



CHRIST CHURCH CLIFTON

We exist to change the world ... one person, one city, one nation at a time.

PCC MINUTES

Minutes of the meeting held at 9:30am on Saturday 20th October 2018

STATUS

Approved
26.11.2018
(Public)

Present	Graham Stuart (Chair), David Daniels, Errol King, Ryan Langdon, Paul Langham, Janet Lee, Sian Lowe, Adam Marriott, Val Moore, David Newton, Cluff Noon, Diane Noon, Mark Orriss, Mark Parsons, Neil Shepherd, Catherine Simmonds, Peter Smithson, Kevin Stone, David Troughton, Sara Wadsworth
Apologies	Alexandra Creavin, Andy Macpherson
Minutes	Tavi Price

Ref	Item	Notes	Action (what)	Who and by when
	KS opened the meeting in prayer			
A	MAIN ITEMS			
A 1	Staff Input from Nick Carter	<p>Nick Carter (Administration Team Leader) had been invited to share news from the Admin Team.</p> <p>Nick has been at CC two and half years. When he arrived there were 3 people in the church office but that has now grown to a team of 12 staff and volunteers doing various work / hours spread across the week.</p> <p>The office is a very busy place – a hive of activity and interruption. Nick loves the variety, enjoys team building and helping to improve communications.</p> <p>He is a people person at heart – pastoral with the ability to organize teams and is an avid outdoors person.</p> <p>PCC members asked Nick the following:</p> <ul style="list-style-type: none"> • Q: Is there anything perceived to be broken that could be fixed? A: things could always be improved. They are always stretched – taking on Adrian & Gay’s responsibilities is a step too far to cope with in the long term. • Q: What has the impact been on the office team re. Gay and Adrian leaving? A: I put my hand up to act as a triage for maintenance issues and put together a DIY team to deal with them. However, this is taking up a day a week of my time which cannot be sustained. • Q: How many hours are covered across the office team in an average week? A: approx. 80 hours. • Q: Could you use more volunteers? A: video production is an area that could be lifted up more. Church family news takes a good day of preparation/filming/editing for that 3 minutes of film. <p>DD asked Nick his opinion about Paul getting a PA: A: Currently Helena can only do about an hour a week and it is a very difficult role to be spread across others so basically “yes” he needs one.</p>		

		<p>NS asked about the uniqueness of working for a church and Nick commented that it is a calling not simply a job. Nick is also heavily involved in the Tuesday Community and a small community leader.</p> <ul style="list-style-type: none"> • Q: How could the PCC support the office more? A: Words of affirmation are my love language so positive words of encouragement for not just me but for the team would be very well received. • Q: what is a frustrating day? A: we are the face of the church and you can have everything and anything walking through the door which is a blessing but also can be a challenge. • Q: What is an uplifting time? A: I love it when we can prepare well – like Christmas / Easter <p>MP said that he wakes up each day thanking God for Nick and all that he does. He’s a great colleague to work alongside, and is grateful for his wisdom.</p> <p>DN stressed the importance of the PCC’s encouragement of the office team’s work because when things go well no one notices. PCC need to be an advocate for this often silent “behind the scenes” work that goes on.</p> <ul style="list-style-type: none"> • Q: Do you feel well supportive? A: I do – Mark’s a great line manager and keeps me grounded. Sometimes there are tipping points but that’s ministry. <p>The meeting applauded Nick for his work and Nick expressed that he appreciated prayers for him and the team.</p>		
<p>A 2</p>	<p>3rd Quarter Financial Report Paper 01</p> <ul style="list-style-type: none"> • Management Report to 30th Sept 2018 • Giving Tracker to 30th Sept 2018 • Parish Share for 2019 	<p>DN reported that the Finance Team are meeting again in November but would like a steer on a couple of areas from the PCC regarding the 2019 budget</p> <p>A couple of expenditure items will need to be included in the 2019 budget that were funded elsewhere for 2018. These are:</p> <ul style="list-style-type: none"> • Sophie & Elliot (Youth Pastors) – their salary was partly covered by a gift this year but will need to be funded in total from the general fund next year. (£10k) • Parish Share – £210k this year of which £10k came from the Legacy fund – this was necessary to reduce the deficit in the general fund for 2018. For next year, we would like all of parish share to come from the general fund. <p>Therefore, at the starting point of setting the budget for 2019 costs will have gone up by £20k.</p> <p>With Parish Share in mind, The Diocese has asked us to contribute £259k in 2019, which is significantly higher we are giving this year. Some interesting research on proportional averages across the Church of England and within Christ Church was shared (see Paper 01).</p> <p>DN proposed the following options:</p> <ol style="list-style-type: none"> a) Hold the share at the current £210k. b) Maintain the parish share as a percentage of income at the 2018 level. Meaning an increase of £10-15k 		

