

MINUTES OF CHRIST CHURCH DOWNEND PCC MEETING HELD ON MONDAY 18 JULY 2017 IN THE YOUTH HUB

Present: Revd Jo Vickery, Revd Paul Peterson (Chair), Helen Barnett, Pete Tiltman, Miriam Parfitt, Martin Brown, Julian Cox, Ian Giles, Bryan Ashton, Debra Turpin, Roger Cholmondeley, Andy Smith, Jonathan Dobson, Jamie Paddon as Treasurer and Miranda Mingay as Clerk

Apologies for absence: Rich Ward

The Minutes of the meeting held on Monday 15 May 2017 were approved and signed

- **Prayer and Reflection**

PP reflected on a John Ortberg book 'Soul Keeping' given to him by JV & SV. Two passages regarding food for the soul was highlighted. The group were encouraged to take 5 minutes quiet time to reflect on what fed their soul. PCC Members then shared with the group.

Matters Arising

- Office query – PP fed back from Nigel Stowe about the work of the office team, highlighting actions taken to ensure continuity in handovers. Nigel and Elissa would be conducting a three month review shortly. Any concerns can be addressed directly to Nigel.

New and Ongoing Business

1) Staffing Matters

- **CAP Centre Manager – Role Spec**

PP explained that Jane White plans to retire in May 2018. CAP training is carried out in Oct/Nov & again in the New Year. He stressed the need for someone to be appointed prior to the next training course in order to take over in May 2018. Local interviews & interviews with CAP HQ of any applicants will be carried out. The Centre Manager needs to be someone who is a regular worshipper at CCD. On reviewing the role description HB suggested that the training dates be added to inform prospective candidates.

[PP to action – advert to go in Christ Church Life immediately. HB to plug on CC Facebook page and website]

PP advised there was no financial implication for the PCC as the CAP Centre is funded by personal donations, our tithe and grants. The CAP office will be moving to Downend Baptist Church for the duration of the re-ordering.

- **Children's work provision**

JV presented a proposal regarding the possible appointment of a paid part time children's worker, in view of Charlie Walker's decision to stand down as Ministry Head. Children's work is vital to the ongoing life and mission of Christ Church and must be prioritised accordingly. Conversations had taken place with Diane Paddon as to the possibility of her overseeing both youth and children's ministry in an ongoing voluntary capacity. PCC Members expressed concern that all of the other options had not been fully explored, and of the potential to overload Diane.

After lengthy discussion, the PCC agreed to communicate with all current Children's leaders and the wider Church family that Charlie Walker is stepping down from Children's Ministry and that we are looking for someone to fill part or all of her role. Anyone interested should contact Jo Vickery asap and if possible by Friday 29 July. The PCC also agreed that if no one comes forward, they will advertise from Sat 29 July 2017 for a paid role of 12 hours per week for a Children's Ministry leader. Funding for a post in Children or Youth has been offered by a member of the congregation for 3 years, so General Fund budget will not be affected.

There was a 2-stage proposal:

- (a) The need for consultation by Fri 28 July with all Connected leaders, exploring options and possibilities, and
- (b) if nothing comes through (a), to advertise a paid role with a view to making an appointment ready for the autumn.

Vote on the 2-stage proposal:

Proposed -Martin Brown; 2nd Miriam Parfitt; All in favour (unanimous)

[HB to organise contacting Children's leaders on behalf of PCC]

- **Work experience placements**

PP advised that Jonny Dobson was currently carrying out his work experience with CCD. He has involved himself in open church; schools, communications and will be preaching on Thursday 20 July. A further work experience placement application has been received from Faye Price (Trinity Cheltenham) who plans to go towards ordination and will be on placement with CCD 18-24 November.

[JV to facilitate this]

2) **Pastoral Care arrangements**

Paper previously circulated. JV advised that there is now a Care Co-ordinators team in place to oversee pastoral ministry and liaise with other leaders within the church around pastoral issues. We are very grateful to all those who have stepped up to this team.

3) **Giving 4 Life**

JP – gave a short overview and advised we were still awaiting the outcome of the Oram legacy - one parcel of land is currently being valued prior to sale at a later date.

In view of the increased turnover in 2017, JP and Sally Coates were requesting that an interim assessment by Burton Sweet be carried out. This will help to ensure that all the correct procedures are being carried out. This year is a full audit year. Although the actual cost is unknown he asked whether the PCC would sanction this. The cost of a full audit could be up to £3K. JV asked if there's scope within the budget for this. JP affirmed this and asked the PCC to endorse this.

All PCC in favour.

