

**Minutes of a Meeting of All Saints' Chilton PCC**  
**Held on Tuesday 4th July 2017 at 7.30 pm at All Saints' Chilton**

**Present:**

Rev Dr Jonathan Mobey (present until 5.(iii))	Mrs Yvonne Sanderson
Rev Pam Rolls (Acting Chair)	Mrs Hazel Benton
Mr Stuart Gibson	Dr Carina Lobley
Mrs Carol Pigott (Secretary)	Dr Phil Corbishley

**1. Opening Prayer and Discussion with St Matthew's PCC**

Rev Dr Jonathan Mobey opened the meeting by reading Psalm 46. In readiness for dealing with some challenging items on our agenda, Jonathan identified a key verse as “Be still and know that I am God”. This applies whether problems are at a world level or at a personal level. The point is that God is in control of everything. He is amongst us and with us now – an ever-present help. So we do not need to fear, whatever happens. He has a plan; in the end “the Lamb wins”.

The meeting then had a few minutes of quiet contemplation, followed by a prayer led by Jonathan Mobey.

**Items of joint business**

**1.1 Deanery Mission Action Plan**

Jane Woolley took comments on the items proposed for submission to the Deanery, arising from the poll of PCC members. These comments were all on the “Looking to the future” section.

The following comments/suggestions were made about further or alternative items to try and include:

- Reaching “the broken hearted” i.e. more reference to involvement with social action
- Contact with harder to reach groups in society
- Instilling a more caring culture
- Ensuring that we don't give the impression that it is “job done” with the items on the “Looking at the present” section.

Gordon Gill reminded the PCCs that we are looking at a Common Vision in the Diocese and the Deanery Mission Action Plan will align with that vision. It is the collective view in the Diocese that individual churches' Mission Action Plans should align with the Common Vision. Gordon reminded the PCCs that when Bishop Steven spoke to a meeting in the Wallingford Deanery to which PCC members were invited he spoke about the three C's – the Contemplative, Compassionate and Courageous Church. Gordon also mentioned that Bishop Steven spoke passionately of his vision for the church to be ‘a Church of the Beatitudes’ or the ‘beautiful attitude’ of the church.

<p><b>Action: Jane Woolley and Jonathan Mobey</b> to agree the final submission, bearing in mind the comments above, and the limit of three items on the submission form.</p>
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**1.2 C&FW employment**

Jonathan Mobey had circulated a paper called “Children & Families Worker – developments” two days prior to the meeting but after the agenda was issued. The upshot is that Peter Shields has decided not to take up the PCC's offer of a 20 hours per week contract from 18 August. Two issues

arising where then considered: 1) Recruiting a new C&FW; 2) A bridging arrangement for the period 18 August until a new C&FW is able to start.

### 1.2.1 Recruiting a new C&FW

It was agreed that it is important that we recruit a new C&FW as soon as possible in order to continue Peter Shields' great work to date.

It was agreed that the earliest we would probably be able to recruit a new C&FW to start is early January 2018. This would assume advertising and shortlisting in September and then interviewing and making an offer in October. This then allows for a 1-2 month notice period with an existing employer.

The intention would be to present the proposed Job Description, Person Specification and contract to the September Combined PCC meeting for approval, and to authorise going ahead with advertising the post.

The nine members of the Joint PCC present voted on the following resolution:

<b>Resolution</b>	To employ a new C&FW on a full time three-year contract from January 2018 onwards. The post could be filled by one person working 40 hours per week or by two people in a jobshare splitting the hours between them.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Becca Lewis suggested that being open to a job share arrangement might widen the pool of applicants. Gordon Gill spoke about the two new licensed Chaplains working in Harwell parish on GWP and eventually on Valley Park – these are a job share, each working part-time. One of these chaplains is an Anglican who currently is training at Wycliffe Hall to be a Lay Pioneer in the Anglican Church. The part-time post is helping fund her studies. It would be worth approaching Wycliffe Hall to see if there are trainees in youth ministry, who need to work part time to help fund their place. Pam Rolls noted that Oxford Youth Works is closing down in the autumn and so some staff from there might be interested.

The following actions were also agreed:

**Action: Employment sub-committee** to be responsible for the following tasks:

- Oversee the recruitment process;
- Undertake an “exit interview” with Peter Shields and, in the light of his feedback, review the current Job Description and Person Specification and any implications for workload and for staff-related processes.
- Consider a suggestion to seek feedback from the community members in contact with the church (e.g. Fledgelings parents) about what qualities they particularly value in a C&FW, as an input into the review of the job description.
- Consider in more detail whether a jobshare arrangement could work and how it would be managed.