		<p>c) Meet the Diocesan request for £259k. This would require significantly more income</p> <p>Other items noted:</p> <ul style="list-style-type: none"> • Spire coffee shop: revenue continues to go up. Assume that for 2019 budget the café will cover its costs over the course of the year. • Lobby works – cost details still to be outlined and confirmed but due to come from Legacy fund. • PA for Paul – to be discussed in more detail later in the meeting but again this would need to come from the Legacy fund. <p>Lots of discussion and questions followed regarding the finance report including Paul offering a 4th option with regards to the Parish Share which was to hold off on making a decision until he could meet with the diocese regarding their request for CC to become a “resource church”. We would need to ask them – “do you want us to give people away or just give money?”</p> <p>There is also an issue of timing – they have asked for a decision by end of October – we don’t set our budget until later in the year.</p> <p>A vote was taken on parish share options:</p> <ul style="list-style-type: none"> • Option A: 17 votes • Option B: 0 • Option C: 1 <p>(2 abstentions)</p> <p>A clear steer has been provided to hold the share at the 2018 level.</p> <p>Paul will set up the meeting with the Diocese.</p> <p>The finance team will bring a draft budget to the November PCC meeting.</p>	<p>Organise a meeting with the Diocese</p> <p>Prepare a draft budget</p>	<p>PL (ASAP)</p> <p>Finance Team (Nov PCC)</p>
<p>A 3</p>	<p>Transition – Part 1 Papers 02, 03</p> <ul style="list-style-type: none"> • Draft Transition Plan, Strategic Priorities and Staffing Needs including a proposal for a PA for Paul 	<p>MP circulated a Draft Transition Plan from the Core Team but this was not discussed. The focus of the conversation was on the need for a PA for Paul.</p> <p>MP introduced the discussion by reading out “The perfect Pastor” which he had seen on Facebook that morning:</p> <p><i>The perfect pastor preaches exactly 10 minutes. He condemns sin roundly but never hurts anyone’s feelings. He works from 8am until midnight and is also the church janitor. The perfect pastor makes \$40 a week, wears good clothes, drives a good car, buys good books, and donates \$30 a week to the church. He is 29 years old and has 40 years experience. Above all, he is handsome. The perfect pastor has a burning desire to work with teenagers, and he spends most of his time with the senior citizens. He smiles all the time with a straight face because he has a sense of humor that keeps him seriously dedicated to his church.</i></p>		

*He makes 15 home visits a day
and is always in his office to be handy when needed.
The perfect pastor always has time for church council and
all of its committees.
He never misses the meeting of any church organization
and is always busy evangelizing the unchurched.
The perfect pastor is always in the next church over!*

MP noted that it's important that Paul works to his strengths. We are increasingly aware that the sheer weight of correspondence is meaning that he is not able to do this and people are not getting a response within an adequate timeframe. We are also aware that we don't have the money in the general fund for a PA – but we can't afford not to do it.

MP asked if there were any questions for Paul:

- Q: thinking about the future not having the pastoral support of Roberto & Susanne – does he think this will impact him? A: Short term possibly – but the vision is that we will move towards the small communities taking on pastoral care. Janet is heading this up with Chris and Esther Brown - Roberto & Susanne believe this will work. Their intensive support was for a season.
- Paul added that he gets lots of work from the Synod – his time on General Synod runs to 2020 – but he hopes he can re-stand as the Church of England's future will undoubtedly change in the following 5 years.

Paul left the meeting (for 20mins) leaving the members to discuss funding, other possible options and the proposal for the post.

- DN gave his opinion that it will take very little growth to cover the costs of a PA by releasing Paul to concentrate on growth.
- A question was asked as to how a PA would change Paul's way of working? – We would need to support him with this transition – to ensure the freed-up time is used effectively.
- Admin is an invisible function – the PCC will need to advocate this in the wider congregation
- We should seek to fund this post from the legacy for 2 years – and have this in the contract.
- We need to be transparent about how the decision was made, and avoid the news slowly leaking out.
- It will be the warden's responsibility to manage this transition.