[JP to obtain quote and report back]

Financial Position as at 30/06/17 - JP logged his frustrations regarding the delay in his application to be cleared to approve online payments with Lloyds Bank.

[JP and Elissa continuing to pursue this]

The General Fund is running broadly in line with expectations at the half year point with the G4L team keeping it under regular review. JP advised that the fund currently has a £9K underspend. The 2018 draft budget would be presented at the October meeting.

Discussion followed as to the accessibility of the summary documents and JP agreed to review these in time for the next meeting. PT requested a larger font be used in spreadsheets. HB asked for better visuals to be used to give a greater understanding. PCC members need to have a good grasp of trends and key headline figures. Where people significantly reduce or stop giving, this should be flagged up to JV in case of pastoral issues need to be followed up.

[JP to build a process to enable this and to liaise with Sally Coates re presentation of documents]

4) Building 4 Life

JV advised the reordering process has been full-on over the past 2-3 months. All drawings and costings are now complete and tenders have gone out to four (4) contractors; (i) Hart Design and Construction, (ii) CW Duke, (iii) Beard Construction (iv) Halsall, with a view to starting the 3rd week in October 2017. Est cost £954,000K There will be a special PCC meeting on 6 September at 7.30pm to approve the contractor recommended by the B4L group. To date £721,108K has come in, leaving us £230K short of the target figure. Over £105K has come in from the CCD congregation since the launch of the appeal. The junior school is ready to receive us from October 8th 2017 for Sunday services and children & youth groups at 10.30.

[HB to post update on website]

5) Health and Safety Officer Role and review of policy

- (a) AS advised he has invited someone who has all necessary H&S qualifications to take on this role and hopes they agree to come on board.
- (b) Having completed an initial review of the Health and Safety Policy, RC highlighted the next steps:
 - i. Minor amendments recommended will come back to PCC for signing off;
 - ii. General actions to be prioritised and timescales agreed.
- (c) One specific recommendation was that a Steward was needed up on the balcony during 10.30 services. Ian Giles explained how serious incidents have happened elsewhere in the past, due to low frontages.

[AS and RC to bring revised policy to next meeting]

- (d) Any H&S issue are to be reported to AS & RC at the moment.
- (e) Wardens matters (AS/RC) – info
AS updated the PCC on the wall that had collapsed between the spiritual garden (near the tomb) & a neighbouring house. This is being repaired this week at a cost £700+.

6) Ministry Heads' Reports

PP encouraged members to use these as a basis for prayer.

7) Parish Safeguarding

- Safe from Harm Nominations. Listed below are those who have had DBS approval between March and July 2017:
 - Pauline Griffiths, Simon Clark, Charlie Walker, Helen Barnett, Elizabeth Parsons, Mike Parsons, Robert Southgate and Anita Dobson.
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- With Kathy Prosser having stepped down from Parish Safeguarding, PP is currently fulfilling that role. He has approached someone to take over the lead and will keep the PCC informed.

- 8) **There will be an additional PCC Meeting on Wed Sept 6 @ 7.30pm** in the Crèche to agree the tender contract for re-ordering, following the B4L meeting on 30 August 2017. HB asked if it was a possible for PCC member/s to attend the B4L meeting as an observer/s as they need to make an important informed decision on 6 September 2017. It was pointed out that there are PCC members on the B4L team, but that any PCC member could attend as an observer.

[Paperwork to come out a few days before Sept 6. JV to pass to MM for distribution]

9) Correspondence

MM advises

- a) Thank you letter from Church Mission Society
- b) Letter from Diocese of Bristol re Parish Share commitment for 2018.

JV - Nominated Emma King as Foundation Governor for Christ Church Infants School.

Proposed JV. 2nd Andy Smith. All in favour (unanimous)

[Copy of minutes to go to JV to support the application – MM]

Andy Pound has stepped down from his role as Chair of governors at Christ Church Junior School this week. He has served on the governing body for 10 years, with 3 years as Chair

[PP to send thank you letter for all he has done on behalf of the church community]

10) Closing Prayers

Dates of future meetings:

PCC – Wednesday 6th Sept at 7.30pm (Crèche room),

Wednesday 18th Oct and Tuesday 5th Dec 2017 at 7.15pm

Supporting Documents:

- Minutes of May Meeting
- Children's Ministry Proposal
- Updated Health and Safety Policy
- Care Co-Ordinators Meeting Summary
- CAP Centre Manager role description
- Giving 4 Life Reports
- Ministry Heads Reports

The PCC co-operates with the incumbent in promoting the whole mission of Christ Church with a particular responsibility for ensuring wise and faithful stewardship of the Church's resources, to enable vision to become reality.

Signed:

Date: