

# St Bene't's CAMBRIDGE

## Parochial Church Council Annual Meeting and Annual Parochial Church meeting Sunday 22 April 2018 11.30pm at St Bene't's Church

### ANNUAL MEETING OF PARISHIONERS

The meeting was chaired by the Reverend Anna Matthews

**1. Apologies.** Apologies had been received from: Katherine Ames-Lewis, Richard Ames-Lewis, Rosey Feuell, Julian Warren, Sheila Rozeik, Tan Mackay, Caroline Amory, Janice Moore, Ali Wood, Julian Cooling, Cary Chapman, Fabienne Bonnet, Sarah James and Sibella Laing.

70 people attended.

### 2. Election of Churchwardens

The election of new Wardens:

Eileen Penman: Proposed by Katharine Ames-Lewis, seconded by Lesley Warren

Geoff Maitland: Proposed by Philip Murray, seconded by Kirstie Murray

Both were unanimously elected as Wardens. Anna Matthews thanked both Eileen and Geoff for standing again.

### ANNUAL PAROCHIAL CHURCH MEETING

The meeting was chaired by the Reverend Anna Matthews

### 1. Minutes of the Meeting on 30 April 2017

- i) Minutes were approved and signed as a correct record
- ii) There were no matters arising not otherwise covered by the reports

### 2. Electoral Roll

During the year, three people have moved and one death had been recorded. Eleven new names had been added to the Roll. The Roll stands at 200, previously 193 in 2017.

Anna Matthews thanked Susanna Fleet and Philippa Pearson for their work in maintaining the Electoral Roll.

### 3. Reports.

Reports had been received from:

PCC Secretary

Children and Young People

Fabric

Safeguarding

Mission Giving

Social

Deanery Synod

Diocesan Synod

Bell Ringers

These had been made available before the meeting on the notice board, on the website, emailed to many electoral roll members and hard copies were available for the meeting itself. They are kept in the PCC file in the vestry.

Anna expressed her thanks to all those who had written the reports and who served on committees. There were no questions on the reports.

Geoff Maitland gave an overview of the work of the Fabric Committee and the various projects they have been involved in over the last 12 months, and planning work for future projects. He thanked the members of the Fabric Committee for their work and outlined the various projects which have been considered and discussed.

The Entrance Project:

A ramped pathway for disabled access has been submitted for planning approval at Cambridge City Council, and a new main door in the porch is currently being considered. Plans for the ramped path had been on display in the church for consultation in summer 2017, and plans for the revised porch area will also be on display when the details have been agreed.

Future projects:

- The lighting is being assessed for development
- A new board listing previous incumbents of St Bene't's Church is planned for the area above the notice boards
- The charity boards above the main door will be restored
- Nave and Chancel walls to be refurbished with new limewash after any defects repaired
- There will be a Quinquennial inspection in May 2018

Geoff asked for any questions:

- A congregation member: Improving external disabled access is good, but also need to consider internal access of steps into church. Geoff advised that the Fabric Committee are considering this.

Anna Matthews thanked Geoff Maitland for going into detail on fabric matters.

## 5. Treasurer's Report

A full report from Philip Blakely the Treasurer had been provided. Philip thanked the Financial Planning Group, and all the weekly collection counters and those who bank the money each week.

He drew attention to the following items in his report:

- Total income was £93,007 from donations and Gift Aid recovery
- Total expenditure was £97,535
- There had been a small loss of £4,528 but this had been covered by dividend income from investments. The loss was from an increase in the Parish Share, an increase in salaries and from refurbishment of the candlesticks.
- The main expenditure is the Parish Share at £49,000 which pays for the vicar's half-time stipend and associated costs, as well as a contribution to diocesan central costs.
- Salaries are the next main expenditure for the Parish Administrator, organist and other salaries including bell ringers, grave diggers and a vergier.
- 10% of income has been sent to the following charities: USPG (Zimbabwe) and Bible Society (Egypt), and Egypt Diocesan Association. Other local charities have also received donations. The giving donations do not include one-off collections for specific causes such as DEC, CCHP and for the Bene't Fair.
- The General Fund at 31 December 2017 stands at £176,872. The Giddy Fund (endowment plus income) stands at £1,358,035. This can only be used on the fabric of the church building and not for general purposes. The Millennium Fund stands at £120,636.
- Total church funds are £1,702,803.