Proposal: MP develop a detailed role profile (to be approved by the Personnel Team) for a part time role (20 hours per week) and then to advertise and recruit to start as soon as possible. The post would be advertised widely and if one of our existing admin staff applied for it and was successful, a vacancy would be created for their departing role, which would in turn be recruited to. The initial contract will be for two years with funding coming from the Legacy Fund. MP and the wardens would monitor the implementation of this role to ensure it did enable PL to focus on his core responsibilities.

		<p>Proposer: Kevin Stone Seconded: Janet Lee Carried unanimously</p>		
A 4	Transition – Part 2	<p>NS shared news from the Small Communities</p> <p>How do we understand the transition in our Small Communities? We are moving away from calling them homegroups, bible study groups etc. – the change is both</p> <ol style="list-style-type: none"> 1) Cultural; 2) Structural <p>At a recent small community leaders’ meeting, NS asked those present to share their dreams of what a small community could look like/do? The results were very encouraging and show that culture is shifting.</p> <p>Releasing leaders is key to this</p> <p>NS asked “What is Church?” – a gathering of people – assembly of Christians; Riotous mob; When 2 or more are gathered this is church.</p> <p>An American Anthropologist wrote a paper outlining 4 spheres of human interaction:</p> <ol style="list-style-type: none"> 1. Intimate space – 2 or 3 people 2. Private space – 5 to 15 people (Current small communities) 3. Social space – 40 to 75 people 4. Public space – the big – 150+ people no connection with each other necessarily (the Gatherings) <p>1 & 3 need focus (2 & 4 we are already doing)</p> <p>The third, mid-size communities, are significant to the way we interact with others and key for our internal and external needs. Biblical examples include the feeding of the 5000 and Moses in Exodus 18. We would like to see mid-size communities at CC and NS is beginning conversations with small community leaders about this.</p>		
B				
B 1	Approval of minutes Paper 04	The minutes of the PCC Meeting on 24 th September 2018 were approved with no amendments.		
B 2	PCC Action Tracker Paper 05	This was noted.		
B 3	Other Minutes Papers 06	The Standing Committee Minutes from 13 th September 2018 were noted.		
B 4	Finance Report	None.		
B 5	Paul’s Points	<ul style="list-style-type: none"> • Derek and Sue Hadden send us their love. They have settled well in Exeter. • Resourcing Avonmouth / Lawrence Weston (heart for the city). We are seeing some in CC called to work with Andy and Emma. Rachel Marriott has accepted an appointment with them as their Children’s / Youth 		

		<p>Minister. AM spoke of their prompting at New Wine and that they feel it is where God is calling them but after being at Christ Church for 15 years they will be very sad to leave – this will be Adam’s last meeting. They will be greatly missed.</p> <ul style="list-style-type: none"> • St Andrew’s Avonmouth is being commissioned by Bishop Viv following its refurbishment on 17th December. • A Confidential item was removed from the public minutes. 		
B 6	Warden’s Points	<p>GS commented that PCC members can appear anonymous; visibility and communication need to be improved. He suggested a PCC slot at our Sunday gatherings to share news. PL suggested that this was done via video so it could be shared more widely with those not present. The PCC were in favour of this.</p> <p>PL noted that lanyards for PCC members have been ordered.</p>		
B 7	Operations Manager’s Points	<p>MP noted that a couple of people had asked about the Big Clean. This has fallen by the wayside sin Gay and Adrian stood down. MP asked if any PCC member was willing to co-ordinate a Big Clean. If so, to get in touch with him. VM strongly emphasised the importance and urgency of dealing with this as some of the high-level areas around the Coffee Shop were now very dirty.</p>		
B 8	Safeguarding Update	<p>Valerie Groves is now in position and the PSO’s will be meeting on 7th November.</p> <p>There are three safeguarding training dates in the diary for next year.</p>		
	Review of the Meeting	DN will send through thoughts on the meeting.		
	Conflicts of Interest	None.		
	Confidentiality	A confidential item was removed from B5.		
	Communication	SL reiterated that the papers that MP has put together are brilliant!		
	Next Meeting	Monday 26th November, 7:30pm in Linden Gate		
		NS closed the meeting in prayer		

Future Meetings: Mon 26th Nov, Mon 10th Dec (Social), Mon 28th Jan, Mon 25th Feb, Sat 23rd Mar