

Parish of Mortlake with East Sheen

Minutes of PCC Committees

COMMITTEE NAME:	DATE OF MEETING:
Christ Church Consultative Group	14 th July 2021 7.45 pm via zoom

ATTENDEES:
Fr Chris Griffiths, Vicar; John Ancock & Neil Davis, Churchwardens; Karen Brown, Treasurer; Rev'd Olwen Williamson; Paul Russenberger, Reader; Deidre Munro, SPA; Brenda Morris, Secretary; Bethy Reeves, Director of Music; Mary Abel, Parish Warden; Peter Jones; Roger Parker; Louise Manners; Nicholas Rettie.

HEADLINE

Ref. item number	Headlines/ decisions action points	Action
4	Matters Arising: Paul Russenberger to submit a Risk Assessment for music lessons in church by the end of this month. We are still awaiting a third quotation for the sound system.	PR JA/ND
5	Health & Safety: Covid restrictions are to remain in place for the time being.	
7	Music Report: Bethy to produce a poster advertising Choral Evensong. There will be an inclusive choir for the 10.00 am service starting in September. We have received a donation for four choral scholars and an organ scholar. From September Bethy hopes to hold monthly recitals.	BR
8	Treasurer's Report: Brenda Morris will seek guidance from the Parish Office and Jon Blythe regarding the policy on how much the wardens are able to spend and what needs the approval of the PCC.	BM
9	Vicar's Report: The final hymn after the 10.00 am service will be sung in the church garden starting on 25th July. There will be a Mission Action Planning morning in September.	
10	Churchwardens' Report & Fabric Update. John Ancock has been given some sandstone pavers and would like to lay a pathway in the north garden which will replace the rubber matting.	JA
11	MAP Groups: Communications Group, led by Nicholas Rettie, are researching new noticeboards. The revamped newsletter will be launched later this year.	NR

Next meeting: Wednesday, 8th September 2021

No	Item	Action
1.	Opening Prayer: The meeting began with an opening prayer led by Fr Chris Griffiths	
2.	Apologies for absence: Apologies were received from Lindsay Ancock, Mireille Stanton and Judith Russenberger	
3.	Approval of Minutes of 19th May 2021 The minutes were approved by the CCCG.	
4.	Matters arising: <ul style="list-style-type: none"> • Paul Russenberger's Risk Assessment for music lessons in church will be completed by the end of this month. • The third quotation for the sound system has been difficult to obtain and it was suggested that we use the Natural Buying Service. • The All Age Service has been reworked with the approval of the CCCG and the Ministry Team. 	<p style="text-align: center;">PR</p> <p style="text-align: center;">JA/ND</p>
5.	Health & Safety: It was decided by the parish that Covid restrictions would remain in place after the 19 th July, namely social distancing, masks and no singing in church. There is the option of singing a hymn after the service in the church garden in line with the other churches in the parish. The neighbours to be notified. Advice is await from the Southwark Covid Task Force. The size of the choir at Evensong is to be reviewed.	
6.	Safeguarding: Nothing to add.	
7.	Music Report: Bethy submitted her report in advance of the meeting. She was thanked for organising a choir for Evensong which at present only has six singers. She would like to increase the number of singers. The choir is aimed at professional or advanced singers who are able to sight read. Attendance at Evensong has been varied and it was suggested we advertise in the other churches. Bethy has been asked to produce a poster. The morning choir will be an inclusive choir and she hopes to start rehearsals in September. It was agreed with Fr Chris to use the Peruvian Gloria at the 10.00 am service once we are allowed to sing again in church. It has been difficult to find enough music copies of the hymn book and we may have to buy more. Music for weddings and funerals has been going smoothly and Bethy is already in discussion for upcoming weddings in July, August and September. There has been a generous donation for four choral scholars and an organ scholar in the upcoming academic year. She will be in touch with heads of music in local schools and colleges. Auditions will take place in September. The scholars will be required to sing at both Sunday services whilst the organ scholar will play occasionally in the services and sing in the choir whilst not playing. Bethy hopes to start a monthly recital series beginning in September, with professional standard musicians and lunchtime recitals on Sundays once a month. She will discuss with Chris whether these should be funded via tickets sales or donations. After presenting her report she retired from the meeting.	<p style="text-align: center;">BR</p>
8.	Treasurer's Report: Karen circulated her report prior to the meeting. <ul style="list-style-type: none"> • Parish Finance Overview: Planned Giving is down on last year by £1,000 and there are fewer members in the scheme in 2021, due to deaths and people moving away. A few one off gifts have been given. Jon Blyth is investigating different types of investment for the money on deposit in the parish account. Interest rates are very low for most easy access accounts and there is a reluctance to place deposits at risk. • Income and Expenditure July 9th: Income so far £11,181 Expenditure £11,120 There is a slow return from usual users of the hall and rooms. We now have bookings from Laidlaw, MV Dance Academy and Blitz Fitness. A major cost is the hire of the microphone system at £108 per week which has cost us £3,410 so far this year. There has been a donation of £14,000 received in memory of Peter & Prudie Mennell to train 4 choral scholars and 1 organ 	

