



Marlborough
Anglican Team

PCC MINUTES 23rd January 2012

(Provisional subject to PCC approval)

ST MARY THE VIRGIN, MARLBOROUGH.

**Minutes of the meeting of the Parochial Church Council
held on Monday, 23rd January at 7.30pm in St Mary's Church Hall.**

The meeting was opened with prayer led by ASK.

1. **Present:** Ian Perryman (IP) (Chair), Ian McColl (IM), David Du Croz (DC), Tim Seago (TS), Andrew Studdert-Kennedy (ASK), Kate Hunter (KH), Ann Yates (AY), David Maurice (DM), Jean Gray (JGr), Julian Richards (JR) & Laura Willis (LW).
2. **Apologies** were received from Gillian Keily (GK), Sue Titman (ST) Bryan Castle (BC) & Jenny Noble (JN).
3. **The Minutes** of the meeting of the PCC held on the 17th November 2011 were approved & signed.
4. **Matters Arising**
 - a) **Fabric Matters:** (*attachment*) DC queried the total expenditure expected for 2011 and asked if allowance had been made to cover it. KH confirmed that allowance for the 2011 works were in the approved budget. IP confirmed that he was still waiting on an invoice from the builder for recent work. TS gave IP information about Dryseal Roofing material which the Building Committee will discuss. IP explained that the damp wall, near the outer vestry, was being monitored before internal remedial works were undertaken to ensure that the external leak had been successfully repaired.
 - b) **Church Hall Finance:** (*attachment for information*) PCC welcomed the fact that the Church Hall now has a main hirer to replace Preschool; however, the PCC felt there was scope to investigate the possibility of redesigning the Church Cottage to allow revenue via rental or sale. **Action Church Hall Committee.**
 - c) **Welcome Leaflet:** TS showed the PCC the latest draft of the Welcome Leaflet. He expressed thanks to Sue Pearce for all her work designing the leaflet. TS stressed the importance of data protection and the need to get permission to hold information obtained by individuals. KH confirmed that this permission needs to be updated annually. The PCC suggested changing the tear off slip (containing personal information) into a separate A5 insert and asking people to note anything specific that they might be interested in. KH noted there was no information about the 5.30pm Informal Service not happening on the first Sunday of the month. **Action TS.**
 - d) **USB Voice Recorder:** TS played back a recording to the PCC. After discussion it was agreed to trial recording sermons at the speakers and the pulpit; the sermons to be downloaded onto a laptop and played back for the next PCC meeting.

Suggestions re uploading recordings onto a St. Mary's Facebook account which could be set up by older teenagers. LW to liaise with Martin Selby and website designer re uploading onto the Church website. *Action TS & LW.*

- e) **Music Director:** ASK presented the PCC with details of a potential Music Director for St. Mary's. The individual has been interviewed for the post and meets the criteria for the role; the PCC were provided with references confirming the candidate's suitability. DM confirmed that a salary would be based on Royal School of Music (RSM) recommendations. ASK suggested that funding could be match funded, for the first two years, between the Reg Lewis Legacy Fund and St. Mary's Church. The role would include working with the existing choir, playing the organ at weddings and funerals at St. Mary's, 10.00am Sunday Service and other major services (to be guided by RSM). It was decided to set up a Sub Committee to include Roger Wheeler and Deborah Reynolds. The Sub Committee to draw up a contract, including a probation period, and set up a mentoring group for the candidate with a proposed start date in March 2012. Once the contract is finalised there will be an extraordinary meeting of the PCC in February, probably after a 10.00am Sunday Service, to approve the contract. Thanks were given for the continuous organ support at St. Mary's, provided over the last five years by Michael Reynolds and David Ripley. The proposed candidate hoped to work closely with them. ASK recommended offering the job of Music Director, subject to contract, to the candidate. Unanimous approval from the PCC.
 - f) **Social Events and Pastoral Committee:** ASK is still in discussion with someone re: resurrecting a Social Committee. Until this has been confirmed the usual annual Social events to continue. 24th February already confirmed for Quiz Night. *LW to confirm* BBQ, Night at The Raj & Harvest Lunch with the regular organizers. TS updated the PCC regarding the Pastoral Committee: the welcome leaflet is being processed (see item 4c), a database of names and contact details is taking shape (access will be limited to agreed individuals and will be password controlled), the Lay Pastoral Assistants have been working on the electoral roll and praying for individuals; this will be extended to include the clergy praying for specific individuals, opportunity for LPS's and those on the electoral roll or database to write a short biography for Grapevine, if they want. TS stressed there will be no obligation on individuals to do this. TS and AY are also looking into encouraging younger LPA's to participate as 'Associate LPA's'. TS to research one off courses to fit around child care rather than expecting parents with dependents to complete a 12 week LPA Diocesan Course.
 - g) **High Altar Dressings:** IP and JN to explore the possibility of selling the High Altar dressings. *Action IP & JN.*
 - h) **Church Warden Update:** ASK confirmed that GK will be standing down as Church Warden this April. He is hopeful of finding a replacement.
5. **Making Jesus Known:** ASK opened this item with a request for feedback regarding the Christmas Services: Crib Service: approximately 350 in attendance (this year 40 people were seated in the chancel which helped reduce the impact on the Church seating). This service is very successfully organized and run by Annie Studdert-Kennedy and includes children from the Junior and Secondary Schools. It was noted that there was little opportunity for infant children to participate. It was felt that the Posada prayers were not given enough status in the Crib Service. As Posada has proved so successful with the community ASK suggested

