

## **ST BARNABAS CHURCH, EMMER GREEN, READING**

Minutes of Meeting 03/2021 of the PCC held on Tuesday 29<sup>th</sup> June 7.30pm by Zoom

### **1, Present**

Rev Derek Chandler (Chair) (DC), David Howell (Churchwarden) (DH), Wendy Howell (Asst Churchwarden) (WH), Mark Burton (MB), Richard Cunningham (RC), Bob Abel (Treasurer) (BA), Felicity Chapman (FC), Irene Lindsay (IL), Noel Drury (ND), Roger Moore (RM) (PCC Secretary)

### **2. Opening Remarks and Prayers**

DC opened the meeting noting that the lives of St Peter and St Paul are jointly celebrated on 29<sup>th</sup> June. He also noted that clergy were often ordained on this day. In referring to St Peter and St Paul, pastor and theologian, he highlighted the importance of balance and different attributes in a church community. He read sections from "Common Prayer" and the minutes of the last PCC ending with a prayer.

### **3. Apologies for Absence**

Susie Downer had tendered her apologies.

### **4. Approval of Minutes 02/2021**

The minutes were approved unanimously, and RM signed on behalf of DC

### **5. Actions and Matters Arising and Recording PCC decisions by email**

All the actions had been completed.

The PCC had agreed by email a proposal with regard to CTC Holiday Club – Annex A

### **6. Health and Safety**

DH reported that to his knowledge there were no specific Health and Safety issues other than the work in the Quiet Garden which is in hand.

### **7. Safeguarding**

Nothing to report

### **8. Pastoral Care**

DC reported that Joy Abel had taken on the role of Chair of the Pastoral Care Group and that its next meeting would be on 13<sup>th</sup> July.

### **9. Finance**

BA reported that due to the delay in the last stages of the "Covid 19 unlocking" he would now produce an updated budget in July.

## **10. Management Arrangements**

DC described the arrangements for managing the business of the PCC which are outlined below.

### Meetings

- Weekly: Churchwardens
- Monthly: Standing Committee and Ministry Team
- Bi-monthly: PCC

### Information and Decision Flow

- Proposals for PCC agreement are to be sent to the Chair copied to the Secretary. The Chair, in consultation with the Standing Committee, to decide if PCC action is needed how to proceed eg at planned PCC meeting, by email or at special PCC meeting.
- General information of interest to PCC members but not requiring a decision to be circulated by the Secretary eg notices from the Diocese
- Financial statements to be sent directly to PCC Members by the Treasurer.

## **11. Bereavement Café**

The proposal at Annex B was agreed by the PCC.

## **12. On-line Worship**

MB outlined the work that had been done to date and the iterative approach that had been adopted. The need for On-line worship once the church had regathered was queried. It was generally agreed that for many different reasons On-line would now be an essential part of the church of the future. MB described his emerging thoughts on the architecture of the potential system, which might include: a single pan/tilt/zoom camera and a new projector integrated with the current church audio system. BA remarked that there were other demands on the limited funds available and would like to have an estimate of the budget for the system as soon as possible. MB, FC and RM would progress the issue.

## **13. Pattern of Services**

The proposed changes to the Pattern of Services set out at Annex C were debated.

RM expressed his strong opinion that the first Sunday of the month should remain an All Age service without communion. FC noted the impact of Covid 19 restrictions on the ability to deliver good All Age worship without singing. IL felt that the 8am communion service met a need and also felt All Age worship should be integrated into normal congregational worship. RM asked if the impact of restricting reading and prayers to church had been considered. DH said he had consulted those likely to be affected.

It was proposed that point one of the resolutions should be amended to insert *normally* after 2021, this was approved unanimously. The amended version to read:

- Decides that Readings and Prayers of intercession will from 4<sup>th</sup> July 2021 *normally* be carried out in church.

MB proposed that the second and fourth bullet points be amended as follows

- Further decides that the Service at 9.30am on the first Sunday of the month will be *suspended a communion service*.
- Also decides that from 4<sup>th</sup> July 2021 there will be an All-Age Service at 11.30am on the first Sunday of the month Lay Lead.
- Decides that the 8am communion service will be suspended until further notice *except the first Sunday of the month*.

The chair put this amendment to the meeting and a majority were against. DC then put the set of resolutions with the agreed amendment to point one to a vote and this was carried.

