

CHURCH OF SAINT PETER, HENLEAZE



Lives transformed through following Christ in love and service

PAROCHIAL CHURCH COUNCIL

Minutes of Meeting held on Tuesday 14th September 2021

Ex-Officio Members	
Clergy	
Rev Canon Mark Pilgrim	Present
Rev Kandis Douglas	Present
Lay Ministers	
Ian Love	(Apologies)
Sarah Thomas	Present
Kathy Kilgour	Present
Churchwardens	Present
Sarah Hardiman	Present
Kathy Kilgour	Present
Deanery Synod Reps	
Kathy Kilgour	Present
Sarah Thorne	Present
Sarah Thomas	Present

	Elected Members	
2021	Pete Dyer 2021-24	Present
	Erik Dirdal 2021-24	Present
	Lindsey Traub 2021-24	Present
	<i>vacancy</i> 2021-24	-
2020	David Fenna Treasurer 2020-23	Present
	Alistair Robinson 2020-23	Present
	Jane Crawford 2020-23	Present
	Emma Bolton 2020-23	Present
	Clare Fussell 2020-23	Present
2019	Mary Goronwy 2019-22	Present
	Wendy Young 2019-22	Present
	Mike Leddra 2019-22	Present
	Georgina Cope Nov 2019 - 22	Present
	Elliot George (elected 2020 -22) <i>replacing Catherine Leask - retired 2020</i>	Present

Secretary: Katharine Ford

Attendance 20 / 20 = 100%

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

The meeting was chaired by the vicar.

1. **Opening Prayers** - led by Katharine Ford.
2. **Welcome and apologies for absence** Mark welcomed everyone ; there were no apologies.
3. **Minutes of the last meeting** These were accepted and signed.
4. **Matters Arising** There were none.

5. Standing Committee Verbal Report

Roles on Sunday mornings - Service rotas

Mark outlined the plans to have fewer rotas and integrate roles if possible, while still maintaining a core team - as follows : at 8am and 10am, a welcomer, who would also read and assist with communion wine; and at 10am a warden or deputy, who would oversee the congregation and provide details of numbers of communicants, and an intercessor, who would also assist with communion wine. Comments made were that the arrangements will need to take into account those on a rota who are, for example, not keen to read, or not sufficiently mobile for some of the duties. Clare Fussell commented on our contactless donations arrangements, and the Offertory was discussed ; it was agreed to have baskets at the entrances for people to give - and bank card readers to take donations – before or after the service. Emma Woodworth will now invite people onto the rotas, to start on 10 October.

IT Team Report circulated

As services continue in church and on zoom, Mark reported that we need more people who are competent to operate the iPad for the sound system, to take account of headsets, lectern mike and music. The team should consist of 1 person to manage zoom and camera, and another to set up and manage the sound system. We currently have a couple of people competent on sound, but Mark felt that we are not in a position to recruit another sound system operator at present.

At this point the meeting turned to consideration of Kandis' report, Making services available for people at home. The proposals were

firstly that a new network cable be installed from the office router to the video desk at the back of church; a quotation for this has now been received for £358 plus VAT (see Site Committee Report)

and secondly that a new laptop be purchased and kept with the video desk: possible cost £500. (David has reported separately that the church insurers say this will be acceptable to them if the laptop is kept out of sight: there is a locked wooden cabinet suitable for this.) Kandis explained that we need to commit to upgrade every 3-5 years. It was suggested that we investigate loaned laptops offered through business charity projects and Alistair said that his company has some. Kandis also clarified that charging for transmission of services would be a question of charging the operator of the equipment.

It was decided as follows:

The cost of £358 plus VAT for the new network cable was unanimously approved, and Pete will place the order. People who operate zoom will be trained for use of the iPad.

David agreed that the Rosemary Paignton Smith Fund could be used for the above.

KD PD

Coffee Team

This will consist of 2 people per Sunday to serve refreshments from the servery in church.

Communications Team

Thanks to Sandy Hollinghurst, as website manager, who now wishes to step down from this role. It is proposed that we form a team to oversee website, social media, printed publicity, notice boards etc. Kandis said that we need to cover as many channels as possible, and we need to know what we want to say as a church through those. We queried whether there was any provision available from the Diocese of help or training on communications skills for churches, but this is not known. Jane Crawford and Emma Bolton felt they did not have all the skills needed, but they agreed to meet with Kandis to make a start.

KD

Gardening Group

Arising from an offer of help, and the need for constant maintenance of the garden, it is proposed to form a Gardening Group. This could be developed to offer something open to the wider community to participate in, along the lines of our Henleaze Hub vision, and could be furthered through putting details in the local free press. The care of the garden site was discussed, and the various tasks that volunteers do (Mary, Pauline, Mike, Pete, and others) ; also, as needed, contractors carry out clearance ; however, not all of the site is covered. It was agreed that Mark would ask Pauline Watkin if she would like to co-ordinate a team : another option would be to advertise in the weekly sheet.