	<p>scholar. £524 was received from Sheen Mount from Christmas 2019. Tower House have paid for use of the church for their Speech Days. At Karen's request the CCCG ratified the accounts and she was thanked for producing the report.</p> <p>There followed a general discussion on how to raise more funds. Local people want to have Christ Church there for weddings, baptisms and funerals and are prepared to support the church as was experienced when fundraising for the hall. A "Friends Group" was one of the suggestions and this had been raised in the past. There is a need to go green in the parish and this might attract local interest.</p> <p>John Ancock raised the issue of wardens being able to spend up to £500 without prior approval, after which approval had to be sought from the PCC. Brenda will check with the Parish Administrator and Jon Blythe if this is recorded in writing.</p> <p>John Ancock would like to put a sandstone path from the north garden to the back door. The sum quoted is £600-£800 and he would like to know if he can go ahead and if this would need permission from the PCC and/or a faculty.</p>	BM
9.	<p>Vicar's Report:</p> <p>Chris Griffiths' report was circulated before the meeting. He thanked everybody for giving so much of their time and energy to Christ Church.</p> <p>Covid 19 – The wardens and ministry team regularly review this and feel with cases rising locally and nationally it would not be the right time to abandon safety measures. It is felt we should stick to face masks, hand sanitiser, social distancing and the suspension of the Chalice and collection plate. However, along with the other churches in the parish, we would like to introduce singing in the church garden after the 10.00 am service starting on 25th July.</p> <p>We have eight weddings and four baptisms in the diary. One baptism in church and one baptism preparation morning have taken place since the last meeting. The new division of baptisms is working well (local families being invited to the All-Age Service; those being baptised at Christ Church who live elsewhere but with family connections at special noon services on the first Sunday).</p> <p>Wedding preparation is taking place which involves four meeting for each wedding couple; the preliminaries, planning the ceremony, and looking ahead to preparation for married life itself, along with a rehearsal in church.</p> <p>There have been no funerals since the last meeting as Bruce Dinwiddy funeral took place at St Mary Abbot Kensington where Bruce's niece is the vicar. A memorial is scheduled to be held there this autumn. Prudie Mennell's memorial service will be held at Christ Church, at a date to be determined.</p> <p>Pastoral Care – Chris thanked the Pastoral Team led by Revd Olwen. We are presently administering Home Communion to two households.</p> <p>Outreach – Chris has been in touch with local schools and has offered to be a school governor at Sheen Mount. The heads of the three local schools have been receptive and he hopes to establish a ministry presence in these places, perhaps with Open the Book or some other ministry. Once Messy Church can take place that will be an important bridge between us and Sheen Mount.</p> <p>Chris has lobbied the local MP on the important issue of anti-terrorism in public buildings including places of worship. The concern is that it will impose a heavy burden on small and medium churches which are not especially at risk, including a requirement for bag searches and permanent invigilation when the building is open. Sarah Olney MP is writing to the Home Office and may ask a question in the Commons about this.</p> <p>Mission Action Planning – Revd Kath von Schubert and Chris had a meeting about this and a vision morning is planned for September. He also intends to do a community audit, looking at the demographics of our area and also surveying local households to find out how the church can meeting their needs.</p>	