#### **14. Young Families Ministry**

DC explained that the Rounders worked well and ND thought it was very successful. DC reported that because there was a full calendar of church events in July there was no particular Young Families event planned. DC thanked Hayley for all her work in fostering the development of Young Families events.

#### **15. Bible Study Groups**

DC invited ND to outline the position on bible study groups. ND explained that his group had been running using Zoom. He hoped to start in-person in the Parish Centre from either 19<sup>th</sup> July or 2<sup>nd</sup> August. Preparations would be put in place to meet the legislative requirements at that time. MB reported that his group would meet again when deemed appropriate.

#### **16. Communications**

RM reported that the editorship of Read All About It had been passed Marion Benbow. FC said the website was being kept up to date for essential items.

#### **17. Protect Duty Consultation**

Following some confusion over the applicability of the proposed duty to places of worship the size of St Barnabas, the PCC gave approval for RM to complete the on-line consultation. [ Sec Note: This is now complete as of 30<sup>th</sup> June 2021]

#### **18. Vacancy Update**

DH reported that he had discussions with Graeme Fancourt, Area Dean, and with the Assoc Archdeacon Liz Jackson on the process which starts with a vacancy notice being sent to the PCC Secretary from the Diocese stating the vacancy start date. DH also mentioned meetings with Mike Smith, Assoc Dean, and Alan Cross, Assoc Lay Chair, who will be the focal points for the Deanery. DH also mentioned Section 11 and Section

12 meetings [ See Annex D for details]. In discussion the importance of open and transparent communication with the congregation was highlighted.

### **19. Thanks to Derek**

DH, on behalf of the PCC, thanked Derek for his 21 years of service to the church and wished him and Hayley best wishes for the future.

### **19. Dates of Future Meetings:**

Standing Committee: Tuesday 7th Sep, Tuesday 9th Nov

PCC: Tuesday 14th Sep, Tuesday 16th Nov

## **Annex A**

Dear PCC Member

Following the report by Mark on the Churches Together in Caversham Holiday Club this summer, both Derek and David have now spoken to Anna Clarke, (Young Family & Children's worker at St. John's Lower Caversham), tasked with co-ordinating the programme.

A provisional date has been agreed with Anna of Friday 20th August for the Holiday Club to be at St. Barnabas, subject to a risk assessment, health and Safety/Safeguarding requirements, etc. Derek has informed the Standing Committee that Anna requires a provisional response from the PCC by no later than Tuesday 25th May. Therefore, I am writing to you prior to our next PCC meeting to propose that the PCC approves this event in principle and on the understanding that it is subject to the requirements above being met.

Please Note:

- St. Barnabas will be required to provide volunteers, which will be the responsibility of David Howell and Mark Burton.
- The organization is done by the CTC Holiday Club team
- It is likely that food will be provided by commercial organizations as a charitable act, but if needed it may be necessary for CTC to buy food. The likely cost is unknown at the moment.
- St Barnabas does not have a certified kitchen and certified food handlers therefore pre-prepared food eg sandwiches would need to be supplied.

PCC approval will be assumed for the event to proceed in principle unless I hear otherwise by Tuesday 25th May

Best wishes

Roger (on behalf of the Standing Committee)

## Annex B

### **Proposal for Consideration by St Barnabas PCC**

#### Living with Loss – current situation

The monthly Living with Loss has been running in the Parish Centre since February 2010 as a self-help support for the bereaved. Over the past 11 years we have found that, for “new” people coming to what has developed into an established support group can be a bit overwhelming, and some visitors have only come once. Our current group of 11 regulars is very much valued, and we plan to continue to meet, but we are all concerned to find another way to offer informal non-counselling support to bereaved people.

#### Possible new development

Bereavement Cafes are beginning to be set up in a number of towns and cities, and a copy of the flyer for the Epsom version is attached for information. These Cafes are frequently linked to a local church or deanery and other relevant organisations are often involved as well.

The Bereavement Cafe format appears to provide an answer to the problem we have identified, and this request is for PCC agreement to establishing a monthly Cafe in the Parish Centre, with the possibility of beginning such an initiative this autumn, dependent of course on the pandemic situation. In terms of timing, Living with Loss could move to the 3<sup>rd</sup> Friday afternoon, and the Cafe could be held on the more-easily -remembered 1<sup>st</sup> Friday.