It was acknowledged that the Employment sub-committee has already been tasked with reviewing HR processes and documentation to ensure that the PCC is at least compliant with employment legislation. It was agreed that this work would need to be completed by the time that the new C&FW starts, if not before. It was noted that the Employment sub-committee could co-opt additional members if it needed to e.g. to help with specific tasks.

**1.2.1 A bridging arrangement for the period 18 August until a new C&FW is able to start**

The paper that Jonathan Mobey had circulated proposed that Peter Shields be employed on a ‘sessional’ basis to cover the period 18 August until a new C&FW starts. Jonathan reported that Peter appears amenable to this. Some PCC members expressed reservations about such an arrangement, though. This was on the grounds a) that it would be unfair to those who give time voluntarily on a ‘sessional’ basis and b) that the C&FW position is a role with oversight and accountability, not just about running sessions.

A PCC member proposed an alternative – that of simply offering Peter a new 20 hour per week contract from 18 August to 31 December i.e. effectively an extension of the current arrangement.

Jonathan Mobey expressed concern that if Peter Shields turned this down, we might be unable to run Fledgelings, Kids Church, YF, etc. resulting in a faltering of the good work to date in these areas.

There was then some discussion as to whether in that case we should then be prepared to offer Peter Shields one or more alternatives if he turned this offer down e.g. a 10 hours per week contract or employment on a ‘sessional’ basis. The consensus was that we should **only** offer Peter a new 20 hour per week contract from 18 August to 31 December and no other arrangement, and that we would have to suffer the consequences if this offer were declined.

Following a straw poll of Combined PCC members to guide their decision-making, the nine members of the Joint PCC present voted on the following resolution:

<b>Resolution</b>	To offer Peter Shields a new 20 hour per week contract for the period 18 August to 31 December 2017.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

The following action was also agreed:

**Action: Jonathan Mobey** to meet with Peter to present to him the above offer on behalf of the PCC. A member of the Employment sub-group is also to be present at this meeting.

It was concluded that it is impossible to say at this stage what Peter and Melanie Shields’ future plans would be once Peter’s contract ends as regards continuing to worship in the Benefice, or being involved in its children’s ministry in a voluntary capacity. It was acknowledged that this could have an impact on an incoming C&FW and that this would need to be handled carefully.

**1.3 Future dates**

The following future dates were noted:

- Thursday 13 July: Churchwardens' commissioning service, Faringdon
- Monday 14 - Friday 18 August: Holiday Club, Harwell School
- Sunday 17 September: Deanery Confirmation service, 4pm, St Matthew's/other venue (PCC permitting)
- Sunday 1 October: Commissioning service for Jan Radford, 6.15pm, All Saints' (PCCs permitting)

#### **1.4 Proposed evening service amendments arising**

Jonathan Mobey explained the proposed amendments to evening service arrangements on 17 September and 1 October associated with the Deanery Confirmation service and the commissioning service for Jan Radford respectively. Frances Taylor and Pam Rolls both suggested that arrangements should be made to offer regular attendees of St Matthew's evening service a lift to Chilton on 1 October – especially as it is Harvest Sunday.

The proposed service amendments were voted on by individual PCCs later in the meeting – see item 9.

#### **1.5 World Missions budget distribution proposal**

The proposal was discussed. PCC members raised queries about the following aspects:

- What is **Christian Solidarity Worldwide**? Carina Lobley (All Saints', Chilton) from the World Missions Group answered this.
- If we should be supporting the Christian environmental charity, **A Rocha** – isn't tackling poverty a greater priority? Carina Lobley explained that the World Mission Group's strategy is to support each of the Five Marks of Mission, one of which is "to strive to safeguard the integrity of creation, and sustain and renew the life of the earth". Carina also clarified that the World Missions Group will review the proposal to donate to A Rocha following their forthcoming presentation at a Sunday morning service. Carina invited PCC members to give the World Missions Group their thoughts about A Rocha after their presentation and promised that any comments would be taken into account by the Group. Carina also explained that the Group's strategy is to provide long term support to individual missionaries, whereas there is more scope to alter each year the larger mission-related organisations we support. So we could support A Rocha for a year and re-think this next year.
- Whether **Mission Aviation Partners** is really an airline rather than a mission-related organisation. Jonathan Mobey confirmed that they fly missionaries to remote locations, so they are a mission-related organisation.

