

## Parochial Church Council for the Parish of St David with St Michael and All Angels Exeter

Minutes of the meeting of the PCC for the parish of St David with St Michael and All Angels Exeter held on **Thursday 12<sup>th</sup> January 2017 at 7.30pm.**

<b>Present:</b>	Dave Allin (Chair)	Avril Pattinson
Elizabeth Hughes	Paula Lewis	Sam Wellbelove
Sue Holden	Chris Heaven	Bill Pattinson
Sarah Black	Charlotte Townsend	Stephanie Aplin
Emma White	Richard Barnes	Keith Postlethwaite
Andrew Godsall attended the meeting for Item 4		
<b>Apologies:</b>	Roger Beer	Hilary Todd
Rev Christopher Durrant	Simon Harrison	Mary Kirkland
Lizzy Hewitt	Richard Parker	Hilary Francis

The meeting began with an opening act of worship.		
		<b>Action</b>
1.	<p><b>Welcome of new members</b> The Chair welcomed Paula Lewis to the meeting and thanked her for agreeing to take on the role of treasurer for St Michael's.</p>	
2.	<p><b>Apologies for Absence</b> Please see above</p>	
3.	<p><b>Declarations of interest</b> There were none.</p>	
4.	<p><b>Planning to fill the vacancy</b> To follow up our meeting with the Archdeacon, Rev Canon Andrew Godsall (Mission Community Ministry Development Adviser) joined the meeting for this item and explained that we would have support from his team as we work through this process.</p> <p>He reminded us that, together, our two churches met the criteria for a mission community so there had been, and was now, no need to reorganize the Parish in any way.</p> <p>Andrew set out the principles of a mission community that we should bear in mind. In particular the vicar should lead the team of paid and volunteer workers but should not expect (or be expected) to do everything. He reminded us that the diocese thinks it appropriate for a mission community to have a paid administrator working 20hrs/week.</p> <p>The context of our appointment was that the diocese as a whole has a high proportion of older vicars (aged 50+) many of whom will retire in the next few years and few women. Against this background we need a vision for mission and a mission action plan that will give this vision practical reality. We then need a person specification for our new vicar</p>	

that matches these goals.

The mission action plan should be in a standard form and Andrew will circulate a template. It will serve us as a tool for thinking about the kind of church we want to be. It will also identify how we plan to address the three diocesan priorities (growing in prayer, making new disciples, and serving with joy) and what structures we expect to create to support these actions. Bishop Sarah is due to come to the parish to explain these priorities. A copy of the template is attached to these minutes.

We should use our Plan to shape what we choose to do *and not to do* in the future – though we need to be open to new opportunities. We need to establish the discipline of looking at the Mission Action Plan each year.

A useful resource is the Natural Church Development (NCD) organization (<http://ncd-uk.com>) which bases its guidance on a survey of 70,000 churches across Europe. The eight characteristics of healthy churches that they identified are churches that: empower people; use the gifts their people have; are passionate about their spirituality – whatever tradition they adhere to; have synergy between their structures and their goals; have inspiring, welcoming, interesting, rewarding worship which may be in patterns that are different from the tradition hour of worship on Sunday; have small groups that meet the needs of their members; engage in evangelism that satisfies the needs of the people they hope to reach; have loving relationships. The effectiveness of a church is limited by the least effective of these eight characteristics. For a fee of about £350 NCD will provide a questionnaire, analyse results and provide a coach to help us interpret the findings.

We then had a wide-ranging discussion of issues that should inform our planning.

We discussed what we felt we were currently poor at. The issue of loving relationships was identified, though there were different views about this. We also discussed opportunities.

One was the St David's building. We were 6 months behind schedule with the building repair work but by March should be able to move forward to the transformation phase of the project to make the building more flexible and give us the chance to serve different purposes and different user groups. We want to be active in approaching potential users, alerting such people to the changes that will have been made to the building. We also want to use it for our own outreach.

