

St James's Church Bramley

Parochial Church Council

Meeting: 14 March 2018

Minutes

Final. 16th March 2018

Present:

John Lenton (Chair), Jerry Adams, Karen Bental, , Ian Evett (Secretary), Nairn Glen, Ranil Jayawardena, Malcolm Knowles, Alison Jones, Jonathan Large, Jeremy Masson, Ruth Saunders, Robert Stober, John Williams

Apologies:

Stephen Ball, Sarah Hodnett, Wren Vaughan, Sarah Mitchell

Welcome and prayer

John read from the Gospel of John, Chapter 4.

Actions

Minutes of last meeting (previously circulated)

Approved and signed by John

18/08 Matters arising

17/39: transport of photocopier to Wade Road (SH). The photocopier has gone – a combined effort by Tom Treble, John and a hefty chap who happened to be working in vicinity

17/42(b) Notices for Sunday at Nine. In hand – John is looking for someone with artistic skills

JRL

18/01(other items). Sarah (M) to arrange box for provisions at back of Church. John to arrange for a call in CFN. Both done. Donations continue apace.

18/02 See 18/09 below

18/05. John to speak to vicar at Tadley. In hand.

JRL

18/07(a) Ian to speak to Arthur about organ. Done. Nothing to report

18/07(c) John to speak to Tony Durrant about welcome pack. In hand.

JRL

18/07(d) John forming a small group to look at Treasurer's role. This has been done. Nairn has taken over as Treasurer and is gradually working himself into the role.

18/07(e) 10.30 service. See 18/14 below

18/07(f). Safeguarding. Agenda item see 18/13 below

18/07 (i) Notice advertising Sunday@nine (JRL). In hand.

JRL

18/09 **Data protection (IWE)**

Under the requirements of the new GDPR legislation, Ian is in the process of carrying out a data audit of collections of personal data held within the general area of responsibility of the PCC. At present, the list of collections, together with their responsible officers, that he is working to are:

Gift aid: Sarah Hodnett
Electoral roll: Ian Evett
Safeguarding: Ruth Saunders
Cross House: Pam Luck
Bramley Magazine: Rachel Barclay-Smith
PCC Accounts: PCC Treasurer

In each case, the audit includes documenting: data held; purpose; method of storage/processing; security; retention and deletion policy. All of the above appear at present to be straightforward. After the audit is complete, a privacy notice will be displayed in the church porch and posted on the website. Both will be subject to approval of the PCC.

The advice from the Diocese is that in each parish the incumbent is a separate data controller and carries personal responsibility for personal data collections that he/she holds and maintains.

18/10 **Revision of Electoral Roll (IWE)**

Notices have been posted in the church porch and in Cross House to invite church attendees to apply for inclusion on the Electoral Roll. This is just an annual revision and, for this year, the Roll will consist solely of a list of names and addresses. It will not be shared with the Diocese. A list of the names of the Roll members will be displayed in the porch for a period of fourteen days leading up to the APCM.

18/11 **APCM 2018 and Annual Report (IWE)**

The APCM will be held on 22nd April 2018, commencing at 1200noon.

Ian has circulated a very rough first draft of the Annual Report for 2017 and invited comments and/or additional contributions.

There was a brief discussion of changes in membership of the various offices:

Jerry Adams will stand down as churchwarden but is happy to continue as an ordinary member of the PCC.

John expressed his personal appreciation of the support he had received from Jerry during his term as churchwarden and thanked Jerry on behalf of the whole PCC for his commitment and contribution to the life of the church

Robert Stober and John Williams are resigning as ordinary members of the PCC. John paid tribute to both Robert and John and thanked them for their support during their terms of membership.

Following PCC policy, Jonathan Large would stand down as longest serving member. Jonathan has indicated that he would be willing to stand for re-election.

Malcolm Knowles has expressed a willingness to stand for election as churchwarden.

18/12 ***Charitable giving (paper at appendix 1) (JJM)***

Jeremy spoke to his paper and there was a short discussion.

In response to a question from Malcolm, John said that he would ask for regular updates of the work of Carlile College and of the progress of the student we are sponsoring.

JRL

Jeremy will talk to Nairn about the timing of our charitable donations.

JJM

Proposed by Jerry, seconded by Karen, carried unanimously that the proposal contained in Jeremy's paper be adopted as PCC strategy.

18/13 ***Safeguarding (RuthS)***

Ruth confirmed that the purpose of her update was to :-

- 1 Fulfil our commitment as a PCC to review our safeguarding arrangements on an annual basis
- 2 Give a short review of the past twelve months
- 3 Outline plans for the next year
- 4 Answer any questions on safeguarding

Items 2 and 3 would be developed for inclusion as a report in the PCC's Annual Report

We draw upon the resources of a Diocesan Safeguarding Manager and Administrator along with a recently appointed Safeguarding Training Administrator who provide valuable support.

