

St Paul's Church Dorking PCC
Monday 13th July 2020 at
7.45pm

Chair: Paul Studley

Minutes: Caroline Rose

Minutes (final)

The meeting was opened with Prayers.

1. Apologies for Absence

Apologies had been received from: John Arnold, Jenny Firth, Steve Henwood

Present: Catherine Barker, Sarah Beasley, Annabel Blanch (part meeting), Malcolm Boother, Alex Cacouris, Catherine Carter Shaw, Lawrence Comber, Alison Everness, Graham Everness, Simon Feraday, Oli Fricker, Jackie Gardner, Maggie Hill, Dawn Lucas, Katie Mackay, Ian Poole, Caroline Rose (minutes), Alison Studley (for Items 1-3), Paul Studley (Chair), Karen Wheatley, Nick White.

Laura Parker joined the meeting to lead Item 4

Emily Lissaman joined the meeting to make a presentation as part of Item 13

3. Nursery Update: Ali reported a successful term with no illness and expressed her grateful thanks to the Nursery team for their hard work referring to her report circulated before the meeting Ali highlighted :

- the appointment of two new members of staff ; a Senior Practitioner who will start in September and a new Administrative Assistant starting in August.
- The staggered start for the 14 new children in September at 2per week and 3 places reserved for January will affect the finances
- anticipated anxiety due to health and safety procedures requiring children having to leave their parents at the door.

In response to questions regarding the precarious financial position of the Nursery, Ali confirmed fundraising was already planned: a balloon race, fashion show, ballet lessons and a sponsored place in Ride London 2021 all of which will be dependent on Covid-19 regulations.

Paul thanked Ali and Jacqui on behalf of the PCC for their outstanding leadership taking the Nursery forward at this very uncertain time.

Laura Parker joined the meeting for Item 4.

4. MAP 2019-20 review and a plan for 2020-21: Reframing and Reconnecting:

MAP Review: Laura reminded the PCC that in July 2019 the decision was made to pull back from 'including everything we do' in the action plan and focus on Discipleship, Prayer and Resource Church and that the aim of this review was to acknowledge and celebrate achievements. With reference to the updated MAP document circulated before the meeting, Laura drew attention to the June 2020 review comments written after consultation with various ministry leaders. It was acknowledged that there had been mixed success in achieving our aims with some completed or ongoing activities but some failures in part due to the onset of lockdown in March.

In response to PCC comment

- Laura welcomed further feedback regarding actions completed, notably work in relation to Baptism Families which was still to be completed.
- She acknowledged strong support for the continuation of Eco initiatives and suggested that PCC invite Annabelle to discuss a plan to take SPACE forward.
- Laura said that when reviewing progress she hadn't found a way of analysing what works and what does not

In answer to questions about the continuation of the plan 2019-21 Laura emphasised that Ruth had hoped to complete the activities listed by 2020, that we were not stopping any of the activities and initiatives progressing but that going forwards they will not be the focus of the staff team in this time of Vacancy.

Laura explained:

- The Diocesan advice is, that a church does nothing with regards to a MAP during a Vacancy but that we are a large church with an experienced team to support the wardens responding to Covid 19 and it was felt that we should have some plan in place. The PCC's attention was drawn to the document: Initial overview of the next season which was distributed before the meeting.
- her role as a facilitator working with the Wardens and Alex to construct a proposed Interim plan

Laura spoke to the document outlining the proposals which are based on four core areas of Church Life; Services, small groups, community, prayer. The wardens and Alex emphasised that God is challenging us to respond to the circumstances we find ourselves moving out of lockdown and that the Archdeacon acknowledged this need. It was clarified that the plan will not be part of the Parish Profile but a future incumbent would be interested and made aware of what we are doing.

The PCC were divided into break out groups for discussion about the proposed Interim plan. The feedback from each group has been included as an Appendix to these minutes.

Paul Thanked Laura for her hard work in compiling the review and presenting the proposed plan going forward.

Laura Parker left the meeting

5. Minutes of the last meeting June 1st and matters arising not taken elsewhere

The minutes of the meeting held on June 1st were approved as a true record of the meeting

**Proposed ; Maggie Hill Seconded: Jackie Gardner
Agreed unanimously**

Matters arising: The PCC Secretary has, as agreed, conferred with Anna Mercer regarding the maintenance of the PCC Endorsed Activity document and the method of updating it as an organic document and the exact role of the PCC with regard to this document .She feels that further clarification is required from the diocese regarding these matters.