holding a separate Posada Service in 2012. The Quieter Christmas Service attracted up to 30 people and it was felt that it was effective, valued and provided a need for those who attended and should be offered again in 2012. All the Christmas Services were well attended this year; it is difficult to analyse why because attendance can be affected by the weather and the actual day of the week that Christmas Day falls on. ASK gave a presentation to the PCC explaining the importance of welcoming at services; ideally, those on welcome duty should stay by the door up to the Sermon in anticipation of late comers who 'should feel not just welcome but expected' and also shown to a seat. ASK suggested holding a welcome training session for rota volunteers. The welcome, quality of the music and the quality of preaching have been shown to be the most influential factors in drawing people to a church. Worship and Fellowship were key elements to the feel of Church. TS's pastoral initiative is core to the Church Mission and outreach. The Lent course this year will be run in small home groups following the Lent Course 'Handing on the Torch' - Sacred words for a secular world. ASK suggested looking into the idea of sponsoring a 'personal rule of life' as explained in the book 'Mission Shaped Parish' by John Holbrook. ASK felt that although monastic in feel the suggested rules could be liberating and helpful. The idea would need to be owned by the congregation and if possible appeal across the ages; with opportunity for follow on courses i.e. How to Pray. To be discussed as an agenda item in the **June PCC Meeting**.

- a) **Queen's Accession to the Throne Celebration** – an Ecumenical Service with the Town Council will be held at St. Mary's 7.30pm on Monday, 6th February 2012 with refreshments available at the Town Hall afterwards.
 - b) **Queen's Diamond Jubilee** – Marlborough Town plans a street party with a short service followed by a picnic and street entertainment on Sunday 3rd June 2012.
 - c) **Celebrating Olympics** – The Olympic torch will be carried through Marlborough High Street on 23rd May 2012. Church involvement still to be discussed, but church bells will be rung once timings are confirmed. St. Mary's to hold an Olympic Service in August.
6. **Mission Giving 2012:** (*attachment*) The PCC unanimously approved the proposed Mission's for 2012. Gill McColl will be standing down as Chair of the Mission Committee. ASK expressed thanks, on behalf of the PCC, to Gill for all her work in running the Mission Committee.
7. **Annual Report 2011:** The PCC agreed to keep to the same format for the report and to use the photograph of St. Mary's and The Green, as shown on the Welcome leaflet, on the front page. There was a query as to the need to include Charity information in the report. LW to check with the Diocese. The Annual Report and Finances for 2011 to be ready for PCC approval at the next PCC meeting on 15th March. **Action Finance Committee & LW.**
8. **Deanery Synod:** ASK briefed the PCC about the Synod Meeting on 17 January when the Marlborough and Pewsey Deaneries listened to a proposal, presented by Robert Key, about 'The Anglican Communion Covenant'. The Deaneries decided not to approve the proposed covenant; this decision will be reported back to the Deanery Synod who will vote on the proposal in July 2012.
9. **AOB:**
- a) **Literary Festival:** September 2012 the Literary Festival organisers have approached ASK about St. Mary's sponsoring and hosting two proposed authors. **ASK** to check on the authors before making a final decision.
 - b) **The Monarch of Wit:** TS confirmed that this event, postponed from last year, would be happening on John Donne Day, Saturday, 31st March at 7.00pm in St.

Mary's. Free entry and refreshments with a retiring collection for St. Mary's. In agreement with the actor, James Clarkson, the collection would be split between St. Mary's and James.

- c) **Future PCC Dates:** the next meeting will be 7.30pm on Thursday 15th March in the Church Hall (upstairs room).

Other future dates:

Wednesday, 25 April – APCM in Church

Monday, 18 June

Thursday, 13 September

Wednesday, 14 November

The meeting closed with The Grace at 21:45

Code: *Italicized, red, bold initials* =ACTION

DRAFT