	<p>Music – Chris thanked our capable Director of Music, Bethy, and looks forward to reintroducing a choir on Sunday mornings. The Evensong choir is doing a wonderful job and is attracting some interest from members of the community as they pass by. Attendance has been varied and it is hoped attendance will increase after the summer holiday and with some advertising around the parish.</p> <p>Wider Parish/Church – Chris meets regularly for morning prayer with the other clergy in the parish. One Sunday per quarter he is deployed to other churches in the team. He also regularly attends Deanery Chapter (clergy colleagues in the Deanery of Richmond & Barnes) and Deanery Synod (clergy and laity) meetings.</p> <p>Finally, Chris has joined the Mothers Union, an active branch of which we are blessed with in this parish. The banner is currently with us at Christ Church.</p> <p>Worship – With CCCG approval a new order of service for the All-age has been introduced, This replaces the previous experiment whereby a Service of the Word, followed by a brief interval and then a shortened communion. The Wednesday service is doing well, with an average of 15-16, sometimes bolstered by additional Mothers Union support. It is a crucial part of our outreach to the older generation, and the familiar words of the 1662 Prayer Book seemed to be valued by those who attend. Chris wonders if an early morning communion or an evening service one weekday would be appropriate and invites our thoughts. One idea for discussion is the idea of the reading sheet for the 10.00 am service. The cost would be about £3.99 per week assuming 75 sheets. They are available in A5 and A4. They could also be on tablets. Also would it be possible to order A4 version with our order of service on the back. Large print would be easier to read and more suitable for evensong. Along with this, Chris would like to seek the CCCG view, and the view of those who attending the 8.00 am service, on whether the time has come for the 8.00 congregation to move across to the same cycle of readings as the 10.00 am service.</p> <p>Study Groups – An Autumn book group has been pencilled in, spending Wednesday evenings in September, via Zoom, discussing Rowan Williams’ short and accessible book, Silence and Honey Cakes which uses sayings of the 4th century desert monks to explore some of the challenges of prayer and spirituality.</p>	
<p>10.</p>	<p>Churchwardens’ Report & Fabric Update:- Neil Davis sent a wardens’ report to the PCC prior to their meeting. The gutter has been cleared of pine needles and no more leaks in the roof have appeared since. The rubber matting which forms the pathway to the sheds is not wide enough for the chair trolley. John has been given some sandstone pavers which he would like to use for the path. His builder has quoted £600/£800 for the works. John will check if hard core is needed. John to circulate his list of works following the quinquennial inspection. He also raised the question of having a defibrillator in church.</p>	
<p>11.</p>	<p>MAP Groups: Chris circulated his review of the MAP document prior to the meeting. The five points of the MAP are:</p> <ol style="list-style-type: none"> 1. “Tell” – To proclaim the good news of the Kingdom 2. “Teach” – Teach, baptise and nurture new believers 3. “Tend” – To respond to human need through loving service 4. “Transform” – To seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation. 5. “Treasure” – To strive to safeguard the integrity of creation and sustain and renew the life of the earth. <p>Proposal – before our congregational meeting in September, it is suggested that the CCCG re-format its agenda and subgroups. In many cases things we already do can be placed under these headings. This will help us stay focused on Mission and reminds us that in many ways we are a missional church already. It is suggested that the present sub-groups are realigned as follows, each continuing to report at</p>	

each meeting. The CCCG will maintain an overview, assessing overall church activity against the 5MM. This will replace the need for a MAP document.

Mark of Mission Subgroup	Current Activity	Leader(s)
“Tell”	Communications	Nicholas Rettie
“Teach”	Baptisms ministry Songs & Stories Children’s ministry on Sundays All-Age Service Messy Church	To be determined
“Tend”	The Pastoral Group Glass Door Open Church	Revd Olwen Williams oversees much of this
“Transform”	Parish Mission, Justice & Peace Committee (MJPC) Currently chaired by the Team Vicar	As this is done at parish level, it is suggested we continue to support the MJPC by sending Delegates from Christ Church, proposing charities and encouraging regular giving.
“Treasure”	The intended Green Group This area conceivably covers making our church building greener, encouraging individuals’ green action, and keeping green issues on the agenda in our worship and teaching.	To be appointed. Judith Russenberger has expressed an interest in this.

It is further suggested that to free up time at CCCG for the above, fabric matters be delegated to a subgroup, whose initial task will be to review the Quinquennial Inspection Report and progress repairs. The churchwardens would sit on this subgroup, along with any CCCG members with expertise or interest in fabric. The CCCG (and the PCC over a certain budget threshold) would continue to have overall responsibility for approving works, faculty applications etc. The Fabric Group could be John Ancock, Neil Davis, Brenda Morris offered to help getting quotations, Graham Corbishley was suggested (to be approached by John Ancock) and Karen Brown.

This proposal for the new Mission Action plan was adopted by the CCCG.

