

CHURCH OF SAINT PETER, HENLEAZE



Lives transformed through following Christ in love and service

PAROCHIAL CHURCH COUNCIL

Minutes of Meeting held on Thursday 24 May 2018

Ex-Officio Members	
Clergy	
The Revd Canon Mark Pilgrim	Present
Lay Ministers	
Ian Love	Apologies
Sarah Thomas	Present
Kathy Kilgour	Present
Churchwardens	
David Cottrell	Present
Lindsey Traub	Present
2017 Deanery Synod Reps	
[Kathy Kilgour]	Present
[David Cottrell]	Present
Sarah Thorne	Present
(vacancy)	

	Elected Members	
2018	Jane Boyle	Present
	Valerie Bishop	Present
	Peter Dyer	Present
	Erik Dirdal	Present
	Leah Emery	Present
2017	Emma Bolton	Present
	David Fenna (Treasurer)	Present
	Alistair Robinson	Apologies
	Moira McMurrans*	Apologies
	Jane Crawford	Present
2016	Mary Goronwy	Present
	Catherine Leask	Present
	Wendy Young	Present
	Mike Leddra	Present
	Sandy Hollinghurst*	Present

* fulfilling casual vacancy 29th April 2018

Secretary : Katharine Ford

Attendance 18 / 21 = 86 %

Note: The required quorum for the meeting is one third of the members, i.e. 7.

The meeting was chaired by the Vicar.

1. Worship and Welcome

The Vicar warmly welcomed everyone, including newcomers, and led a short time of sharing.

2. Apologies for absence

Apologies were received from Alistair Robinson ; Ian Love and Moira McMurran were also unable to be present.

3. Minutes of the last meeting

The minutes of the meeting of 20 March 2018 were accepted, and signed by the chair.

4. Matters Arising

None.

5. Standing Committee Report

5.1 David Cottrell confirmed that next week he is to order 5 nesting tables costing £300 each (incl VAT), to provide hall hirers with tables that don't need to be put up and taken down.

5.2 David is shortly to initiate with API the necessary improvements to the church sound system.

5.3 In order to comply with the new General Data Protection Regulation (GDPR) requirements, Sandy Hollinghurst had circulated a revised Data Privacy Notice and it was agreed that the document was a very helpful statement of intent.

Resolution “ That this PCC adopts the Data Privacy Notice as set out in a paper for this meeting in furtherance of its compliance with the GDPR.”
Proposed by Peter Dyer, seconded by the Vicar, and carried unanimously.

Sandy is to put the Data Privacy Notice onto the website.

6. Planning Team Report

6.1 The Vicar briefly went through the Leadership Flowchart 2018 which had been circulated. It shows the outworking of St Peter's Vision, Mission and Values through the different aspects of church life which flow from and feed into the Planning Team and the PCC : the Planning Team's remit is to make recommendations to PCC for them to accept or reject, and the Team meets 2 weeks before each PCC meeting.

6.2 SMART Targets 2018 : the Vicar explained the current state of play with the targets which have been adjusted since the start of the year, either achieved, in progress, or deferred - noting that appointing a Choir Director is not going ahead at the moment, but that the choir is re-establishing itself. On the subject of music, it is proposed to try out a) choir practices after services, and b) seating the choir at the front of the congregation : Lindsey Traub and Cathy Pearce will be involved with these experiments, and Pavlos will lead the practices, although this work will not be paid.

6.3 Children and Communion : discussion. It was noted that Diocesan policy is that children over 6 years may be admitted to Communion, but we wish to leave to parents the decision about the sharing of Communion bread with young children, as a matter of parental responsibility. Baptism is a pre-requisite for receiving Communion, and this mostly applies. Not adopting a formal policy will be acceptable. This is to be clarified for the congregation in the weekly sheet and a leaflet is also available in church. This matter and the provision of access to Communion teaching will be explored by Simon Collins and can be taken to the Young Seekers curriculum discussions.

7. Worship Ministry

7.1 Foundation. Sarah Thorne had circulated a report, and she and the Vicar are members of a 6 strong Leadership Team, with Matt Parsons as Creative Administrator. Sarah said that social justice and outreach are important to Foundation and the hope is that we can join them more in their outreach, eg at the Wild

Goose Café, and that they can increase their participation in church social life and events.

7.2 Valerie Peters wishes to fulfil a ministry at St Monica's now that she can no longer do this at St Peter's and this was agreed.

Resolution "That this PCC supports Valerie Peters in becoming a Licensed Lay Minister with Permission to Officiate with particular reference to her exercising ministry at St Monica's Retirement Village".
Proposed by the Vicar, seconded by Sarah Thomas, and passed unanimously.

7.3 Lay Administrant Review sessions. Sarah Thomas reported that she has held two sessions so far and the following points arise:

- Holy Communion taken to those who remain seated is much appreciated
- Next term Sarah will mentor Trinity students
- Flow of people into the Lady Chapel needs attention
- Counting of communicants needs to be checked on
- Administrants come up during the second verse of the Agnus Dei
- No concerns about not having servers now
- It is a great privilege to do it!

Consuming the surplus wine was also discussed : wine can be reserved – but there is usually not much left over.

7.4 Hymnathon – see below under Social and Outreach.

8. Discipleship Ministry

8.1 Kathy Kilgour had circulated a report about the Whole Life Discipleship Programme (LICC) – Faith on the Frontline, and commented that it was most inspiring. The final session is "for everyone" and is on **Wednesday 13 June** at Redland Parish Church Hall at 7.30pm.