MP

7. Worship

In reviewing current arrangements for worship, we considered maintaining service availability for those at home, seating and booklet arrangements, music, and the offertory.

It was agreed that we will continue to provide availability for those at home – see agenda item 5 (IT) above.

Regarding the spaced out rows of seating, it was felt that people who miss being able to stand holding onto the chair in front should feel comfortable to stay seated. The spaced out rows enable communion to be brought round, and this pattern will continue until Christmas. It was felt we should still have a box of books and booklets that are set aside and not handled, to reassure those who are anxious about infection risk. However, it was decided after discussion that we need more printed weekly sheet leaflets in church, and Mark will now ask Emma Woodworth for 60 per week. **MP**

At present, hymns only are sung, and if singing of service settings were resumed, it was felt that might be helped by the presence of a singing group ; Lindsey Traub explained that she is in the process of finding out if a group of singers can be drawn together to prepare music for special occasions, and if needed, to support the regular singing on Sunday mornings.

Giving at Sunday services is currently covered by baskets at the back of church and bank card readers, as detailed in agenda item 5 (Sunday mornings) above, so it is not proposed at the moment to resume passing round a collection plate.

8. Pastoral & Healing Ministry

There was great concern within the church at Sue Munro's death, and there has been support from the church for her family. It was felt to be important that we notice how church members are, and know what we can do – Mark said this can be making as much use as we can of the activities on offer, and the open church, and opportunities for fellowship with each other. Sarah Thomas pointed out that although there may be loneliness, or other sadness in people's situations, we would want our response to be sensitive, and our care of them to be indirectly offered, in a context of friendship.

9. Discipleship

Eco Committee Report circulated

Sarah Hardiman's report gave updates on a lot of actions completed recently. In the September Newslink, Kathy has appealed for eco ideas and tips from the congregation (50 Ways to Save the World) – these would still be welcome. Clare Fussell suggested a link with the Gardening Group to initiate veg boxes; it was agreed to suggest to Pauline Watkin that the raised beds previously used by Busy Bees be used for this on the garden lawn. **SH**

Henleaze Hospitality

Lindsey reported that the children's schooling is going well : Bilal is in his second year at Bristol Free School and enjoys it there, and the three younger ones are now happy at Henleaze Juniors. The reading assistance team is resuming and Georgina Cope will check on the DBS situation once the new team is formed.

10. Youth & Children's Ministry

The autumn programme for the young people has started well, and meetings between Mark, Kandis and Simon Collins are taking place. Georgina asked if she could now have details of who the helpers will be.

Footprints has resumed, and in October, Toddlers will return under the name Footprints – indoors, though with more use of the outside area when possible. **MP KD SC KK**

11. Site Committee Report circulated

Pete's report detailed the work now done to prevent ingress of water, and the further roofing work needed in other areas.

Pete also explained the need to improve the south doors so that they will self-close efficiently, and to replace the brush and draught seals; this will improve comfort and economise on heating. The cost is £2957 plus VAT; the Treasurer confirmed there are funds in the buildings reserve ; all agreed that this should go ahead.

IT improvements were also detailed in the report – see agenda item 5 (IT) above. **PD**

13. Finance Parish Share request circulated

David Fenna commented on the 2022 Parish Share request letter from the Diocese, which gives the background by detailing our contributions for several previous years; the amount requested for 2022, £102,760, was felt to be too much of a jump, taking into consideration factors recently affecting St Peter's : it was pointed out that we have had a drop in Electoral Roll total, and congregation numbers, and that there is still uncertainty regarding how many people will come back after the pandemic. David thought we could end up with a shortfall of around £13,000 if we gave this amount . There will be the opportunity for extra giving at Treasure Sunday at the end of November, but we do not yet know if the Crib Service, where donations are usually generous, will take place. David recommended a PS of £96,000 for 2022, to be reviewed during the year.

**Resolution : That in 2022 we continue our Parish Share contribution at £8,000 per month, giving a total of £96,000 for the year, but that we review this monthly amount during 2022.
Proposed by David Fenna, seconded by Pete Dyer, with all in favour.**

Our response will be sent to the Diocese shortly.

DF KF

14. Safe & Welcome Ministry Georgina reported that a C1 Foundation course will be needed this term.

15. Deanery Synod Mark reported that Deanery Synod will meet later in the week, when he will discuss with Westbury Park Church and Trinity Henleaze URC possible arrangements for the 'Living in Love and Faith' Autumn Programme.

MP

17. Prayer The meeting ended in prayer at 9.20pm.

Date of the next meeting : Tuesday 23rd November 2021 at 7.30pm in church