2018 budget: The PCC has approved a budget that shows an expenditure of £93,124: this gives a loss of £4,329 before any investment growth is taken into account.

The Giddy Fund was bequeathed to St Bene't's by Mrs Constance Ann Giddy in 1980 and directed to be for the maintenance and improvement of the church structure and building. Mr and Mrs Giddy were married at St Bene't's in the 1920s. The fund brings in an annual investment income of £35-£40,000 and is used for heating, electricity and maintenance of building. If we didn't have this fund, Philip estimated that we would need to raise an additional 22% from income to pay for church maintenance requirements.

The Millennium Fund was set up in 2014 for various planned celebrations for the St Bene't's Millennium in 2020, and for supporting the ministry of the parish.

The Bilton Fund is a new fund set up in 2017 from a bequest of £48,345 from Peter Bilton. There were no restrictions for use but it has been placed as a separate fund to be used for music and education considerations, which were particular interests of Peter Bilton.

In summary, Philip said that previous good management and stewardship of funds has given future growth income for the church and enabled money to be used wisely.

Philip asked for any questions:

- Stuart Laing: Can the restricted income on page 13 of the report be used on fabric projects, and if implementing new projects would this impact on dividends for future years. Philip said that the investment income could potentially be used for fabric projects and there would be a small impact on dividend income. The PCC has taken the decision not to spend the capital from the Giddy Fund.
- A congregation member: Could we look at increasing the 10% funding each year to charity. Philip said the 10% tithe was the minimum set by the PCC, but we are only just breaking even on income and expenditure. The PCC could look at increasing this tithe in the future but only when finances are more stable.
- Neil Petersen: Can we confirm that the Registrar formally approved the recent request that money can be used from the Giddy Fund for the entrance fund projects. Anna Matthews said that the Registrar had confirmed that this fell within the terms of the bequest.
- Leonie Welch: As St Bene't's seems to be a generously endowed church, we should only spend money on essential needs and not unnecessarily: is new lighting really needed. Anna Matthews said that considering new lighting for the church was not simply an aesthetic decision as light fittings in the Chancel and the aisles have been unreliable, costing money to replace light bulbs as we don't have a long ladder to reach the fittings. Whilst bulbs are gradually being changed to LED ones, we need to be more eco-aware of usage and also the need stronger lighting in some areas, such as the Chancel. Geoff Maitland added that we need to make the church fit for use and balance this with projects needed, spending money only as required for future requirements.
- Mary Boorman: Advised that we need to consider safety aspects for lighting in the Chancel.
- Janet Windle: Opaque lights in the Nave are less harsh than clear ones.
- Anna Matthews said that we are getting advice from lighting consultants that will look at what is best for everyone's needs.
- A congregation member: Is the £28,000 bequest from Joyce Baird is to be used on the sloping path entrance project. Anna Matthews confirmed that it is, and we will make sure her name is remembered as part of that project.

The Accounts, proposed by Neil Petersen, seconded by Duncan Hewitt were approved unanimously.

Anna Matthews thanked Philip for all his care of the finances.

#### **4. Churchwardens Report**

Eileen Penman said that every year in April the Churchwardens are asked to fill out a form for the diocese that asks for feedback and puts forward any suggestions. A new vicarage has been on that list, and now we have one, and the timing is now right to consider having a full-time vicar at St Bene't's

Geoff Maitland said that we need to look at and share factors for and against having a full-time vicar to put to the diocese, and he outlined some of these. He also reminded the meeting that it was only when Angela Tilby came to St Bene't's in 2007 that the post became a part-time vicar, having been a full-time one for decades previously.

Since Anna became vicar in 2012, there has been a 30% growth in the size of the congregation with average numbers for the 10am Sunday service increasing from 105 to 140. Demographics have also increased with more under 16s, double the number than previous periods, and more youth, families and older generations attending.