We saw the risk that a new vicar will be expected to be the 'buildings manager' and needed to guard against that. We want the vicar to help us reach out to the local community, exploiting our fabulous locations and the heavy footfall across our St David's site. In relation to this we noted that our vicar had historically been chaplain of Exeter College – a relationship that we seek to develop further. We recognized that growth might be focused, not on Sundays, but on the other 6 days each week. We noted that the use of Sundays in the broader community has changed significantly, with much more involvement in sport and shopping. Perhaps a 20 minute period of worship over lunchtime would be a more productive focus for growth than the traditional hour long Sunday service. We felt that the dual traditions represented by St Michael's and St David's was a real strength of our mission community. We thought that one focus for St Michael's might be re-engagement with the

	<p>changing community that surrounds that building. We briefly raised the possibility of greater use of social media. We noted that running small groups was a challenge given that our congregations were geographically wide spread but celebrated the fact that we have an effective women's group, a growing men's group, Bible study groups, a lunch club and lecture series that bring in people.</p> <p>Our discussion identified the need for better communication between our two congregations (eg the better advertising of all of our activities in both churches).</p> <p>We recognized the value of a paid administrator (eg in generating and/or managing bookings that bring in cash) but the issue of payment is problematic. Structural issues are therefore significant for us.</p> <p>We need a vicar who help us to raise funds and can support us in empowering our people.</p> <p>Summarising this discussion, Andrew alerted us to the steps that now need to be taken: We need a Section 11 meeting to agree a statement that incorporates a Mission Action Plan and Parish Profile which leads to a person specification. Andrew or Penny Doe can help with this.</p> <p>To prepare a draft of this statement we identified a small group including Stephanie Aplin, Dave Allin, Richard Parker, Marianne Connors, Emma White and Sarah Black. The meeting decided to circulate those not attending to see if anyone else is interested in joining this group. We need to produce the draft statement in about 6 weeks</p> <p>We will then need two PCC representatives who are able to give time to the recruitment process (including, but not limited to, the two days of interviews). It will be useful for these colleagues to have interview experience. Anyone interested should let the churchwardens know.</p> <p>The meeting thanked Andrew for his guidance on these matters. He left the meeting at this point.</p>	
5.	<p><b>Minutes of the Meeting on 1<sup>st</sup> December 2016</b> The meeting identified two typographical errors in these draft minutes ('gave' not 'give' in Item 8; 'from' not 'fro' in Item 13). Emma White proposed that, subject to these corrections being made, the minutes be accepted. Dave Allin seconded. The meeting agreed unanimously.</p>	Keith to correct the draft
6.	<p><b>Matters Arising from the Minutes</b></p> <p><u>Insurance for the PCC</u> Dave reported that the PCC was insured for up to £100,000 for decisions we take and that public liability insurance insured the PCC for £5M. We agreed that this was reasonable cover.</p> <p><u>Magazine</u> Bill reported that he had spoken to the Exeter College team and that Clive Wilson from the College will cover Ashley's design role. Preparation for the February magazine is under way.</p> <p><u>Correspondence</u> Keith reported that letters had been sent to Adrian Hewitt and to Ashley and Jo as requested. Returns about food-related activities had been made to the diocese as requested.</p>	