Concern was expressed that it was not good enough to assume that the safeguarding policies were being adhered to in relation to endorsed activities and that safeguarding needs to be on future agendas. : Guidelines, their availability and whether they are being followed.

6. Wardens' Report:

(i) **Vacancy arrangements** : Jackie Gardner was thanked for organising a successful prayer morning for PCC on May 16th focusing on the forthcoming vacancy which was appropriate and very well attended and well received.

The Wardens became the legal sequestrators on 30/6 and have met regularly with Alex and with Sarah Beasley . Alex is heading up the staff team and is in charge of the spiritual side of services

Ian and Paul supported by Sarah are focusing on governance and the Vacancy.

It was noted that Ruth's consecration will be on Wednesday July 15th at Lambeth Palace Chapel and will be live streamed.

Wardens are talking to Archdeacon and the Patron who are happy with the way we are currently running the services under vacancy . We are looking at ways of opening up for services and presently we have 2 x 2 hours for prayers on a Tuesday afternoon and Friday morning, with very few takers. Sue Swain Fossey, having worked hard interpreting the documents from the C of E regarding reopening the Church is advising Wardens.

In response to a suggestion that we are missing an opportunity and could advertise more widely church opening, providing more people to man the church and pray with people, it was agreed we should review the situation regularly taking into consideration the health and safety issues involved in opening the church.

(ii) Personnel: Confirmed that **Dawn Lucas** whose Ordinand training at St Mellitus begins in September will be able to stay at St Paul's for her placement.

Becky Taylor has arrived and is living in the Ruddocks self-contained flat. She is starting her duties with us part time in September spending the rest of her time at St Peter's Hospital Chertsey where the Chaplain will be her training incumbent.

Samuel Latham begins his internship with us in September.

(iv) Foundation Governors: St Paul's School: PCC learned that the interview with Fiona Ruddock, Chair of Governors during the Sunday services on July 5 has led to some interest in potential governors. To further highlight the links with the school, Anne Alden will do a 5 minute service interview in the Autumn and the formation of a Parent Prayer group .

7. Written Reports

- a. Standing Committee: there were no questions raised about this report
- b. Fabric: Paul thanked Mick Taylor for his supportive hard work during lockdown, and informed the PCC that a fault with the heating system had been detected resulting in the disabling of the off position. Paul is currently claiming against the contractor who installed the wiring incorrectly.
- c. Health And Safety: Dawn Lucas raised again the issue of the accessibility of accident books. It was agreed that on this occasion the reference to 'assuming no accidents was a result of the fact that the church has been closed and that the Health and Safety officer was unable to gain access. Access should be possible. Ian Poole will take this issue to the Health and Safety committee.
- d. Diocesan Synod: Graham Everness confirmed that there had been no Area Dean appointment. There were no questions raised about this report .
- e. World Church: There were no questions raised about this report.

8. Financial Update: Oli Fricker, Treasurer

Oli spoke to his report circulated before the meeting which showed no significant changes to May's reports

The PCC was asked to approve the Standing Committee's proposal that Ian and Helena Twentyman be given a gift of £650 in recognition of the tireless and dedicated service, beyond their paid hours during lockdown.

Proposed : Alison Everness Seconded Ian Poole Agreed unanimously

Alison and Graham Everness were thanked for their many contributions to the morning services too

Emily Lissaman joined the meeting

13. AOB. Church Suite Plan and Proposals (item taken out of Agenda order)

With reference to the Documents distributed before the meeting Emily explained the plan that Ruth had endorsed and was keen to implement but that her departure and Lockdown had forced any progress to be delayed.

Emily outlined

- the proposal to update our IT software changing from Church Insight to Church Suite focusing on the benefits of Church Suite which is widely adopted in large churches like St Paul's and the limitations of Church Insight.
- The Initial costs, ongoing costs and savings with reference to the documents provided for PCC perusal: Transferring to the new system should realise annual savings of £234-594 a year. Crossover costs will be £64.50 for one month of dual running. An additional £400 is recommended for staff training in the new system. The PCC agreed that the Standing Committee could authorise spending of up to £500 should we be in a position to proceed in 2020. Otherwise crossover and training costs will be incorporated into the 2021 budget (along with the savings).

