



**Parochial Church Council
Minutes of the meeting held on 13 March 2018
at 6.30pm in the Trevelyan Hall**

Present: Fr Philip Chester, Fr Peter Hanaway, Fr Jamie Johnston, Jane Kennedy, Margaret Robinson, Mary Brown, Katie Ginger, Abiola Omotoso, Toby York.

In attendance: Nigel Groome, (Director of Music)

1 Opening Prayers

The opening prayers were led by Fr Philip.

2 Apologies for absence

Apologies were received from Sue Lowson, Liz Lyle, Jonathan Aitken, Melanie de Blank, Chantal Masson, Rachel Whittaker, Eithne Risner, Rachel Jewitt.

3 Minutes of the meeting held on 30 January 2018

The minutes of the previous meeting were agreed and signed by Fr Philip.

4 Matters arising *not covered by the Agenda*

4. Faculty for the coffee van Advice had been sought from the Diocese about the need to have a faculty for the coffee van. Based on advice received it was agreed that a copy of the letter of agreement signed by the coffee van operators and St Matthew's would be sent to Martin Sargeant, Head of Operations for the Diocese. The agreement had to be renewed each year.

5 Report of the Parish Priest

5.1 Parish Administrator

Claire Pinney had left the post of parish administrator after four years. Pauline Williams had been appointed as the interim Administrator. It was agreed to review the role and consider if one post could be that of a full-time receptionist and verger together with a higher level administrator. Margaret Robinson would contribute to the review.

5.2 Pastoral Assistants

The interviews for the Pastoral Assistants for 2018-19 would be held on 19 April.

5.3 St Mary-le-Strand

Fr Philip updated the PCC about the recent changes at St Mary-le-Strand where he is Priest-in-Charge.



5.4 Bishop of London

The new Bishop of London, the Rt Revd Sarah Mullally, was now legally our Bishop and would be enthroned on Saturday 12 May. It would be possible for members of the congregation to attend the service at St Paul's Cathedral. Bishop Sarah would be touring the deaneries of the Two Cities, including St Matthew's, the week before the enthronement.

5.5 Holy Week and Easter

The programme for Holy Week and Easter would be available on Passion Sunday. There would be an orchestral Mass on Easter Sunday morning.

5.6 Scripture Reasoning group

St Matthew's would be hosting a Scripture Reasoning group which discussed the Jewish and Christian faiths. Groups had been established in other churches in London.

5.7 Appointment of the new Quinquennial inspecting architect

Three candidates for the post of Quinquennial inspecting architect had been interviewed recently and an architect had been selected.

Fr Philip Chester therefore proposed and Margaret Robinson seconded the following resolution that "the PCC approves the appointment of Louise Goodison of Cazenove Architects Ltd as our Architect in succession to John Barnes, and asks the Diocesan Advisory Committee to approve her appointment as our Quinquennial Inspecting Architect".

The resolution was passed unanimously by the PCC.

5.8 BBC Radio 4 – Sunday Morning Service

Fr Philip thanked Nigel Groome for directing the music for the Radio 4 service from St Matthew's on Sunday 18 February, Fr Jamie for the prayers and Fr Jeremy Davies for the address. About 60-70 messages were received from people who had listened to the service on the radio and there were about 1000 hits on the church website.

6 Finance – summary of management accounts for 2017

Toby York, Treasurer, presented the draft annual report and accounts to the PCC.

The deficit was just over £17,000. The approval of the annual report and accounts, to be laid before the Independent Examiner, was proposed by Toby, seconded by Simon Lello and agreed by the PCC. The annual report from the Deanery Synod and the school report from Liz Lyle would be forwarded to Toby.

Fr Philip proposed holding the APCM on Sunday 22 April as he now had to be away on 29 April. The change in date was agreed by the PCC.



7 Mission and Growth

Following an earlier PCC meeting, the PCC had been invited to consider the following question: How can we grow our church

- in numbers?
- in depth?
- in commitment?

Fr Jamie had summarised the suggestions and the PCC members were divided into three groups to discuss the responses to the three questions.

Growth in numbers

The following suggestions were made:

- Cross selling of events – e.g. handing out leaflets about lunchtime events at the end of concerts.
- Developing social media – could be part of the responsibility of one of the new staff
- Baptism - encouraging families to attend the service the week before and also after week of the baptism. The official church welcome in front of the congregation could be done the week after the baptism. Invite back for baptism anniversaries.
- Targeting specific communities e.g. doctors, think tanks, charities and invite visiting preachers.
- Invite a friend to come to church Sunday.
- Increase the number of evening services.

Growth in depth

The following suggestions were made:

- Add a reply slip to the order of service to send in contact details if new to the church.
- Hold a bi-monthly social gathering for new people.
- Organise courses to share faith, journey and burdens at a convenient time e.g. the Pilgrim course over coffee after church.
- Create cell groups.
- Mission prayer groups – community inspired journey.
- Survey of the weekday and Sunday church communities and explain what the church wants to do.

Commitment

The following suggestions were made:

- How do people find out the individual identity of the church?
- Empower people to help with routine church tasks e.g. making coffee. Continuity was needed without need for input from PAs – instructions needed to be printed out.
- Encourage people to bring develop new ideas.
- Develop lay leaders.
- Understand how different ministries inter relate.
- Ensure the required skill sets are in place re staff etc.
- Need for a person to communicate with the Diocese of Gold Coast in Ghana.



8. General Data Protection Regulations (GDPR)

Jane Kennedy and Fr Jamie gave a presentation about the new data protection regulations which were coming into force on Friday 25 May 2018. The regulations would affect all organisations and businesses. They outlined the need for an audit of all the information held by the clergy, church staff, PCC officers and the conference centre. The impact of data breaches was outlined together with individuals' rights, the need for privacy notices and consent forms and a review of current contracts.

Fr Philip said that the need to obtain consent to hold personal data would be used as an opportunity to make contact with people on the mailing lists and send a questionnaire. Fr Jamie would go through the presentation in due course with PCC members who were unable to attend.

9. Safeguarding update

Fr Philip reported that someone was seriously considering the role of Safeguarding Officer.

10 Dates of future meetings :

APCM: Sunday 22 April
Wednesday 16 May
Wednesday 11 July
Wednesday 12 September
Wednesday 21 November.