Anna only keeps on top of this growth by working much more than her official 50% capacity, but does not do more at St Bene't's to the detriment of her DDO work: over the past six years that role has also grown to more than a half-time job and she carries out those duties as conscientiously as she looks after St Bene't's. This means there are many tasks that she does not have time to do as fully as she would wish, including ministry to visitors, engagement with the city, education/spiritual teaching, pastoral care and outreach.

The wardens now feel that the current situation is not sustainable or beneficial to either Anna or St Bene't's, and that a full-time vicar is needed to nurture and care for the current and future congregation and the ministry of the church. St Bene't's is fortunate to have many people who help with ministry, including Zack as Assistant Curate, Alistair as LLM, Richard Ames-Lewis and other clergy, but all are unpaid and there is more than enough work for a full-time vicar to enable the church to grow spiritually as a community.

Other factors affect a move to a full-time vicar, irrespective of who is in the part-time post. Anna is in that post currently and her work as DDO brings issues directly related to her situation as this post has also grown significantly so a part-time basis for that is no longer appropriate either; the Diocese needs more resources there too. Anna has reached the point where she feels she has taken the DDO role as far as she can, and if the St Bene't's post becomes full-time she would like to do it and to continue and broaden her ministry here.

A full-time vicar would not only be in the interests of St Bene't's, but also in Anna's best interests as well to enable her to focus on one job as a full-time parish priest and work the hours appropriate for one job, rather than for two.

Anna has been working with the PCC and a sub-committee on the Development Action Plan (DAP), required of all parishes by the Diocese (it replaces the Mission Action Plan), to determine how St Bene't's will play its part in helping the Diocese to fulfil its strategy. The PCC has discussed moving from a part-time to full-time vicar at St Bene't's and will consider this further along with other ideas and suggestions for the DAP on a PCC away day on 12 May.

Geoff and Eileen have had initial discussions with the Archdeacon to advise they would like to explore the process for moving to a full-time incumbent. The meeting was encouraging and the Archdeacon indicated that both he and the Bishop are in favour of such a change. The wardens now need to put forward a proposal based on the current and future requirements of St Bene't's, and the Archdeacon has agreed to work and guide with the wardens on the proposal: this will eventually need to be approved by the Bishop's Council.

Funding a full-time vicar is another aspect that needs consideration. The current Parish Share of £50,523 reflects a part-time post and this will need to increase for a full-time post: The Share will not double, but will rise by approximately £25,000 and we will need to find this extra amount each year from increased giving and stewardship. Whilst there are reserve funds, the Parish Share needs to be self-financing and not rely on these. A larger Parish Share works out around £3 per week per individual, and the Finance Planning Group will be looking at stewardship options over the next few months.

The outline timeline to have a full-time vicar in the post is April 2019. Members of the congregation are welcome to contact the wardens with any questions or feedback, and there will be consultation periods in the future.

The wardens asked for questions:

- Lesley-Anne Warren: The money would be well spent on Anna as a full-time vicar.

- Congregation member: Fortunate to have Zack as Assistant Curate, but he is also unpaid. Could we have a full-time, stipendiary curate? Anna Matthews said there are five stipendiary curacies in the diocese, and the decision is made annually on applications by the Bishop and DDO.
- Margaret Whittaker: If the congregation is increased, we should consider seating as the church is already very full on Sunday mornings. Geoff Maitland said the PCC has discussed additional seating and we could add more, but it depends on growth. The DAP is looking at options for additional services and how St Bene't's can grow in various other ways.
- Stuart Laing: Agreed that having a full-time vicar is a good idea. Anna Matthews was appointed to St Bene't's by a panel from Corpus Christi College and from the Bishop. The College values the connections with St Bene't's and for part of its history was called Bene't College, changing back to Corpus Christi College in the late 19<sup>th</sup> Century. Stuart wants the College to continue in close collaboration with St Bene't's in both formal and liturgical connections. Geoff Maitland said there are still various people to consult about changing to a full-time vicar appointment, and the College will be kept informed of progress.
- Neil Petersen: This is a positive approach taken by the PCC, and it has been appreciated how Geoff has explained things, including the financial aspects.