At February 2018 we have 19 volunteers (youth workers and pastoral visitors) who are registered to work with our young people and vulnerable adults, having submitted Disclosure and Barring Service (DBS) forms.

A self-assessment of our policy and practices was conducted and submitted as part of a Diocese- led National Audit that occurred in August 2017. Along with much evidence of good practice we identified a few areas to focus on. The resulting action plan is currently with Bishops Council for final approval.

One key area for the year ahead will be safeguarding training, now enabled by on-line learning modules and standalone sessions for safer recruiting.

Following discussion, it was agreed that all current volunteers should complete the first level training (C0) online within 6 months and new volunteers will be required to complete as part of the joining process. This to be followed by level C1 (available online or face to face). A small number will be required to attend C3 level training.

Ruth will maintain records of DBS certification and Training received in line with our Data Protection policy. RS

There was a question around whether individuals who held more than one role in the church required more than one DBS (as was currently advised). Ruth and John to discuss with the Diocesan Safeguarding Manager. RS, JRL

18/14 *Review of the 10.30 service (JRL)*

John presented a paper on church attendance in 2017. This led to a free-ranging discussion that covered all of our services but particularly the 10.30 and Sunday@nine. There are long term strategic issues relating to attracting new members and retaining the existing membership where objectives can be conflicting.

Agreed that there should be an Awayday during the new Church year to formulate the future policies for provision of services.

18/15 *Removal of four pews at Northwest end of the church (JRL)*

Discussion deferred because of lack of time. However, given the apparent lack of support for the change among PCC members, no further action will be taken on this item.

18/16 *Discussion: possibilities for streamlining rotas (JJM)*

Discussion deferred

18/17 *Purchase of Hive heating control for Cross House (JRL)*

Proposed by John and seconded by Jerry that a Hive remote heating control system be purchased and installed at Cross House. Approximate cost £250. Agreed unanimously. JRL

18/18 *Reports*

Reports deferred to the next meeting.

18/19 Any other business

(a) John reported that he had been approached by Bramley Parish Council and the British Legion about the notion of putting up a permanent war memorial at a public spot somewhere in the village. He has responded to say that this is not a matter on which he as incumbent or the PCC has a particular position to take.

The meeting closed at 9.45pm with the saying of the Grace.

Next meeting

APCM 22nd April

Appendix 1: Charitable giving

St. James Bramley Charitable Giving Strategy 2018

Context

As part of the Parish Mission Action Plan implemented in 2015, a sub-committee reviewed the charitable giving strategy of the PCC making a range of proposals to refresh this aspect of our churches missionary work to provide more transparency and consistency over the total amount gifted through charitable giving. This resulting strategy was implemented and has been re-adopted annually.

With recent changes to commitments being agreed at the PCC along with the refreshing of our pMAP, it seems an appropriate moment to review both the amount we give via charitable giving and relationships we have with our beneficiaries.

The model adopted annually makes a charitable giving proposal as follows: -

Annual Charities

CMS: Lisa and Tony Cook	£1200 per annum
SSAFA (Remembrance Service)	Total of loose collection from Remembrance Service with a £400 minimum donation

Charity of the Quarter

1 st Quarter: Yelldall Manor	(Local)	£200
2 nd Quarter: The Lighthouse Group	(National)	£200
3 rd Quarter: Tearfund	(International)	£200
4 th Quarter: Help Hoima	(Deanery)	£200

PCC members have recently voted to support a scholarship for a student at Carlile College in Nairobi following the culmination of Lisa and Tony Cook's missionary work. This has also led to an increase in the amount being gifted annually. Additionally, the Deanery has now ended its championing of Help Hoima, along with our own donation being returned.

Proposal

It seems a prudent moment therefore to re-evaluate our champion charities as a church. Therefore, a proposal is made that whilst we retain the broad model of giving, the charities supported are updated as follows:-

Annual Charities	
Sponsorship of Student at Carlile College	£2'110
SSAFA	Collection from Remembrance Service (Min. £400)
Charity of the Quarter	
Yeldall Manor (Local)	£200
Care for the family (National)	£200
SAMS (International) – Link Charity with Cecilia	£200
TBC (Deanery)	£200

Annual Charitable Contributions	£2910
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Charity details

All charities selected have a Christian Ethos embedded in the work that they are striving to achieve and support. Details of the charities are as follows:-

LOCAL: Yeldall Manor (www.yeldall.org.uk)

Continuation from previous charitable giving strategy.

Based between Reading and Maidenhead, Yeldall Manor is a Christian charity which offers residential rehabilitation for men suffering with drug and/or alcohol additions. They offer detoxification programmes initially followed by rehabilitation programmes which equip residents with skills and support to successfully re-integrate into society.

NATIONAL: Care for the Family (www.careforthefamily.org.uk)

Care for the family is a national charity which aims to promote strong family life and to help those who face family difficulties. With 40% of marriages ending in divorce, the charities aim is to promote strong family relationships through providing parenting, relationship and bereavement support through their events, courses, training and volunteer networks. Their work is motivated by a Christian compassion, and their resources and support are available to everyone, of any faith or none.