	<p><u>Health and Safety issues</u> Dave explained that follow-up of these issues was under way.</p> <p><u>Safeguarding – the issue of photos</u> A notice about photos has been added to the St David’s weekly service sheet. Richard Barnes will follow this up at St Michael’s</p> <p><u>St Michael’s insurance</u> There is an outstanding issue about the level of St Michael’s buildings insurance now that we have received a written statement from our insurers indicating that the current level would not cover site clearance in the event of a major incident. They have suggested that the cover should be 25% of the building value. St Michael’s DCC will consider the required level and report back to the PCC which needs to reach the final decision. Emma suggested that we need an estimate of the cost of the higher level insurance. We agreed that this must be addressed by the meeting at which the PCC signs off the accounts in March.</p>	Richard Barnes to follow up
7.	<p><b>Finance Report from St David's</b> On Barbara’s behalf, Dave reported that since the last PCC meeting was not long ago, there have been few changes and no detailed report was presented. Work on the accounts is under way. The most likely situation is that we are operating at a small loss because of lower giving and loss of rental income during the building work.</p>	
8.	<p><b>Finance Report from St Michael's</b> The hand over to the new treasurer is in progress so no report was presented on this occasion. As for St David’s there have been few changes since the last PCC meeting.</p>	
9.	<p><b>Fabric Report from St David's</b> Dave reported that the last needles have been poured and the floor slab will be reinstated next week. We are aiming for the contractors to be off site in March. We are waiting for offers on the path and have some offers on heating – though some misunderstandings need to be resolved. We will soon replace the displaced roof tiles.</p>	
10.	<p><b>Fabric Report from St Michael's</b> Since Richard was unable to attend the meeting, Chris Heaven presented Richard’s report: The only fabric item that needs raising is the unpaid bill to Williams and Burrows of c.£10,000. We need to reclaim VAT and get the third and final tranche of money in as soon as possible. We are already in default. Otherwise the building works are complete and, subject to the decorations/spending the rest of the money we have been granted, all we need to do is arrange a small party (perhaps an après Mass) to reward our contractors and thank them for their work. The meeting thanked Richard for the report and noted that the intention to spend the rest of the funding on, for example, replacement of the louvres, should be settled with some urgency. Chris will discuss this with Richard.</p>	Chris to talk to Richard Parker
11.	<p><b>Safeguarding Report</b> In her absence, Keith tabled Mary’s report which was as follows: “The role is slowly evolving, as time constraints have limited my application. However, various issues are being dealt with, with advice</p>	

	<p>from the Diocese Safeguarding team. After queries over the Christmas period about the 'opt out' for photos in church, the Diocese agrees that the forms we have are important and an announcement before events is necessary, so that people are reminded about photo taking. I shall be discussing the management of the forms with Sue Holden, the church wardens and Christopher Durrant."</p>	
12.	<p><b>Health and Safety Report</b> There were no issues to report.</p>	
13.	<p><b>Correspondence from the Diocese</b> Keith advised the meeting of information recently sent to him as Secretary:</p> <p>We have received information about revising the electoral role which Keith will circulate to Sue Wilson (St David's) and Philippa Keitch (St Michael's). Our joint parish Electoral Roll Certificate must be returned to the Synod Office at The Old Deanery by 1st June 2017</p> <p>We have been told that we are entitled to five members of Synod: since we currently have five members, our representation is up to date.</p> <p>We have received several documents about safeguarding including a timetable of training events, a statement about diocesan expectations and strongly worded requirement that we must include a statement about compliance with section 5 of the Safeguarding and Clergy Discipline Measure 2016. It is likely that Mary will have been sent these documents directly, but Keith will check this with her and seek her guidance on what is required if we are to be able to sign off the statement from a position of understanding.</p>	<p>Keith to circulate this information to Sue and Philippa</p> <p>Keith to contact Mary.</p>
14.	<p><b>Any Other Business</b> Sarah Black reminded us that Christian Aid Week is 14-21 May 2017. The parish does not currently have a Christian Aid organizer as Tom had taken over this role. Sarah will cover the role this year. We no longer do house to house collections but do have a collection in church. Sarah will give the envelopes to Paula who agreed to manage this at St Michael's. Sarah pointed out that offers of talent are another good way of raising money.</p>	
15.	<p><b>Confidentiality</b> Dave Allin proposed, Chris Heaven seconded, and the meeting unanimously agreed that all items in the minutes of the PCC meeting on 13<sup>th</sup> July 2016, of the Additional Meeting on 31<sup>st</sup> October 2016 and of the meeting on 1<sup>st</sup> December 2016 should be included in the public record.</p>	<p>Keith will send copies to Sue and provide copies for the noticeboard.</p>
16.	<p>The meeting closed at 21:01</p>	