

*St Albans and Welwyn Circuit, Beds, Essex and Herts District*

Minister: Rev’d Andrew Prout, 16 Gainsborough Avenue, St Albans, Herts AL1 4NL Tel: 01727 851834

Church Council Secretary: Chris Kitchin Tel: 01707 332 470

**Minutes of the Church Council Meeting held on**

**Wednesday 14 June 2017 at Hatfield Road**

**The reports on which the following decisions were made are attached to the official copy of the minutes.**

**Formal notice had been given that those items marked # would be taken en bloc and not discussed unless there was any objection in which case the item would be dealt with separately.**

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|  | **PRESENT**  Rev’d Andrew Prout (Chair), Sue Davey, Paul Duxbury. Marion Eaton, Philip Eaton, Rosemary Fletcher, Freda Gray, Chris Hancock, Ros Hancock, Helen Jeffery, Chris Kitchin (Secretary), Val Parker, Joanna Rose, Lesley Saunders, John Scott, George Selvarajan, Caroline Tough, Lianne Weidmann, Denise Willingham, Gina Woodhead. (Total 20 present). | |
|  | **APOLOGIES**  Angela Andrews. Eric Bridgstock, Rosemary Fletcher, Idy Osibodu, Gina Woodhead. | |
|  | **PART ONE** | **Action needed** |
| **1**  **1.1** | **WELCOME and OPENING DEVOTION**  The Rev’d Andrew Prout welcomed everyone and opened the meeting with devotions. |  |
| **2**  **2.1** | **MEMBERSHIP OF THE MEETING #**  A list of the membership of the Church Council had been circulated with the agenda. The list was approved in accordance with Standing Order 613. |  |
| **3** | **NOTICE OF ANY OTHER BUSINESS**  There were no additional items of business. |  |
| **4** | **LETTERS OF GREETINGS AND SUPPORT**  It was noted that Mrs Sue Davey had been awarded the Maltings Community Hero Award for this month in recognition of her 29 years service to the DayCare centre held at Hatfield Road. A message of congratulations had been sent to Sue on behalf of the church council**.**  It was also agreed to send letters of greeting and support to Kate Calvert who was moving to Sheffield to study, Katie Donaldson who would be leaving to go to university in the Autumn, Jean and Bert Hewitt on their house move, to Noelene Browning on the recent death of her husband, and to Anne Wall on her reception into full membership. | Secretary  Pastoral  Secretary |
| **5** | **ANNUAL APPROVAL OF APPOINTMENTS AND REGISTER OF MEETINGS #**  A list of appointments had been circulated and these were adopted.  It was agreed that all appointments, where required, were subject to the appropriate level of satisfactory Disclosure and Barring Service (DBS) checks and attending the Methodist Safeguarding Foundation and Refresher training as appropriate and within the timescales specified in the connexional Safeguarding Handbook.  **VACANCIES**  In respect of the vacancies, it was agreed to:  - Appoint Lianne Weidmann as a Church Steward from1 July 2017 to 30 June 2018.  - Delegate the appointment to the Babies and Toddlers Group Management Group to the minister and church stewards.  - Delegate the appointment of a new Crèche secretary to the minister and church stewards following the resignation of Kathy Whayman.  - Appoint Joanna Rose, George Selvarajan and Chris Hancock to be representatives of the Church Council to the Circuit Meeting in addition to the Church Treasurer and a Church Steward appointed by them.  - Circulate the names of people who offer to act as vestry stewards to the Church Council for approval.  Where required all appointments were made subject to the satisfactory completion of the Trustee Eligibility Declaration and any necessary Disclosure and Barring Service (DBS) checks.  Congratulations were offered to Joanna Rose on her satisfactorily completion of her triennial Worship Leader Review and the Church Council appointed her in this capacity in the life of the Local Church for a further three year period.  The Register of Meetings and their purposes 2017-2018 circulated with the agenda was received and noted. | Joanna Rose  Minister & Church Stewards  Secretary  Joanna Rose |
| **6** | **MINUTES #**  The minutes of the Church Council meetings held on 1 February 2017 and 3 May 2017 which had been circulated were signed as a correct record. | Secretary |
| **7** | **CHARITY REGISTRATION #**  A report had been circulated which recorded the action taken to obtain charity registration. The application had been submitted on 12 April 2017 and a response received from the Charity Commission which stated:  *Personal benefit*  *We understand that one of the trustees, Mrs Sue Davey, receives payments from the church for cleaning and the upkeep of the church premises.  Please confirm that, in the future, conflicts of interest in respect of Mrs Davey's remuneration will be managed.  This will mean that, any discussions concerning Mrs Davey's remuneration will be undertaken by un-conflicted trustees (i.e without Mrs Davey or anyone connected to her being present) and that the un-conflicted trustees will ensure that the terms of Mrs Davey's remuneration is in the best interests of the church.*  *Trustee Declaration form*  *Unfortunately, we are unable to accept the completed Trustee Declaration form document which you have submitted with your application.  Please complete our Trustee Declaration form which can be downloaded from our website by clicking on the following link and email it to us, as a PDF attachment, sent to this email address.