8.2 HeartEdge. In November 2017 St Peter's became a founding member of the HeartEdge network supporting mission focussed on the four key areas Congregations, Culture, Compassion and Commerce. St Peter's is hosting a HeartEdge day workshop on **Monday 18 June** with focus on our own venture Henleaze Hospitality / Support for Syrian Refugee Families: this will be facilitated by a HeartEdge member of staff. Information on the 'Sponsor Refugees' initiative is given in the paper circulated. Under the Council's refugee scheme, a house has already been identified locally for a refugee family and through Henleaze Hospitality it is hoped we can offer the practical support and integration that the family would need. Attention was also drawn to a Bristol City Council workshop on **Monday 4 June** from 5.30pm at City Hall. The Mayor and other people who are considering community sponsorship will attend.

9. Refreshments

10. Finance Ministry

David Fenna had circulated the Finance Group report.

10.1 Digital giving is being progressed.

10.2 Fundraising. Possible fundraising events are listed on page 2 of the report. There was much discussion about the overlap between fundraising activities / social activities, and whether a Fundraising Committee or a Social Committee should be formalised - see below under Social and Outreach.

'Kids' Film Night' is a success on the Henleaze Schools campus and Catherine Leask and Sarah Thorne agreed to trial a similar film night at St Peter's.

Other than by fundraising, more income could be generated by greater promotion of our buildings to bring in revenue.

It was noted that we have a SMART target of giving away £6000 during this year.

10.3 Giving in Grace. David Cottrell had prepared a letter, brochure and leaflet to help people review their giving and these will be distributed by PCC members ; Thanksgiving Sunday is 24 June.

11. Youth Ministry

11.1 Catherine Leask had circulated the youth worker report which includes a youtube link to clips being used on Sunday mornings. We warmly welcome Simon Collins as Youth Worker.

11.2 Kathy Kilgour had circulated a report on Toddlers. The Christian Aid Big Brekkie went well and over £70 was raised. Kathy is considering how to develop the groups in the autumn, when Toddlers will be renamed Play at St Peter's.

12. Social and Outreach

12.1 Lindsey Traub will be co-ordinating this side of church life ; it will be kept fluid and people are to be encouraged to contact Lindsey with ideas. Particular things to focus on at the moment are
Tea Party on Sunday 1 July
Possible BBQ on Sunday 15 July
Possible Hymnathon in September or October
Ale and Arty Charity Festival on 20 October – sign up sheets are on their way out and volunteers are needed.

13. Safe and Welcome Team

13.1 Sandy had circulated the new Safeguarding Policy which now covers the whole subject, including matters relating to photographs of children, and social media.

Resolution "That this PCC adopts the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure."
Proposed by David Cottrell, seconded by Kathy Kilgour, and passed unanimously.

13.2 Gold Award. A report circulated showed that there are 5 domains which need leaders -

- Safeguarding - Sandy Hollinghurst.
- Accessibility - Mike Leddra and Peter Dyer offered to do this and Sandy will send them details.
- Youth & Children's Ministry - Catherine Leask and Simon Collins cover this and they will be sent details. The proposed children and youth committee will need a name - tbc at the next PCC.

ACTION

- Health & Safety - David Cottrell offered to do this
- Hospitality & Welcome - This may be covered by Lindsey Traub's remit and the Vicar is to obtain a copy of the Everybody Welcome course and discuss with Lindsey.

13.3 Health & Safety - Medical emergencies and defibrillator. There is a defibrillator on the wall of Henleaze URC which is available and should be sufficient in an emergency – David Cottrell and Catherine Leask will investigate. A British Heart Foundation first aid course was recommended by Catherine, possibly for deputy wardens.

14. Site Committee

No Report. Mike Leddra proposes to repaint the Hall Lobby with standard decoration.

15. Pastoral Ministry

No report. Mary Goronwy had attended the Dementia Friendly Day in a group of 8 people.

16. Synod Reports: Deanery (15th May) DS Reps, Diocesan and General

Sarah Thorne had circulated a report and the leaflet 'Six Key Practices – Creating Connections'. She has

copies of these for church.

17. AOB

17.1 DBS checks (Wendy Young) - checks for St Peter's volunteers assisting at the YESS Youth Group (North View Methodist) need to be carried out: the Vicar reported that he had asked Rev Emma Langley at Westbury Park whether St Peter's checks are valid for a Westbury Park group.

17.2 PCC photos (David Cottrell) - please can new members get their photos to David.

18. Dates of next meetings

For the autumn 2018 meetings, it was agreed to change the 2 Tuesday dates to Thursdays.

Amended meeting dates:

- the September meeting will be on Thursday 20th September, not Tuesday 18th
- the November meeting will be on Thursday 22nd November, not Tuesday 20th.

The meeting closed with prayer.

The next PCC meeting is on Thursday 5th July at 7.30pm, in the church.

Next Planning Committee meetings are on 19/06/18 and 05/09/18

Reports for next PCC meeting to be requested by PCC Secretary on 21/06/18

Reports to be returned to PCC Secretary by 28/06/18

Agenda and reports to be issued to PCC on 29/06/18

Forthcoming PCC meetings (- all commence in the church at 7.30pm):

Thu 20/09/18

Thu 25/10/18

Thu 22/11/18