among those who said thank you.

CS read Hebrews 13 v17 '*Obey your leaders and submit to their authority. They keep watch over you as those who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.*' This had been read at MAG meeting on 9/2 and CS had asked DM if St Luke's had been a burden. DM replied at times a challenge but never a burden.

The PCC thanked DM for his hard work and contributions to St.Luke's over the past ten years. He was then applauded.

11. **Christmas Fair:** AB reported that the Fair had been very successful although it was disappointing how few Church members had attended, but lots of people from the community. £2106 had been raised for the Peace Hospice, an increase of about £500/£600 on last year. The date has been set for 2019 at 7th December. It was pointed out that this was a Heroes day. AB will look at this.

AB

12. **Any Other Business**

- i) Wendy was attending a Reader selection day in March. If she is successful, then the PCC will need to agree to support her. This support will be in terms of prayer, finance (perhaps a book allowance) and opportunities to practise her Ministry.
- ii) GDPR from the 1/1/19 we must report any 'serious incidents' (safeguarding, finance, 'other') to the Charity Commission. The Diocese will advise us and help us manage this reporting. Mary Bowen had personalised for St Luke's a proforma procedure.

13. The Meeting closed with prayer and sharing the Grace

**Dates of PCC & EC Meetings, APCM and Other PCC Functions - Please check that these dates are in your diary**

Month	PCC	EC	MAG	PCC Coffee	St Luke's News	Other
Feb 19	19 <sup>th</sup>		9 <sup>th</sup>			
Mar 19		19 <sup>th</sup>				
Apr 19	? ?					Extra meeting about vacancy? Extra meeting to approve accounts? APCM – Sun 28 <sup>th</sup> at 1pm
May 19	21 <sup>st</sup>	7 <sup>th</sup>	11 <sup>th</sup>			
Jun 19		18 <sup>th</sup>				
Jul 19	16 <sup>th</sup>					
Aug 19						
Sep 19	21 <sup>st</sup>	3 <sup>rd</sup>				Sat 21 <sup>st</sup> 9:30am with WG Chairs
Oct 19		15 <sup>th</sup>				
Nov 19	19 <sup>th</sup>					
Dec 19						