*  [*https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility*](https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility)*. Upon receipt of the above, we expect to be able to register the church as a charity.*  The Church Council Secretary responded by confirming that Mrs Davey had played no part in the decision-making process concerning her appointment and she had been absent from meetings when her contract had been discussed and approved. That would continue to be the case. The un-conflicted trustees had taken all the necessary decisions and Mrs Davey’s remuneration based on the living wage is in the best interests of the church.  The Church Council Secretary had also challenged the Charity Commission about its requirement to complete a different Declaration Form. As a result, the Charity Commission then informed the church that "We are satisfied that The Methodist Church, Hatfield Road, St Albans is a charity and it has been entered onto the Register of Charities with the Registered Charity Number 1173147.  The Church Council received the report and noted that in all its publications, including the website, the charity registration number should now be quoted. | Secretary  Chris Hancock  Eric Bridgstock  Toby Weidmann |
| **8** | **CIRCUIT QUESTIONNAIRE**  It was noted that the circuit stewards had recently asked all churches in the circuit to complete a questionnaire. Two questions being asked were as follows: "What opportunities do you see for growth?" and "Where do you see our church in 3 or 5 or 10 years time?". That questionnaire had been completed by the church stewards and copies would be circulated to members of the Church Council.  Concern was expressed about the lack of clarity and timescale in the process and the circuit stewards present were asked to feedback that concern. | Senior Church Steward  Secretary  Circuit Stewards |
| **9** | **CHURCH STEWARDS / CIRCUIT MATTERS**  **Revision of Mission Statement and Actions 2017/18**  The Church Council at its meeting on 1st Feb 2017 had considered a variety of questions relating to the primary purpose and priority for the life, work and mission of the church. On the basis of those responses, the minster with the church stewards had drafted new statements detailing *Our Vision*, *Our Mission* and a strap line for the Church Council on May 3rd to initially consider. The feedback from the February meeting had underlined the importance many people see in a continuing presence in Fleetville and within the local community.  At the May Church Council there had been discussion about the wording, the length of some of the statements and the fact that the *Our Vision* statement needed to be aspirational. The Church Council adopted the statements solely for the consideration of the Annual General Church Meeting. It was explained that following the AGM the minister and church stewards would review the statements with a view to submitting revised wording to the meeting of the Church Council on 14 June 2017 for approval. Members at the AGM had been invited to take away and complete a form which would help in the finalising of the draft Headline Purpose, Mission and Vision.  As a result, the draft Statements had been modified and circulated with the agenda papers. It was agreed to adopt the *Our Headline Purpose, Our Mission and Our Vision,* and endorse the statement of intention for the connexional year 2017/18 beginning 1st September 2017 (copies of which are attached to these minutes).  **Moving Forward HRMC & MRMC Report Recommendations (See Church Council Minutes 1 February 2017)**  Andrew had previously spoken about the recommendations contained within a report prepared by a working group comprising the Ministers and Church Stewards of Hatfield Road Methodist Church and Marlborough Road Methodist Church, and two Circuit Stewards. This report had been instigated as a result of our reflections over the last couple of years and had been presented to the Church Councils in both Churches in February of 2017. The report encouraged both Churches in their ongoing review of their work and mission:   * to consider what they can do both together and with other nearby Churches, * to work together where possible and beneficial * to consider the future nature of ministerial oversight of both Churches mindful of pending stationing processes * to celebrate significant anniversaries for both Churches in 2019 * to share the report with their respective congregations   The report did not envisage, at least in the medium term, both Churches coming together on one site, mindful of substantial building works planned and now undertaken at MRMC (£198,000), and should both Churches affirm their continued commitment to ministry in the City Centre and Fleetville respectively. Both Church Councils would continue to consider and work through the recommendations contained within the report.  A brief discussion then followed on ideas of working with Marlborough Road and these would be collated and duly considered.  **Stationing 2018**  Andrew explained that Rev Nick Young would retire on 31 August 2018 and in the coming weeks Rev Rosemary Fletchers' appointment was due for review pending her decision to extend her current appointment beyond this date or to move from the Circuit at that time. Rev Alison Facey's and Rev Andrew Prout’s appointments would be due for review in the Summer of 2018 pending their decisions to be taken at that time either to seek an extension beyond 31st August 2019 or to move from the Circuit. In each of these cases there is a process to follow and any questions should initially be directed to Andrew or the Senior Circuit Steward.  The Circuit looked forward to welcoming Deacon Linda Kinchenton in September who would be working with Rev Nick Young undertaking various responsibilities across Welwyn Garden City and Hatfield.  Andrew invited prayers for the Circuit Stewards and Circuit Leadership Team at this time who had much on their plate, and especially for Ros as Senior Circuit Steward. | Church Stewards  All |