Jonathan Mobey commented that the World Missions Group had thought long and hard about who to support financially. Jonathan suggested that the PCCs should generally accept the recommendations of the Group and that anyone who feels strongly on the subject should join the Group and influence it from within.

The budget distribution proposal was voted on by individual PCCs later in the meeting – see item 5(ii).

(The above section was minuted by Jane Woolley)

## **2. Apologies for Absence**

Apologies had been received from Alex Reich, Jan Radford, John Pigott, Helen Brook, Steve Hale and Liz Morris.

## **3. Minutes of the Last Meeting**

These were accepted as a true record and duly signed.

#### 4. Matters Arising from the Minutes

- (i) Bell-ringing policy – In order to facilitate setting up the Sound and Vision equipment, and also preparing the upper room for Pebbles, and organising music for the services, it was proposed that; **Bell-ringing should start at 8.50 am, and finish at 9.10 am.**  
**Proposed Phil Corbishley, seconded Yvonne Sanderson, and passed unanimously.**  
The secretary would write to the ringing team, to pass on this decision.
- (ii) Sound and Vision problems and Training – Some problems could be alleviated if the lap-top was switched on early, in the vestry. Stuart was prepared to provide some training, possibly over more than one session. The first would be on Sunday 9<sup>th</sup> July, following the morning service. Phil would take notes, and produce a single page flow-chart, which the Rector would arrange to be laminated. Secretary would email those concerned.
- (iii) Health and Safety Representative Carina had just spoken with Hazel Connolly, who fulfils this role at St Matthew's about this, and would take on this task for All Saints', liaising with Hazel. PCC were thankful to her.
- (iv) Ride and Stride Representative Yvonne was prepared to take this on. Audrey Slater usually provides a welcoming presence in the churchyard on the day of the Stride and Ride event, and Hazel offered to share this role this year. (Subsequently, she discovered a clash of commitments, so apologised that she would be unable to.)
- (v) Sale of Pew There had been no further progress on this. Andrew Hayes would contact Alex Reich regarding a faculty, should the prospective purchaser decide to proceed
- (vi) Clock Maintenance Liz had spoken with Mrs Gill Benn, and it seems that David had intended to write up instructions for maintaining the clock, as he intended to retire from maintaining it shortly. Sadly, his death had occurred before he was able to produce these notes. Stuart had had a little experience of maintaining the clock with David, and John Pigott had recently adjusted the time (in the spell of hot weather), following instructions from Jonathan Benn. PCC agreed to monitor the situation, and contact the Cumbria Clock Company (known by Stuart), when it became necessary to use professional help.
- (vii) Peal Board Stuart circulated the 2 designs, one (donated) to commemorate Mr Alec Samler, and the second (funded by the Restoration Fund) to commemorate the 1<sup>st</sup> Peal. They would be mounted on the East wall of the organ loft, above the curtain.

#### 5. Committee Reports

- (i) **Finance** – Stuart provided full accounts for the first 6 months of the year.

Stuart explained that giving was under-budget for the half-year, and following the 6-month review we are already looking at a deficit of £5,000 to £6,000.

PCC had budgeted assuming we could have a "holiday" from the Parish Share rise, i.e. that we could pay the same amount for 2017 as in 2016, and had agreed to review the situation after six months to try and pay an additional payment of around £950 to bring us in line with the required increase of 4%.

We are now being put under significant pressure from the deanery to pay this 4% this year or take out a loan either internally or from another PCC in the deanery.

The deanery treasurer has offered to come and talk to Stuart and Peter Barclay-Watt (Treasurer for St Matthew's), or indeed the PCCs.

A major, unusual cost of nearly £2,000 had been for the tree surgery this year. (Large chestnut trees with honey fungus had to be felled.)

Pam asked if this would be an allowable use of money in the Hall Fund. It was proposed that;

**Funds from the Hall Fund should be withdrawn to pay for the recent Tree Surgery.**

**Proposed by Rev Pam Rolls, seconded Mrs Hazel Benton, and carried unanimously.**

It must be noted that this proposal will still leave a significant hole in our finances. Therefore, it is more likely that we will be cutting the Parish Share and/or the Missions payments and not increasing the Parish Share payments.

There was still over £7,000 outstanding to cover the cost of the path. The legacy fund started when £10,000 was given some years ago, to pay for the fabric of the church. Some had been used to repair the East window. Pam asked if some of this could be used for the path deficit. This could be a possibility, which could be looked into towards the end of the year, but this would still not balance our income and expenditure. We should still be left with a deficit budget.