Anna thanked Geoff and Eileen for their report.

## 6. Vicar's Report

Anna Matthews presented her report to the meeting.

Anna talked about her retreat last November where she prayed with several scriptural passages about water, spending time particularly with Ezekiel 47 in which the prophet Ezekiel has a vision of water flowing from the temple. She imagined St Bene't's as the temple, and water flowing from (and through) the church. Two points stood out: firstly, the water is not our creation or our possession and flows to us, and through us, as a gift from God. Anna reminded and thanked the congregation for their generous gifts of time, skills and stewardship to St Bene't's and how we are in a very fortunate position in many ways, and that brings with it both a provocation to gratitude and a challenge about how to respond.

Anna thanked those who give their time, energy and gifts to the smooth running of St Bene't's.

- Thanks to all those who enable and share the daily round of Eucharist and Evening Prayer; to those who open up the church, serve, officiate, read, intercede, administer the chalice, cantors, coffee makers and prosecco-pourers, organists, bell ringers, flower arrangers those who tidy up and lock the church. Thanks to Laurie Boorman for his care of the Tuesday 10.30am service.
- Thanks to those who share in the ministry of pulpit and altar, both during the week and on Sundays.
- Rosemary Farren was particularly thanked for her work as sacristan, ensuring all is in order for our services, and whose care and attention and hard work is mostly invisible because she does it so well.
- Thanks to Rosemary and to Eona Bell for all the care, prayer and love that goes into the ministry of work with children and young people, and to all of those who assist. This past year has seen the development of other activities for parents and families beyond Sunday mornings, and there's further potential for more development.
- The monthly Sunday evening reflective services, mostly lay-led, have grown and enriched those who attend. Anna thanked those who have devised and led them, offered refreshments and to Duncan Hewitt for co-ordinating singers.
- The reading and contemplative prayer group meetings have been greatly valued; thanks to Alistair Collen and Christina Johnson for leading these.
- Several study groups have taken place: bible study led by ordinands on attachment, Angela and Andrew; Lent groups led by Alistair, and Andrew, and Rosie Hewitt. Thanks to them and to those who took part. There were a couple of study days on the Old Testament and on Paul which were well-received. Thank to Stuart and Sibella for their hosting of the Big Questions, and

to all those who have contributed to them. It is planned to develop a fuller programme of opportunities for study and teaching in the coming years.

- Thanks to Philippa Pearson, Parish Administrator, for her care and commitment to her role.
- Thanks to Philip Blakely for his careful and dependable administration of the finances.
- New regulations on data protection come into force in May, and thanks to Richard Wells and Philippa Pearson for their work into ensuring we are compliant with that.
- Thanks to those who serve on the PCC and on its various subcommittees. Last year deputy wardens were appointed, Richard Wells and Duncan Hewitt, to assist in leadership and to share in warden duties and their gifts have been much appreciated. Anna particularly thanked Eileen and Geoff for their commitment to St Bene't's and its people, and for their support for her.
- Thanks to Janice Moore, Authorised Lay Minister, for her faithful and prayerful pastoral care of some members of the congregation who can no longer get to church.
- Thanks to Alistair Collen, with Philippa's help, for his work with safeguarding legislation. Anna drew attention to Alistair's report that safeguarding isn't just a matter of ensuring we are compliant with all the bits of legislation: it's the responsibility of us all to foster an environment in which all are treated with the dignity and care they deserve as children of God.
- Thanks to Gini Albutt for Student Plus lunches, and to the Social Committee and all those who have hosted Foyers.
- Anna said how good it was to have welcomed a new curate to the parish. Zack was ordained as deacon last Petertide, and quickly made himself part of St Bene't's community with his gifts including teaching, preaching and leading of the confirmation group. Zack will be ordained priest this coming Petertide, and his first mass at St Bene't's on 1 July.
- From the congregation, Sam Lohead and Tomos Reed both started ordination training last September. Philip Murray will be ordained deacon this Petertide to serve in Stockton, and Angela Rayner will be ordained deacon to serve in Kings Lynn.
- Thanks to Philip Blakeley, Alistair Morfey and Sarah Airriess for the work of co-ordinating the St Bene't's part in the Cambridge Churches Homelessness Project, and to all those who helped in a variety of ways. Thanks too to Jemima Atkinson who delivers to the food bank every month. St Bene't's have also been able to provide support to the Cambridge Cyrenians, Barnardo's, Christian Aid and a couple of local charities supporting work with refugees. Links and support have continued with Egypt and Zimbabwe and more information about the situation in those countries have been discussed. Thanks to all who have made this possible.