| **10** | **WORSHIP #**  Copies of the notes of the recent Worship Consultation, together with a copy of the updated "A Strict Account to Give! Review of our income and how we use it", would be circulated to Church Council members. | Peter Wallace  Secretary |
| **11** | **LEARNING AND CARING #**  The Annual Report 2016-2017 contained the reports of the following:  Pastoral Report, House Groups, Network Fellowship, Girls' & Boys' Brigades, Sunday Club. |  |
| **12** | **SERVICE**  **Annual General Church Meeting #**  The minutes of the Annual General Church Meeting held on 21 May 2017 which had been circulated were noted.  **Property & Finance Committee Report**  An extensive report had been circulated with recommendations for decision by the Church Council. As the report had been marked "Confidential to Members of the Meeting" and contained commercially sensitive information which identified quotations from identified contractors, the Church Council Secretary had proposed that the meeting should go into closed session. The meeting decided otherwise and agreed that there should be a general minute in Part One covering the decisions and the detailed information should be contained in a confidential Part Two minute.  The Treasurer reported that the church held about £146,000 in its accounts, only a small amount of which was restricted in its use.  Epworth Room  The meeting agreed to authorise a budget of £2000 to complete the remedial and upgrading work, in addition to the £600 already authorised by the Property & Finance Committee to remedy the unsafe flooring. This approval is in substitution for the amount of £1000 previously authorised for this work by the Property & Finance Committee under delegated authority.  Quinquennial Works (See Quinquennial October 2015)  The Church Council authorised a budget of £3000 for the replacement of the large and small south windows in the large hall and the window above the porch in the small hall respectively subject to Circuit & district consent.  The Church Council, subject to a) Circuit and District consent, b) due professional oversight and c) satisfactory references, both gave consent, and authorised a budget of £30,000 inclusive of professional fees, VAT and a contingency of 10%, to proceed with the identified external work (repairs and renewals to guttering and roofs / removal of chimney / re-pointing and re-render), the said work to be carried out by the company providing the lowest of three estimates.  A query was raised about whether there was a need to obtain any planning permission before the chimney was demolished. Enquiries would be made.  The Church Council authorised the Treasurer or a member of the Church Council nominated by him, and who was not related to him, in his absence and any one of the Church Stewards to jointly accept and sign any contracts necessary to the completion of these works.  **Annual Report 2016-2017 #**  The Annual Report 2016-2017 which had previously been circulated was formally adopted.  **Deposit of Archives #**  A report on the Deposit of Archives had been circulated. It was noted that work had progressed in sorting out the Epworth Room. With the Property Steward ephemeral property documents had been weeded and what should be retained locally was now held in a filing cabinet. Other documents which needed to be retained but did not justify storing locally had been deposited in the County Archives at Register Office Block CHR002, County Hall, Pegs Lane, Hertford, SG13 8EJ Tel: 0300 123 4049. In consultation with the Church Treasurer, the Church Council Secretary had signed a Terms of Agreement on behalf of the church dated 8 February 2017. A Receipt had been obtained listing what had been deposited. The documents were on loan and could be retrieved at any time. The Accession number is Acc 5910.  **Appointment of Independent Examiner #**  It had previously been reported that charities were required to have an independent examination of their financial accounts. Charity trustees were responsible for the general control and management of the administration of the charity and members of the Church Council held that responsibility.  The person who had been the church's Independent Examiner in recent years was no longer able to continue his work and finished with his examination of the church accounts for the financial year 2015-2016. The church needed to find a replacement and it had been suggested that the circuit might identify suitable people. That had not been possible and it remained for the Church Council to do so by 31 August 2017. No-one had yet been identified and an Independent Examiner might need to be appointed before the next meeting of the Church Council.  