The current MAP Groups are:

- Diversity in Worship – Paul Russenberger
- Social – Mireille Stanton – not present
- Meeting Needs (Tending)– Lindsay Ancock – not present
- Children & Young People – Karen Brown
- Communications – Nicholas Rettie

Report from Olwen on behalf of Meeting Needs (Tending) – Pastoral Group Revd Chris, Deirdre, Christine, Brenda, Wendy, Mireille, Paul, Carys, Olwen. The congregational list was updated at the beginning of the pandemic. We try to keep in touch with members of the congregation, especially those who live alone. We have set up regular zoom “tea & chats” on Friday afternoons. The Pastoral Group has met via zoom on a monthly basis. Recently we were able to open the church from 2-4pm for prayer with two volunteers present. From 19th July when the church

	<p>is open all day, we plan to provide Chaplaincy (welcoming, listening, caring, praying) for those who might benefit from this service. At present for two days – Monday and Saturday from 2.30 – 4.30 pm and we may be able to extend this once people return from holiday. A new poster will advertise this service. On 24th July at 10.00 am Chris and Deirdre are providing “listening training”. In September we hope to offer our Saturday morning Welcome & Refreshments from 10.30 am until 12.30 pm. Also in September we hope to resume our service at the Sheen Lane Centre on the second Friday each month. Glass Door hopes to resume a full service this year with guests staying overnight as before. We were only able to deliver hot meals to the Vineyard last winter due to Covid. Many thanks to all our volunteers.</p> <p>Communications – Nicholas Rettie submitted his report in advance of the meeting. There are currently three noticeboards: the large main board adjacent to the west entrance; the small one adjacent to the south entrance with information about the St Andrew’s and St Christopher’s rooms; and the sandwich board at the west entrance. All three are in a very bad state of repair. The main noticeboard will be replaced with one similar in size and content with the same brand identity. On the south side the noticeboard will be larger than the present one and will have three sections; one to feature the key information of how to book the hall, another will describe the range of activities in the hall, to promote the facility; the third will detail information about the Nursery School and Laidlaw. It is also the intent to replace the current sandwich board. It is essential that the appearance of the boards convey the right visual impression and Nicholas would like Mercer Design to do the works. Zoe Mercer used to attend Christ Church. Estimated costs could be:- main noticeboard £1,500; the south elevation £1,000; sandwich board £500; artworks £1,000. The estimated costs could be £4,000 including VAT. As soon as the Communications Group has the final artworks and images, they will be presented to the CCCG. Once Covid restrictions are lifted it is the intention of the Group to address the internal signage in church. Nicholas will keep the CCCG informed. The costs could come out of the Donations Account.</p> <p>Newsletter: It is intended to produce a revised newsletter quarterly: early September, early December; early March and in June. Hard copies to be delivered to all households in the roads around the church; a PDF format for circulation via email and SM. Features would include introductions and spiritual messages from Fr Chris; information on future events e.g. Harvest Festival, All Souls, All Saints, Remembrance Day, Patronal Festivals etc. Other items could include music, flowers, messy church and children’s activities, planned giving, wardens’ report/fabric, MU, local schools, social activities etc., remind the community of the opportunity to hold family events such as weddings, baptisms etc. in our lovely church. The Group sought approval from the CCCG to develop the newsletter along these lines. There will be a fee for the creation of the design templates and there will be production costs. Colour will be more expensive but more cheerful than black and white. The CCCG approved the development of the newsletter.</p>	
12.	<p>Christ Church Community Hall and Rooms: Mireille Stanton is on holiday and apologises for not being able to attend the meeting but sent a brief update on the hall. Users are beginning to plan to come back in the autumn and she has been given a few dates. After a tentative flurry of requests for birthday parties this summer, people have cancelled citing uncertainty and lack of enthusiasm from their guests.</p>	
13..	<p>Parish Warden’s Report: Mary Abel had nothing to report. John Ancock has been working with the Mortlake Group regarding the Brewery Development and the impact it could have on St Mary’s. Mary may not be aware of this so John offered to send her a copy of the report.</p>	
14.	<p>Any other business: There was no further business.</p>	
15.	<p>Dates of next meeting:</p> <ul style="list-style-type: none"> • CCCG – 8th September at 7.45 pm • CCCG – 10th November at 7.45 pm 	
16.	<p>Closing Prayer:</p>	

	The meeting finished with The Grace.	
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Next meeting: Wednesday, 8th September at 7.45 pm