

MINUTES

Present: Revd. Henry Curran, Kate Curran, Joyce Cooper, Kathryn Hubbard, Stacey Mutch, Debs Hunt, Ian Knight, Becca Haines, Fiona Houghton, Chris Drew, Jonathan Larsson. Archdeacon of Nottingham Phil Williams joined us for items 5 and 6a.

1. Bible reading & opening prayer

Led by Henry from Jeremiah 17:5-8.

2. Apologies

Rosie Adsley.

3. Minutes of last meetings (1 February 2021, 25 February 2021)

Approved for signature by Henry (1 February) and Becca (25 February).

a. Action points and Matters arising

[redacted]

4. Safeguarding

Henry reported that our safeguarding policies are up to date and the Safeguarding Officer Sarah Sim is working on updating DBS checks and training. There are no current safeguarding issues, and the one we were recently aware of is now subject to an agreement with the diocese. Kate noted that the Safeguarding Policies and Procedures document needs minor updates such as naming Sarah as Safeguarding Officer. **Action: Chair** to add approval of updates to the policy to a future agenda.

5. Preparations for Vacancy (item chaired by Becca Haines)

Becca clarified that we are not yet working on finding a new Vicar, but recommended the Guide to Choosing a New Vicar on the CPAS website

<https://www.cpas.org.uk/browse-everything/patronage-advice>. Becca welcomed Archdeacon Phil to the meeting.

PCC members had been asked to comment on the staff team's list of role descriptions for the church in advance of this meeting. We discussed which roles can be filled or changed and how to communicate them to the church family.

Becca informed us that the legal responsibilities of PCC are the church's finances, buildings, ensuring services take place, being good employers to the Director of Music and safeguarding. Archdeacon Phil added that after Henry leaves on Sunday 27 June 2021 we will receive support from the diocese through the Area Dean. Kirsty Cowley, the Deanery Administrator, can help us find the right person to help with different situations.

At the forthcoming Annual Meeting we will need to fill two churchwarden vacancies and four lay members of PCC (including Fiona whose term of office expires).

Archdeacon Phil explained that in churchwardens we should look for character rather than skills, and that members of the PCC may take responsibility for different areas of church life rather than expecting the churchwardens to manage everything. The official responsibilities of churchwardens can be found at <https://www.churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/section-e>. Kate suggested that in PCC members we might look for spiritual maturity, a shared theological position with the church, ability to co-operate with others, ability to follow conversation in meetings and commitment to St. Mary's.

We discussed who might be encouraged to stand for election. [redacted]

Stacey is happy to serve as Treasurer for another year. Signatories to our bank accounts and a PCC Secretary will need to be appointed from the new PCC. The Finance Assistant role is a small practical job to enable banking to happen during the day.

Henry suggested that roles to do with keeping Sunday worship and small groups going can be covered by the church family, but that many of the small but important administrative jobs are difficult to cover because we need people who are both competent with office technology and available during the daytime. Henry suggested we consider employing an administrator for a few hours a week to cover these roles. The PCC would need to ensure others were responsible for pastoral care, welcoming new members and being present on Sundays. Becca added that we would need to find around £6,000 a year to employ someone for 10 hours a week, which includes paying Stewardship to administer the finances. Archdeacon Phil could not recommend that we afford this by paying less parish share. He explained that we have been subsidised by other churches for our ministry over the years, therefore it is fair to keep paying parish share to subsidise others when we have no minister. Other churches consider it important to pay full parish share before employing anyone. He encouraged us to be realistic about managing the situation we find ourselves in to do mission with the finances we have. Stacey offered to prepare a finance report on the question of employing an administrator. A giving campaign for this was suggested. Debs reminded us that God will provide for our needs if we ask, so we can make decisions in faith.

[redacted]

Kathryn proposed and Ian seconded *that we investigate employing a part-time church administrator for one year to cover administrative roles required to keep the church running during the vacancy*. Passed unanimously.

Action: Henry and the churchwardens to investigate this over the next few weeks and keep the PCC informed.

Action: Henry or another representative of PCC to report to the church this Sunday that we are looking for people to join the PCC and ask them to pray about this and talk to us if they feel God may be calling them. Also that we are looking into employing an administrator and ask them to pray for finances.

6. Any Other Business

a. Holy Communion: Archdeacon Phil clarified the diocese's expectations regarding Holy Communion, as the PCC had been reluctant to resume Holy Communion until everyone can return to the building and safely share it together. Canon B14 of the Church of England says we need a dispensation not to hold monthly Communion services outside lockdown. If we write to the Bishop we will receive the same reply as other churches, that we are expected to hold Holy Communion services at least monthly. But there will be an understanding that if Henry feels unable to do this another minister could be invited, or if a number of parishioners say they want to have communion we either make it happen or signpost them to a place they can receive it. But need to resume as soon as it's safe. The diocese will respect our concerns until risk has been minimised, but we will need to resume Holy Communion as soon as it is safe.

b. Independent examiner: In preparation for the annual meeting on 2 May the 2020 accounts need to independently examined and then approved by PCC. **Action: Stacey** to ask [redacted]

7. Date of next meetings: Standing Committee 26 April, APCM 2 May.

8. Determination of confidential items

[redacted]

9. Review of meeting

We wanted to tell the church family that there will be an announcement on Sunday, and to ask them to pray for people to come forward to fill roles including PCC and for provision of finances.

Chris closed in prayer.