In answer to questions:

- Emily assured the PCC that Church Suite is well regarded 'in the industry' as a high standard product, that the change over would be straightforward and that Church Suite was GDPR compliant. There were expressions of caution that we would need to check data currently held on the database, ensuring that it was to be used for the purposes for which it was originally given and obtain further permissions if required.
- The Church website can continue as it is OR we could elect to change the website host.

There was positive support for the proposal and it was agreed that the PCC would make a final decision in September but that Emily should go ahead with Phase One. There was strong support for ensuring that there was a good transfer from one system to another including sufficient training for all who will administer the new system, thus a need to increase the budget proposed to finance Phase One up from £600 to £800.

9. Annual Report and Accounts 2019 (APCM 2020)

The now completed Annual Report for 2019 which was circulated to PCC members before the meeting was approved in principle but it was agreed that there had been insufficient time to digest the detail. PCC members were given until 31st July to contact the PCC secretary(or the Treasurer in the case of financial information) with any comments . It was noted that the report included thoughts from Ruth for 2020 as she leaves St Paul's.

Alison Everness said it was hoped that contributors to the Report for 2020 could be encouraged to provide copy promptly for the 2020 Report due for APCM in April 2021 to prevent delays experienced this year.

10. Correspondence: There was no correspondence to note since the last PCC Meeting

11. CYM Off-site visits: there are no CYM offsite visits planned for the future at this point.

Alex Cacouris stepped back from the meeting at this point

PART 2

14. Preparation of the Parish Profile :

Closing Prayer : Graham Everness closed the meeting in prayer

Dates of Future Meetings

Monday September 21st

APCM: Thursday October 15th

Monday November 16th

Monday November 30th (if required to complete the budget)

APPENDIX 1 :

MAP 19-20 and Reframing and Reconnecting : Break out groups Feedback

- Under using PCC members, maybe involve them in sub groups that they have interests in
- Didn't like MAP name
- Get leaders of ministries/teams to talk about how they might review what they do in the current circumstances
- Digital services - we need to be pragmatic going forward and not be over ambitious. Post Covid life is very complicated for many of us. We should not expect to get many more volunteers. Also our volunteering time needs to be able to focus on the community as was also mentioned in our new outward looking approach.
- Small groups - we need some fresh thoughts on how we run small groups. We say they are important but a decreasing proportion of the church partake. Does Alex have a strong vision for small groups? It would be helpful to have some strong leadership here.
- We are treating these issues as a change in circumstances that require immediate attention due the pandemic. The issues raised are an addition to and not a replacement to the MAP, which remains in place.

ONline communication :

- Elderly: elderly home group members needed some cajoling using zoom etc, at first, but many are managing it well now.
- Home groups: we have not used zoom much (we have people who are on it a lot for work or with family and don't relish more zoom use. However, we have I think been good at supporting each other via Whataspp, sending cards, telephone, walks etc
- The isolated: who remain out of the loop. There may still be people like the Cheesemans that are out of the loop. And we may need to offer other elderly computer assistance.
- Community: It was recognised that the Pa s have done a great job in telephoning isolated individuals.
- Building community: taking advantage of the Thursday night clapping.
- Encouraged by the increase in a sense of community with our neighbours. We have some shielding, others with other health issues and done with new babies. We decided to invite everyone to continue coming out on a Thursday evening (sometimes we have met at other times too). It has built the beginnings of deeper

friendships and a support network. I have longed for and prayed in the past for something like this to happen in our road and this has been an answer.

- We are missing an opportunity to reach out pastorally during these what looks like just 2 x one hour open church times. We didn't know that they wanted more people to be willing to do this. With Mick opening we could have others, paid staff, p a s, receptionists, prayers on hand ?
- Whatever we do going forward, we can't please everyone all the time
- Community: it was good that things had continued very well, despite lockdown and it was particularly encouraging that the mentoring scheme through Workout was helping people and that the Pastoral Team was functioning well. There was a general concern that the threat of unemployment and uncertainty about the future was something we, as a Church, needed to be very aware of in the months ahead.
- The words 'reframe' and 'reconnect' were good but we also felt that the word, 'reflect' was important. It is a time to be listening to God and what he is calling us to do going forward to draw more people to Jesus Christ. **Prayer** is a cornerstone in this and whilst there has been no communal prayer in Church it was felt that in the various prayer activities going on via zoom (home groups; prayer evenings; momentum and others) there has been a real feeling that the Holy Spirit is speaking to us at this time and that our prayer life is so important if we are to impact our community.