Anna concluded that underpinning all the 'thank you's' is, of course, God, the giver of all gifts. But the gifts he gives are not just for us, and we need to consider and build on what we do at St Bene't's to be a source of blessing for others in the city and diocese. She reminded us that the water that flows into the temple also flows out again: in Ezekiel's vision it becomes a river, bringing life and healing to all in its path. The way forward is an organic development that will grow out of St Bene't's tradition of prayer and theology, and this is part of the reason why the PCC is looking at ways of making the post of vicar here full-time. Whilst the church has many resources and gifts, time is not one of them and to grow, nurture and respond to its potential with God's abundant love as the church enters its second millennium, St Bene't's needs a vicar who can give their full attention 100% of the time.

Anna asked for any questions:

- Jemima Atkinson: Advised that Foodbank collections for Bank Holidays falling on a first Monday would be a week later. Anna thanked her for this information, but collection dates would remain the first Monday of the month and items stored for collection later.

The congregation thanked Anna with a round of applause.

## **7. Appointment of Independent Examiner**

Jeremy Wong was proposed by Philip Blakeley, seconded by Geoff Maitland and approved unanimously.

## **8. Election of Sidespeople**

Geoff Maitland thanked all those who act as sidespeople to welcome everyone at the 10am Sunday service.

The following sidespeople are willing to continue:

Richard Wells, Tricia Worsnip, Sam Lohead, Margaret Whittaker, Chapman, Sarah Wells, Hilary Elliott, Neil Petersen, Joy Parke, Gillian Baker, Jenny Harris.

In addition, Jose Donaldson and Catherine Cisek are willing to be part of the team. They were all approved unanimously.

Jacob Turnbull is standing down from duties.

Anna Matthews thanked the sidespeople adding that ministry is a shared endeavour in many capacities and their welcome, smile and hospitality is invaluable to the church.

## **9. Election of members of the PCC**

Anna Matthews explained that Church Representation rules advise that each PCC member should serve for a maximum term of three years. St Bene't's PCC follow this, having one year fallow between re-election as a good principle. She asked to suspend that regulation for those who serve as Deputy Wardens to allow continuity of the role, and proposed that the two Deputy Churchwardens be allowed to serve for two three-year terms in a row.

This was approved unanimously.

Richard Wells will be serving another three years as Deputy Warden: proposed by Duncan Hewitt, seconded by Vicki Lant.

As the Electoral Roll was now 200, there were four places available on the PCC and the following nominations had been received:

Joy Parke: Proposed by Eileen Penman, seconded by Geoff Maitland

Charlotte Kathe: Proposed by Margaret Whittaker, seconded by Jenny Harris

Michael Pearson: Proposed by Cary Chapman, seconded by Richard Wells

Andrew Kennedy: Proposed by Eileen Penman, seconded by Andrew Welchman

All five were elected unanimously.

## **10. AOB**

Eileen Penman reminded people that Foyers sign-up sheets were at the back of church

Stuart Laing advised that the Mere Sermon will take place at St Bene't's at 11.45am on Tuesday, 24 April and everyone is invited for refreshments afterwards at The Master's Lodge.

Eileen Penman and Geoff Maitland thanked Anna for the way she feeds her flock with her love and nurture at St Bene't's, and for inspiring the congregation to do greater things. They thanked her for making it an easy and enjoyable role being a Churchwarden, and presented here with a bouquet of flowers.

The meeting ended at 12.45pm with the Grace.

**The meeting of the next APCM is on Sunday 7 April 2018 at 11.30am.**

**Signed:**

**Date:**

*Final: 29 May 2018*