

# Minutes of the Meeting of St. James P.C.C.

## Monday 26<sup>th</sup> January 2015

**Present:** Rev Rob Powell (Chair), Rev Johan Allen, Carol Burt, John Farebrother, Liz Gibbons, Antony Herbert, Alan Hollamby, Dave Ingram, Steve Linton, Dan Obene, Lilian Reddie, Myles Taylor, Paula Thomas, Glynis Wilkinson, Simon James-Morse.

**Apologies:** Judy Douglas, Everlyne Nyambura, Richard Reddie, Julie White.

**In Attendance:** Fiona Perham, Furzedown Churches Youth Minister, for item 4, 'Youth Ministry Report'.

1. **Welcome:** Rob welcomed everyone to the meeting and opened the meeting with prayer.

### 2. **Minutes of the Previous Meetings:**

The Minutes of the meeting on 8<sup>th</sup> December 2014 were considered, accepted unanimously and signed. It was noted that copies of previous PCC Minutes from 2010 to date were now available on the church website, under *Resources*.

### 3. **Matters Arising from the Minutes**

1. **Legacy Policy** (item 3.1). Rob reported that the Legacy Brochure had been finalised and would be available shortly.
2. **Furzedown Oak Project** (item 4). Rob reported that he had emailed the sculptors and conveyed the PCC's concerns regarding the size, cost, location and ownership legalities of the project. A further meeting was scheduled for Thursday 29<sup>th</sup> January.

### 4. **Youth Ministry Report**

Fiona Perham presented a report of the Youth Ministry activities during the last year. This gave details on the Sunday groups (Resonate and DC), the mid-week groups (Boys Group, Girls Group and Emerge), one-to-one sessions with young people, social events, trips to other churches and Soul Survivor week.

Various pathways for bringing the youth ministry and FYC together were being explored, the first initiative being a joint Thursday night club for those aged 13+ to explore faith and values.

Fiona also reported that there were ongoing conversations with Graveney School regarding a small group initiative to explore specific issues.

The meeting welcomed the report and there was general discussion, including if there were other areas that could be addressed, e.g. supporting/follow-up of youth that had gone to university.

The meeting thanked Fiona for all the work undertaken and Johan prayed for her and the youth ministry. At this point Fiona left the meeting.

### 5. **Mission Action Plan (MAP)**

Rob reminded the meeting that the Mission Action Plan (MAP) that had been approved by the PCC at their meeting on 6<sup>th</sup> October 2014 (item 4). The document had been sent to the Diocese, who had responded positively especially as regards the growth initiatives in the MAP.

1. **Strapline.** Rob emphasised the need of a short statement (strapline) to reflect the renewed vision and MAP. A draft wording was suggested, "All of Life for Christ", and the meeting divided into smaller discussion groups.

On resumption, the key discussion focused on *who* the strapline was for, i.e. was it wording to focus those *in* the church, or to engage with those outside? The overwhelming consensus was that the strapline was to motivate those already in the church.

Having clarified the purpose of the strapline, various alternative wordings were considered and critiqued. It was noted that the strapline would appear on all communications, e.g. headed paper, website, etc.

**Proposal: to accept the strapline as presented, i.e. "All of Life for Christ".**

Proposed by Dave, Seconded by Myles, agreed unanimously.

2. **Visibility & Presence.** Rob highlighted the MAP's commitment to renew the Notice Board at the front of the church by summer 2015. The meeting observed the difference between a Notice Board (with 'static' information) and a Sign Board (with 'changing' information). The meeting discussed *who* the

Notice Board was for, unanimously determining that this was for the General Public, i.e. for those outside the church congregation.

The meeting considered what information should be displayed, observing that there was a need for *both* static and changing information to be shown, the latter giving an insight into the busy life behind the front door of the church.

In view of the current balance of £1,683 in the 'Church Notice Board' fund, the meeting enquired whether both a Notice Board and a Sign Board options were possible.

It was **agreed** that Rob and Simon would consider this matter further and bring a proposal at the next PCC meeting.

It was also **agreed** that there needs to be some signage outside the church office.

3. **Nurture & Discipleship.** Rob noted that a task group would need to be appointed to undertake the many items in this section of the MAP. However, to assist the task group, the need for church members to complete a Questionnaire was suggested. This would primarily ask the question, "How can the church better help you to grow?" and would allow all church attendees/members to express an opinion. After discussion, it was **agreed** that a Questionnaire should be used, to be completed within a Sunday service or sent direct to those unable to attend.

It was **agreed** that Rob would compile and circulate a draft Questionnaire to PCC members for comment.

## 6. Finance Report

1. **Management Accounts for the Year.** Paula presented the Management Accounts to 31<sup>st</sup> December 2014, showing a *surplus* for the period of £6,730. Although donations were below budget forecast, the Advent Gift Day appeal had exceeded the targeted amount and Property Income had been higher than expected.

The meeting gave thanks to God for his provision.

Paula would present a full set of Annual Accounts at the next meeting.

2. **Budget 2015.** Paula presented an updated 2015 Budget, reflecting the actual figures from 2014. Once again this would be a balanced budget, with a £5,000 contingency.

**Proposal: to accept the 2015 Budget as presented.**

Proposed by John, Seconded by Johan, agreed unanimously.

3. **Auction of Promises & Advent Gift Day.** Paula reported that the Auction of Promises had raised £1,563, and the Advent Gift Day (with Gift Aid) had raised £10,515.

The meeting thanked Paula for all her work on the accounts and budgeting.

4. **Giving Letter.** Rob reported that he would be sending a letter to all regular donors thanking them for their giving during 2014, present the 2015 Budget and asking them to review their future giving. A new Giving Brochure and Legacy Brochure (see item 3.1 above) would also be included.

## 7. Administrative Assistant and Cleaner Job Descriptions and Contracts

Simon reported that, in accordance with recent EU directives, the Job Descriptions and Contracts of Employment had been updated for hourly paid employees, i.e. the Administrative Assistance and Cleaner. The most significant change was the eligibility and payment of Holiday Leave.

Paula confirmed that Holiday Leave payments were included in the 2015 Budget calculations.

## 8. Any Other Business

There was no further business.

## 9. Date of Next Meetings

- Monday 23<sup>rd</sup> March 2015
- Sunday 19<sup>th</sup> April 2015 – APCM
- Monday 11<sup>th</sup> May 2015
- Monday 6<sup>th</sup> July 2015

The meeting closed with a time of open prayer and the Grace, at 9:55pm.

Next PCC meeting: Monday 23<sup>rd</sup> March 2015 at 8:00pm in the Centre