The Church Council agreed to delegate the authority to appoint the Independent Examiner to a small group comprising the minister, senior church steward and Church Council secretary jointly, reporting to Church Council members as soon as such an appointment had been made.  The previous Independent Examiner provided his services on a *pro bono* basis. If the Church Council cannot find a suitable volunteer, it would be necessary to pay for such services in the future. A recent estimate suggested that the cost could be in the region of £1,000 per annum. The small group was authorised to incur that expenditure should it be necessary.  **Communications**  The church stewards had recently discussed the church website and Andrew had subsequently spoken with Chris Hancock who manages the site. Church services were usually recorded and, because of reasons of copyright and other legislation, only the sermon was available for future broadcast.  **Approval of Annual Licence for Living Waters**  The annual licence for Living Waters was approved for the period 1 September 2017 to 31 August 2018.  **Approval of Annual Licence for Christine Nelson Ministries**  A report had been circulated at the May meeting following a request from the Christine Nelson Ministries for use of part of the church buildings. Under Methodist Church procedure such use of the building by other Christian Groups can only be authorised with the permission of the Church Council, the Superintendent and the Methodist Connexion, subject to an annual licence. It was noted that this was the current arrangement with the Living Waters Church. It had been agreed to defer further consideration of this application until full information was available (including a Safeguarding Policy), and further advice had been obtained from connexional staff. | Minister  Property Steward  Minister  Senior Church Steward  Minister  Senior Church Steward  Church Council Secretary  Senior Church Steward  Minister |
| **13** | **Annual adoption of policies #**  The following policies which had previously been circulated were adopted for the church year 2017-2018:  - Financial Management [including Scheme of Financial Delegation, Reserves Policy (with a minor amendment), Charitable Giving subject to clarification at a later date in respect of only utilising UK Charities]  - Lone worker policy  - Safeguarding Policy\*  - Use of Premises and Charges  - Babies and Toddlers Group Memorandum of Understanding.  \* It was explained that a new Connexional Safeguarding Handbook was about to be published when the policy would need to be reviewed. Documentation needed updating and, in addition, it has become a requirement that all voluntary appointments should now have a job description. | Joanna Rose |
| **14** | **Neighbourhood & World Issues #**  Reports for the Aldersgate Cafe, Babies and Toddlers, DayCare Group, GrowMore, Mission Action Group and Morrisons’ Chaplaincy were contained in the Annual Report 2016-2017. |  |
|  | **EVANGELISM**  **Towards 125**  Rev Andrew Prout had reminded everyone at the AGM that the Church would be celebrating its 125th anniversary in 2019. He had spoken of the recent endeavours that had helped us to think about our ongoing mission including the Church Away Weekend in 2015, and the consideration in 2015/16 by the congregation of Robert Schnase’s book ‘Five Practices of Fruitful Congregations’.  At the AGM it was noted that the following progress had been made:   * Regular social events and outreach activities * Christian Aid Awareness and street collections * Encourage/organise activities for 11-16s * Youth Fellowship/Support for attending events * Advice to preachers on:  - *addressing young people/children/those of different traditions/unchurched;  - need for silence in intercessions;  - opportunities for testimony* * Family Friendly Liturgies * Links at Aldersgate Café and Babies & Toddlers * More Drama/ Drama as outreach * Involve more people in worship / Services led by groups * Songs of Praise.   **In Progress:**   * Review of external grounds and appearance of Church * Development of main entrance and foyer * General Review/Updating of Internal Premises * Offering meals through invitation at Church and at home * Following up when people don’t return * Review publicity/ web-site/ social media / advertising * Responding to homelessness locally * Develop links with local schools * Regular offering of Christian study courses * Youth Band * Taizé Services * Training for Readers.   Work would be ongoing and the Church stewards with the Minister would begin to do some initial thinking about what we might do to celebrate our 125th anniversary in 2019 | Minister and Church Stewards |
|  | **Events #**  The following events and services were noted:  - Sunday 11 June 2017, 10.30am: Church Anniversary, Rev Martin Turner +  Picnic in Clarence Park  - Sunday 18 June 2017, 10.30am: Confirmation Service, Anne Wall  - Sunday 25 June 2017, 10.30am: World Mission  - Sunday 30 July 2017, 10.30am: Joint Service at Marlborough Road  Methodist Church  - Sunday 6th August 2017, 10.30am: 5 baptisms. |  |
|  | **Any other business**  No other items had been notified. |  |
|  | **DATE DATE OF NEXT MEETING**  **The n** The nextmeeting would be held at 8.00pm on Tuesday 17 October 2017. | **Secretary** |