(ii) **Missions Budget** This paper had been presented and discussed at the “combined” section of this meeting (see above). The proposal was put: -

**PCC accepts the Missions Budget for All Saints’, as presented in the World Missions Budget paper.**

**Proposed by Carina Lobley, seconded Yvonne Sanderson, and carried with one abstention.**

Pam thanked Stuart for his report on Finances, and Carina (and Helen) for the work on the Missions budget.

The Rector left the meeting at this point, to attend St Matthew’s PCC.

(iii) **Fabric** Andrew Hayes had been unable to circulate his usual full report, due to disruption of telephone/internet supply. However, he had kindly produced paper copies for PCC of his Fabric “Snapshot” which was circulated. Main points to be dealt with are

- a) **West Wall.** Pam (and Liz Morris) have both done copious amounts of work, looking into deeds, etc. in attempts to verify ownership. Pam will also shortly be pursuing another line of enquiry. The PCC members present did not believe the wall to belong to us, but also do not want harm to come to persons or objects in the vicinity, should the wall fail. Meanwhile, the suggestion was made that we could erect a temporary fence within the churchyard, and close to the wall, as a safeguard against falling masonry.
- b) **Approval to Plant** a Red Hawthorn in place of the felled chestnuts. This is a donation from the Benn family, in memory of David. **PCC approved.**
- c) **Chair Trial** The Archdeacon’s Certificate for the testing of the seats, for the use of the less-able, will soon expire. Andrew requested notices be given in services, and in the news sheet, asking people to try them out for comfort, while there is still an opportunity to do so. **PCC agreed this should be done, with feedback given to Alex Reich. A decision would be taken at the next PCC.**

## 6. Review of Prayer Spaces

The Prayer Space event this year had been held in All Saints’ church itself, the week before this meeting. There had been some positive feedback, and Pam had hopes of a Prayer Space event being held in a secular location, locally, near to Christmas. We could also use the church again next year, possibly during school holidays. Carol suggested using bunting outside for the duration of the event, to encourage more passers-by to come in and investigate.

## 7. Sunday Morning Provision for over 6yrs old

(For information) The Senior Leadership team (SLT) were considering using the new room in Chilton Hall for the younger children, now some are of school age. It was thought that they could use this room as one group, but split into two smaller groups within the room, for their activity sessions.

## 8. Services at All Saints’

Carina spoke on behalf of herself, and Helen Brook. She referred back to the consultation on services, that had been held over a year ago, when it had been decided to keep with a single morning service at All Saints', but to introduce some variety into the services (e.g. occasionally the prayers could be replaced with quiet music and a time of contemplation). Phil agreed that some of the parents felt frustrated, that they had been asking for more interaction for three years now. The Family Services recently had been very good, such as the Sheep and Shepherd, but Carina felt the fact that All Saints' children are generally much younger than those attending St Matthew's was not always taken into account when "pitching" the level of the talk. Hazel asked Phil, as one of the parents involved, how they felt about the imminent "move" of the families' area from the South Aisle to the Front Nave. Phil said they would be pleased with the change. The children felt more involved, when this arrangement had been done for Family Service, and paid more attention. Another bonus would be that the parents would not need to twist in their seats to see, as happens for those on the pews facing the window. The South Aisle is also somewhat "penned in", making it hard for the rest of the congregation to access them and communicate over coffee. Carol asked about late arrivals, would they be more disruptive after the rearrangement? Hazel replied that it was not only the young families who arrived late! Phil suggested having a tea/coffee before the service might entice some to come earlier. Carol thought this would be too disruptive to the following service, although perhaps having breakfast baps on special occasions could be a good thing.

**9. 1<sup>st</sup> October Commissioning Service at All Saints'**

PCC agreed unanimously to hold this service at 6.15 for the commissioning of Revd Jan Radford. (This would entail St Matthew's cancelling their evening service.) PCC expressed their concern over Jan's recently diagnosed illness, and would be praying for her and Tom at this difficult time. Yvonne suggested sending them flowers, which she agreed to organise.

**10. Reservation of Grave Space**

For information. Mr Jonathan and Mrs Karen Benn had asked to reserve the grave space adjacent to Mr David Benn's grave. They are eligible to do this, and Alex would deal with it.

**11. Any Other Business**

There was no other business

**12. Closing Prayer**

Pam closed the meeting with prayer at 10.25 pm.

**Date of next meeting. Combined PCC Tuesday 5th September 2016 at 7.30 pm in Harwell**

.....Chairman