INTERNATIONAL: South American Missionary Society (www.samsukireland.com)

SAMs works in partnership with churches in the UK, Ireland, Iberia and South America to support mission and outreach work around three common aims 1) establish new working models in mission, 2) facilitate training opportunities and 3) support projects through partnership. Following the recent visit of Cecilia from Salta, there is a tangible link that could be formed to support her work in this area through SAMs.

DEANERY

Following the new dMAP agreed at the recent deanery synod, a new link charity will be actively pursued by synod. It is proposed that our existing commitment to support the deanery nominated charity continues when this has been confirmed by synod.

Review process

The charities will be annually re-approved at PCC with changes being made on at least a three-year basis, in line with the pMAP.

Appendix 3: attendance at 1030 service:

Service Attendance in 2017

John Lenton

14th March 2018

Our 2017 attendance numbers generally were disappointing. Taking the overall numbers, the average for all services over the whole year (i.e., including Christmas, Easter, Remembrance and so on) was 77, down from 2016's 89 by about 13%.

The averages were certainly affected by much lower numbers at the **big services**: Crib Service (132 versus 205 the previous year and 182 the year before that); Easter Day (119 vs. 140 in 2016 and 159 in 2015); and Christmas Day (96, the lowest in the whole time I have been here: 165 in 2016, 111 in 2015). Remembrance did hold up at 228 (2016 was 211, 2015 was 212). I don't have any explanation for these reduced numbers.

Looking at the service numbers on average, the 8am average dropped from 12 to 10, Sunday@nine rose from 36 to 39, and the 10.30 dropped from 68 to 54.

Apart from the fall in numbers at the big services, as mentioned above, a particular impact on our annual averages for the 10.30 has been a drop in the number of **christenings** during 2017, for no apparent reason. We had only 5 babies baptised in the church in the course of 2017, and two of them were on the same day. In previous years, when we baptised babies at the 10.30, the addition of the family's friends and relations would swell the attendance numbers considerably. However, these were of course just one-time visitors rather than marking a change in overall attendance. I have no particular explanation for the drop in baptisms, except to say that I believe it is something of a national trend.

Based on my observations, the general frequency of attendance at the 10.30 is as follows:

1. We have **18 people who are Almost Always** (say 4 out of 5 Sundays) there... absent only if away on holiday, sick, or otherwise prevented from being there.
2. We have **17 Frequent** (say 2-3 out of 4 Sundays) attendees.
3. There are **12 people who come fairly regularly** once or twice a month.
4. We have **9 Occasional attendees**, meaning that they come anywhere between 1-2 times a year to 1-2 times a quarter.

And obviously, we have one or two visitors most weeks.

If we take those numbers and frequencies and do a very rough and ready weighted calculation, I estimate that on a typical Sunday we should normally expect to have about 36-37 people plus an unpredictable number of visitors.

Over the last three months, when attendances at 10.30 have felt low (in the low 30s rather than the more usual low-40s), there have been several notable absences:

Of the "Almost Always" group, of our 18 "Almost Always" attendees, 10 had a significant number of absences in the period as a result of sickness/incapacity and holidays.

Of the “**Frequent**” group, a couple of families have tended to move to Sunday@nine because it suits their children better than the 10.30.

We have also lost some Fairly Regular attendees from the 10.30 over the last 12 months, because they have moved away or died.

The fact is that I think the growth potential for the 10.30 service is fairly limited. It appeals to people who already have a church background and who like to worship God using familiar liturgy – whether Common Worship or Book of Common Prayer – and enjoy singing hymns and canticles: and those people are getting ever fewer in our society. The new hymnbook and the new Communion book seem to suit our congregation well, and I don’t detect any particular dissatisfaction with either of those; there is the occasional grumble about new hymns, but mostly “new hymns” have familiar tunes with striking and thought-provoking words. I don’t get the sense that we are losing people; rather, that we aren’t gaining them and replacing.

I have to leave to you whether the way in which services are conducted or the sermon content and delivery are elements which put people off, but nothing particular has changed in either of those in the past year, as far as I am aware.

Looking ahead

I am certainly willing to listen to new ideas for helping the 10.30 service to grow. My impression is that the people who are there do still enjoy coming to it; they would like there to be more people present. So would I!

The future growth area for St James is certainly at Sunday@nine, which has appeal to those who like a less formal style of worship. Families who want babies baptised find it easy to come along and get acquainted for several months before the baptism, and then keep coming after it, even if only from time to time. We usually baptise babies in church at the *Together in Worship* service at 10.30 on the 5th Sunday of the month, but I have always been willing to baptise them at any other service when necessary.

The one thing that I ask of baptism parents is that they come along to services for a few months before the baby is baptised, so that they get to know us and we get to know them, and will preferably keep coming along after the baptism: the purpose is to help them to become part of the church family rather than simply coming along once and never again.