**PART TWO**

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| Epworth Room  The Church Council authorises a budget of £2000 to complete the detailed works in the Property & Finance Report necessary for the decoration, reparation and refurbishing of the Epworth Room. | Secretary  Treasurer |
| Quinquennial Works (October 2015)  *South Windows in Large Hall*: The Property & Finance Committee had obtained three estimates. In updating the meeting Andrew advised that the estimate of £2880 inclusive of VAT from Cleveland Glass was now the lowest quote (the quote from Biggerstaff had been uplifted to £3220). The Church Council was asked for permission to proceed with the replacement of the south windows in the main hall and the window above the porch in the small hall, the work being undertaken by Cleveland Glass on the basis of it being both the lowest quote and previous goodwill as the contractor was a close neighbour of the church. | Treasurer  Property Secretary |
| Quinquennial Works (October 2015)  *External works*: The Church Council, subject to a) Circuit and District consent, b) due professional oversight and c) satisfactory references, both gives consent, and authorises a budget of £30,000 inclusive of professional fees, VAT and a contingency of 10%, to proceed with the work detailed in the report, the said work to be carried out by Abbey Roofing who had provided the lowest of three estimates.  The Church Council authorises the Treasurer or a member of the Church Council nominated by him, and who was not related to him, in his absence and any one of the Church Stewards to jointly accept the lowest of three quotations and sign any contracts necessary to the completion of these works and report the outcome to the Church Council. | Treasurer  Church Steward  Property Secretary |
| *Large Hall:* The Church Council noted that the Property & Finance Committee had obtained estimates for the replacement of the floor and identified its preferred finish. It had received advice from one of the companies who had provided an estimate that it should be possible to bond any new floor to the existing surface once sanded down. Before any new floor was laid the committee had felt that both redecoration of the Hall and the renewal of lighting should be undertaken. A local company was being approached to give advice on lighting solutions. None of these works could be done until first the external works and the replacement of the south windows were undertaken. It was further noted that with an outlay of £10,000 the life of the current floor could be extended by between 9 and 20 years dependent on wear and tear but problems with the nails resurfacing might remain. A new floor would cost around £20,000. The current floor was about 90 years old.  Full proposals for the large hall, including lighting, decorating and flooring, would be brought to the Church Council once the external works were finished. | Property & Finance Committee |
| The PROD Group had reported on meetings with the design company consultant. Ideas and options for the main entrance and foyer had begun to emerge and would soon be ready for consideration by the Church Council. None the ideas would compromise any works being proposed for the large hall and lead to any of this work needing to be substantially and subsequently undone. | PROD Group |

**End of Part Two minutes**

**Attachment**

**Statements of Purpose, Vision, Mission and Intention: 2017- 2018**

**Including Note about Governance and Policies**

**Our Headline Purpose**

Serving Christ and the Local Community

**Our Mission**

* *to increase awareness of God's presence and to invite people to follow Jesus Christ.*
* *to celebrate God's love through mutual support and care*
* *to help each other to grow and learn as Christians through prayer and worship.*
* *to be a good neighbour by helping people in need, responding to local and global issues and challenging injustice.*