If successful, a longer-term possibility could be for Caversham Churches to work together, possibly with Age UK input as well, to hold a Bereavement Cafe in Church House.

#### Resources

The intention would be to maintain our current self-help/non-counselling remit, so all volunteers would need to have, as now, direct experience of bereavement. We would need a minimum of 2 volunteers per session, and several of the existing Living with Loss members have expressed willingness to be involved. We would hope to recruit a few additional volunteers from within the St Barnabas community. The only financial support required would involve the use of the Parish Centre and the kitchen facilities.

#### Publicity

This initiative could be advertised via Read All About It, the Caversham Bridge, and via the Emmer Green/Balmore Park Surgeries’ Social Prescriber.

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This proposal has the support of the current Living with Loss group.

Gillian Wilson

## **Annex C**

### **PCC 03-2021**

#### **Proposals to change the pattern of worship.**

The PCC,

Recognizing the importance of regathering the church following the potential lifting of Covid 19 restrictions, noting the importance of family ministry, further noting the desire to maintain and simplify the delivery of on-line worship, also noting the impending inter regnum:

- Decides that Readings and Prayers of intercession will from 4<sup>th</sup> July 2021 be carried out in church.
- Further decides that the Service at 9.30am on the first Sunday of the month will be a communion service.
- Also decides that from 4<sup>th</sup> July 2021 there will be an All-Age Service at 11.30am on the first Sunday of the month Lay Lead.
- Decides that the 8am communion service will be suspended until further notice.
- Also decides to move the start time of 10am for the Wednesday Communion service to 10:30am, during the vacancy.

## **Annex D**

### **Vacancy Notice, Section 11 and 12 Meetings** (from Berkshire Archdeaconry Vacancy Guidelines 2020)

A vacancy notice is issued usually, but not always, at the point that your previous minister retires or takes up a new post. It will refer to a “start date”, and from this date two meetings must both take place within six months:

#### **Section 11 meeting**

This is a meeting of the PCC(s) of the Benefice at which the following is covered:

- Appoint two people per parish as Parish Representatives, or one person per parish in a Multi Parish Benefice with four or more parishes. These people will represent the interests of the parish at the shortlisting meeting and on the appointment panel;
- Make arrangements for drawing up a Parish Profile;
- Decide whether to request that the presenting Patron should consider advertising the vacancy. The vast majority of vacancies are advertised.
- Request a Vacancy (or “Section 12”) Meeting: see below;
- Request a written statement from the Area Bishop describing in relation to the benefice the needs of the Diocese and the wider interests of the church: this will usually often serve as a foreword to the profile.

The Section 11 meeting is usually a fairly short meeting, so could be held on the same evening as a regular PCC meeting, but minuted separately.

If you are part of a multi-parish benefice, the Section 11 will be a joint meeting of the PCCs. There will need to be a quorum from each PCC.

During the Covid-19 lockdown guidance for Section 11 meetings has been updated to make it possible to hold these remotely:

“Benefices can hold a zoom (or similar) meeting at which informal discussions can take place but which should then be followed up by correspondence (which can be by email) under Rule M29 of the Church Representation Rules for each individual parish so that the decisions can be ratified (such as the appointment of parish representatives).”

#### **Section 12 or Vacancy Meeting**

This is a formal, and very helpful, meeting of the Bishop or Archdeacon, Patron(s), Area Dean/Lay Chair, and PCC members, chaired by the Bishop or Archdeacon.

The agenda for the meeting is as follows:

- Prayers
- To consider the Parish Profile
- To consider the procedure under the Patronage (Benefices) Measure 1986

In practice, discussing the Parish Profile often results in minor amendments being made and often helps the PCC(s) to decide on the final version. The Bishop or Archdeacon will use this meeting to gain a better understanding of what is needed, and may begin to discuss the structure of the interview day.

During the Covid-19 lockdown updated guidance has been issued to make it possible to hold the Section 12 meeting remotely:

“In relation to section 12 meetings, these can take place electronically with the bishop (or their representative), patron (or their representative), parish representatives and PCCs attending.

Consideration should be given to those who do not have electronic means of communicating and their views should be obtained beforehand so that they can be raised during the meeting.”