



## Parochial Church Council

Minutes of a Meeting held on  
Wednesday January 30<sup>th</sup>, 2013

Present: Fr Philip Chester (PC) (Chair), Jonathan Aitken (JA), Alastair Calcutt (AC), Kate Barlow (KB) Maria Gayle-Rogers, (MGR), Jane Kennedy (JK), Fr Peter Hanaway (PH), Liz Lyle (LL), Sebastian Lyle (SL), Lisa Martell (LM), Emily Norman, Headteacher, (EN), Eithne Risner (ER), Hilary Rowland (HR), Toby York (TY).

Rob Coupland (RC) and Rebecca Feeney (RF) (Pastoral Assistants) were in attendance.

The meeting opened with prayer.

### 1 Apologies

Apologies for absence were received from: Susan Lawson (SML).

2. Minutes of the meeting held on 27 November 2012.  
The minutes were agreed and signed as a correct record.

### 3. Matters arising

#### 4.2 Action: PC and HR to meet representatives from St Augustine's.

PC had spoken to the Revd Paul Cowley, Vicar of St Augustine's and he seemed interested in the idea of developing a relationship with St Matthew's.

**Action: PC to continue discussions following this PCC meeting and arrange dinner.**

### 4. Report of the Parish Priest

4.1 Rota PC reported that the new system for organising the rota was successful and the weekly reminders from the pastoral assistants were good.

4.2 Anglican-Catholic Future The official launch of Anglican-Catholic Future would be held on Thursday 18 April at The Church of The Annunciation, Marble Arch. The aim of this new group was to rekindle a vision of the Catholic faith in

Anglicanism, develop a network of parishes and produce resources.

**4.3 Lent activities** There would be a series of talks on Wednesday evenings in Lent by a different speaker each week on the theme of 'Why am I a Christian?'. In addition there would be a Solemn Mass on Wednesday lunchtimes with a short meditation. As part of the Anglican Catholic Future programme there will be a day on Saturday 16 February on the theme of 'Keeping Lent well' at All Saints, Margaret Street.

**4.4 Appeal for new lighting** New lighting was needed in the Lady Chapel and in the church. Prior to launching an appeal, PC suggested inviting some specialist firms to scope the project and then produce some quotes. The need for a lighting project and appeal was agreed in principle.

**Action: PC to contact the Archdeacon and architect for recommended lighting specialists.**

## **5. Financial Oversight Group (FOG)**

HR was willing to continue to chair FOG. TY presented the interim financial report which covered the whole of the previous financial year. 2012 had produced modest figures but they hid a huge achievement. The church had just about broken even in a difficult economic climate and in the first full year when the church had managed the Conference Centre. There had been a dramatic increase in conference centre related income. £15,000 of the conference centre income had been booked through the church, making a total of £40,000.

TY predicted that the conference centre income would grow and with relatively low fixed costs, much of the income would be profit. PC thanked TY, Magnus Goodlad (Conference Centre chair) and Enver Sengul (Conference Centre Manager), a valued member of the church community and Fr Peter Hyson, who had stood down from the Board.

**Action: JK to write to Enver Sengul and Fr Peter Hyson to thank them for their valuable work.**

## **6. School report**

EN reported that December had been a busy month with concerts and services, including the Advent carol service in church. The Admission to Communion service had been held recently when a group of children chose to join as communicant members. EN mentioned the need to keep in touch with former pupils as they transferred to secondary schools and KB stressed the importance of encouraging children of that age to continue to come to church. It was agreed to contact other local churches (St Stephen's, Rochester Row and St James-the-Less) regarding ways of retaining young people in church.

**Action: RF to facilitate links with other churches regarding retaining young people.**

There was a vacancy on the School's Governing Body. PC asked anyone who was willing to volunteer to contact him; there was a need for governors to be able to articulate the philosophy of a church school at a time of change.

HR suggested having a review of the current working practices between the school and the pastoral assistants. It was agreed that PC, HR, EN and one other teacher would meet.

**Action: PC and EN to arrange meeting re working practices between school and pastoral assistants.**

## **7. Fundraising initiative for St Matthew's School Library**

Following the suggestion at the last PCC meeting that the church might be able to hold a collection to support the new school library, JK had visited the school library and held a meeting with EN and the English specialist to find out how the church could help. JK had drafted a letter for the congregation which had been circulated prior to the meeting. It was agreed that members of the congregation would be given a letter at church and there would also be a retiring collection one Sunday.

**Action: JK to make minor changes to letter about school library and send to PC for printing.**

## **8. Mission Action Plan update**

A meeting was needed to arrange the launch and printing of the Mission Action Plan.

**Action: JK to arrange final MAP group meeting.**

## **9. Any other business**

**9.1 Instructions** HR reported the need for some basic instructions regarding the various tasks undertaken by the congregation such as organising refreshments, welcoming etc.

**Action: Clergy and Pastoral Assistants to draft instructions during Lent.**

**9.2 Revue** MGR suggested having another revue with a selection of entertainment in the spring.

**Action: PC to send MGR a list of suitable dates for the Revue.**

**9.3 Craft Fayre** MGR suggested having another craft fayre. It was agreed that this would be best nearer Christmas, but limited mainly to craft stalls run by independent specialist craftsmen/women rather than asking for items for stalls from

the congregation which led to large quantities of jumble for which there was no storage space at church.

**9.4 Christmas** Jonathan Aitken proposed a vote of thanks to all the musicians, Pastoral Assistants and clergy for the wonderful Christmas services.

PC suggested that candlesticks should be bought for the church, rather than having to borrow them from a neighbouring church.

**9.5 Abbey funds** Following a meeting between TY and Canon Jane Hedges, Archdeacon of Westminster, a contribution of £2000 would be paid for the next five years by the Abbey to St Matthew's. It was suggested that this amount could assist the funding of pastoral assistant posts.

## **10. Dates of future meetings**

The next meeting would be held on Tuesday 5 March. The APCM would be held on Sunday 21 April. Future meetings after the APCM would be held on May 21, (Archdeacon's Visitation), Wednesday July 10, Monday September 16 and Wednesday November 20.

## **Summary of action points**

4.2 PC to continue discussions (re St Augustine's 'twinning') following this PCC meeting and arrange dinner.

4.4 PC to contact the Archdeacon and architect for recommended lighting specialists.

5. JK to write to Enver Sengal and Fr Peter Hyson to thank them for their valuable work.

6. RF to facilitate links with other churches regarding retaining young people.

6. PC and EN to arrange meeting re working practices between school and pastoral assistants.

7. JK to make minor changes to letter about school library and send to PC for printing.

8. JK to arrange final MAP group meeting.

9.1 Clergy and Pastoral Assistants to draft instructions during Lent.

9.2 PC to send MGR a list of suitable dates for the Revue.