**Our Vision**

* *to be a welcoming, growing, caring, inclusive and outward looking Christian community at the heart of Fleetville.*
* *to be a faithful community which bears witness to the love of God revealed in Jesus Christ through the power of the Holy Spirit.*
* *to be a community of disciples which works actively to encourage people to meet God and to join them on the journey of faith.*

**Achieving our Vision and Fulfilling our Mission 2017/18**

**Statement of Intention**

**Five practices of Fruitful Congregations / Mission Possible and Towards 125**

As we move towards the 125th anniversary in 2019 of the work and witness of Methodists in Fleetville begun in 1894 we will continue to work through, implement and sustain the actions arising out of our Church Away Weekend in 2015 and our subsequent consideration in detail of Robert Schnase’s ‘*Five Practices of Fruitful Congregations*’.

ACTION ALL / CHURCH STEWARDS AND MINISTER

We will consider a programme of content for our 125th Anniversary in 2019.

ACTION CHURCH STEWARDS AND MINISTER / CHURCH COUNCIL

**Churches Together**

We will participate in and support the work of CTSA. ACTION CTSA REP

We will work with MRMC with reference to the joint report presented to each Church Council in February 2017. ACTION MINISTER / STEWARDS

We will continue to share some work with St. Paul’s and review our current and future relationship as ecumenical partners both serving the community of Fleetville.

ACTION MINISTER / STEWARDS

We will continue to act as host to Living Waters. ACTION MINISTER / STEWARDS

**Worship and Prayer / Celebrating the Love of God**

We will continue to offer opportunities for regular worship and the celebration of the sacraments, regularly reviewing our worshipping life. ACTION WC

We will celebrate the major Christian Festivals through a variety of events and worship experience. ACTION WC

We will support our Local Preachers and Worship Leaders and provide opportunities for people to assist in worship. ACTION WC

We will continue to encourage a ministry of prayer through our Tuesday and Wednesday Prayer Meetings, Prayer Tree, Pastoral Leaders, House Groups and Prayer Team.

ACTION WC / PC

**Share the Gospel and to Grow the Church**

We will offer through the delivery of the *Compass* or other courses of Christian Enquiry an opportunity for people to explore the Christian Faith. ACTION MINISTER

We will offer an opportunity for people to explore Confirmation and Church Membership.

ACTION MINISTER

We will plan a number of events each year where the whole Church Community can come together and to which people from outside the Church can also be invited to come.

ACTION SOE

We will offer opportunities where people from both within and outside the Church can come together informally for conversation and fellowship such as Film Shows, Sausage Sizzles, Growmore Rambles and Desserts and Delights. ACTION SOE

**Being a Good Neighbour / Responding to Local Community Need**

We will maintain our premises in a manner that continues to allow it to be a home for many Community Groups and Local Bookings. Existing Groups and regular local bookings include Al Anon / Gospel Choir / WEA / Community Choirs / Helicopter Group / Birthday Parties.

ACTION PF

We will continue to maintain every Wednesday Morning a Community Babies and Toddlers Group. ACTION CHURCH COUNCIL

We will continue to maintain every Tuesday Morning a Community Cafe.

ACTION CHURCH COUNCIL

We will continue to support the ‘Day Care’ project, an independent trust set up in 1988 in the name of the HRMC, St. Pauls and Fleetville Community Centre whereby local elderly people are provided with a space in our Church each Friday to meet and find support and friendship.

ACTION CHURCH COUNCIL

We will work with other Churches and local agencies in seeking to offer relief to those who are homeless. ACTION MINISTER AND STEWARDS / CTSA

We will engage where possible with local businesses and schools working alongside and with our ecumenical partners and S.T.E.P. ACTION MINISTER

We will maintain with St. Paul’s the Morrison’s Chaplaincy and Prayer Board.

ACTION MINISTER

We will practice hospitality to people of other faiths and none, challenge prejudice wherever it is observed and promote opportunities for Church Members to engage with and learn about other Faith Communities. ACTION CHURCH COUNCIL

**Encourage Christian commitment and discipleship**

We will offer opportunities for growth in the Christian Faith and understanding of the Bible through resourcing and sustaining regular House Group Meetings and their Leaders.

ACTION PC / MINISTER

We will continue to sustain a Sunday Morning Club for Children and Young People where they can learn about the Bible and the Christian Faith, and a monthly evening Youth Fellowship Group. ACTION SUNDAY CLUB STAFF MEETING / MINISTER

We will financially support our Young People in their attendance of events that enhance their wellbeing and encourage their Christian Development. ACTION CHURCH COUNCIL

We will encourage our Church Members in the exercise and practice of their faith at home and at work. ACTION PC

We will continue to support a Creative Arts Group.

ACTION CHURCH COUNCIL

**Care for one another / Welcome and Hospitality**

Every Church Member will have a Pastoral Visitor or Class leader in accordance with Methodist Practice. ACTION PC

Our Pastoral Care will extend to the wider Church Community and the Groups who meet and utilise our premises. Pastoral Visitors and those exercising a Pastoral Role will be offered training. ACTION PC

We will ensure members who are housebound are regularly visited and offered both communion and recordings of services. ACTION PC / MINISTER

We will operate a ‘partnering scheme’ so that new people from overseas entering the life of our Church can, if it assists, be supported and encouraged. ACTION PC

We will exercise Best Practice in relation to the Safeguarding of Children, Young People and Vulnerable Adults. ACTION CHURCH COUNCIL / MINISTER / SAFEGUARDING OFFICER

**Engagement with the wider world and challenging injustice.**

We will support our three chosen charities for a further year seeking to raise money and to learn of their work – Shelter Box, Headway and Youth Talk. ACTION CHURCH COUNCIL

We will promote Fair Trade, Christian Aid, and Issues of Environmental Sustainability.

ACTION CHURCH COUNCIL / CHRISTIAN AID REP

**Advertise and promote Church Life**

We will maintain a Church web-site. ACTION WEB MASTER

We will publish a Weekly Notice Sheet. ACTION NEWS EDITOR

We will make available a Church Welcome Pack. ACTION MINISTER / STEWARDS

We will utilize our notice boards, radio/tv, and local press. ACTION MINISTER / STEWARDS

**Premises and Finances**

The Church will operate a Reserves Policy and prepare an annual budget endeavouring to hold in its General Fund the equivalent of six months annual expenditure. ACTION PF

Accounts will be managed and audited as required by statute and Methodist Standing Orders.

ACTION PF

Every Member will be encouraged to annually review their giving.

ACTION MINISTER / STEWARDS

We will maintain and look to enhance our premises keeping a priority list and we will comply in all matters in relation to Fire and Health & Safety. ACTION PROP & FINANCE COM

We will continue to renew our premises in light of our mission and vision seeking to complete all necessary and desired works by Summer of 2019. ACTION PROD / PF

**NOTE ON CHURCH GOVERNANCE**

In compliance with Methodist Standing Orders the Church is governed by the Church Council which consists of various office holders and up to 15 Church Members who are elected at the Annual General Meeting. The Church Council will meet at least three times in any year. Both Church Members and non-members are invited to attend the AGM although only Members are allowed to vote in respect of any resolutions or elections. In order to make it possible to carry out all the functions of the Church and fulfil our vision a variety of committees are tasked with certain responsibilities which are laid out in the attached register of meetings.

These include...

Worship Consultation WC

Finance and Property Committee FP

Social Outreach & Events Group SOE

Missions Committee MC

Pastoral Committee PC

PROD Group PROD

The Church Stewards, who are appointed annually at the Church AGM, help prepare the Church for each act of worship; ensure that all services duly take place and that each preacher is welcomed; and assist the minister to undertake his or her duties. Methodist Standing Order 633 describes their general duties as follows: *Church Stewards are corporately responsible with the minister for giving leadership and help over the whole range of the Church’s life and activity. They are particularly charged to hold together in unity the variety of concerns that are contained within the one ministry of the Church. To this end it is their responsibility to uphold and act upon the decisions and policies of the Church Council. In the discharge of their duties they are encouraged wherever possible to draw other members with appropriate gifts into a leadership team to be appointed by the Church Council*.

**OUR POLICIES & COMMITTEE TERMS OF REFERENCE (ALL APPENDED)**

Safeguarding of Children, Young People and Vulnerable Adults

Financial Delegation / Reserves/ Charitable Giving / Premises and Charges / Lone Worker

Babies and Toddlers Memorandum of Understanding

All policies will be documented, reviewed annually and made available to members and other interested parties upon request

**This document shall itself be reviewed and adopted on an annual basis by the Church Council, usually at the June Church Council ahead of a new connexional year.**