

# Annual Report 2016



ST MATTHEW'S  
HARWELL



Registered Charity No 1158861

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Front cover photo: Peter Shields

# 1. Introduction

This is the annual report of the Parochial Church Council (PCC) for the Church of St. Matthew's in Harwell, Oxfordshire. It covers the last financial accounting year, which was the calendar year ending 31 December 2016.

The PCC is required by Church law to publish an annual report. This must include certain information and topics. The audience for the report is the general public as well as Church members. Since the report has two distinct audiences, some of the information, such as identification of the Parish Church, how the PCC operates and the names of its members (see Appendix 1 and 2) is obvious to existing Church members. Nevertheless it still has to be reported.

The report aims to

- explain the vision of the Church, its main activities and any new developments planned
- relay its pastoral ministry and mission outreach, showing how it relates to those outside and on the fringes as well as to the congregation
- give a flavour of the Church at worship
- provide information about the state of the Church's finances, including how its spending links to its objectives and responsibilities.

As a charity, the PCC is obliged to have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our Parish community through worship and prayer, the provision of pastoral care for parishioners, and through missionary and outreach work.

This report was approved by the PCC at its meeting on 7 March 2017 and is signed on their behalf by Jonathan Mobey, Rector and Chair of Harwell PCC.

Signature

Date 7 March 2017



## **2. Aim of St Matthew's, Harwell**

The primary aim of St Matthew's, Harwell and its PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Specifically, the St Matthew's Church vision, which was adopted during 2015, is:

*"Growing God's Church, wider, deeper and closer"*

The PCC works with the Rector, the Rev Dr Jonathan Mobey, to fulfil this vision.

The details of what the Church has been doing over the last year to further its vision are given in sections 5 and 6 of this report.

## **3. Context in which the Church's vision is being pursued**

It is helpful to understand the local and national context in which St Matthew's Church is operating, as this has a major impact on how it seeks to fulfil its vision.

St Matthew's, Harwell forms a Benefice with All Saints', Chilton. The two Churches share one stipendiary member of clergy. St Matthew's and All Saints' are both Anglican Churches and are currently the only Churches located in the villages of Harwell and Chilton. In December 2015 a new Anglican Church was established on the new Great Western Park housing development, part of which is in the Parish of Harwell. This Church operates as a Community Church and is based in the University Technical College (sited in Harwell Parish). An Anglican Priest has been appointed Community Missioner and works in partnership with the Churches in Didcot and the surrounding area.

Regionally, the Benefice is part of the Diocese of Oxford (very broadly, the

Church of England in Berkshire, Buckinghamshire and Oxfordshire) and, locally, it is part of the Wallingford Deanery. The Benefice is one of eight Benefices in the Deanery. These eight Benefices cover a total of 20 Anglican Churches. Anglican churches in the Wallingford Deanery need to grow their membership. This is both in obedience to Jesus' command and so that each Church can ensure its long-term financial viability.

St Matthew's is currently able to pay its portion of Diocesan costs. But like all Anglican Churches, St Matthew's is vulnerable to the cultural trend of an ever-reducing proportion of the younger generation committing to Church. St Matthew's is actively seeking to address this challenge. The Community Missioner's stipend is met centrally by the Church of England's New Communities Fund. The stipend for a Science Missioner, who works locally, is met by the Templeton Foundation and the University of Oxford.

The population in Wallingford Deanery is increasing substantially due to large new housing developments. Some are either close by, or even within Harwell and Chilton villages. This influx of population presents potential mission opportunities and challenges for St Matthew's Church and its sister Church, All Saints', Chilton.

## 4. Objectives

The PCC tries to fulfil the Church's vision via five core areas of focus. Where possible, it does this in close partnership with All Saints', Chilton.

The five core areas are:

**Worship Services** – the delivery of formal public acts of worship, including regular Sunday services, occasional and seasonal services and “fresh expressions” of worship. “Fresh expressions of Church” is a term used in the Church of England and the Methodist Church to refer to new ways of doing Church, e.g. “Messy” or “Café” Church.

**Children, Youth and Families** – making followers of Jesus amongst those under 18 and their families, both in the congregation and the wider community.

**Evangelism and Discipleship** – evangelism amongst, and discipleship of, all adults, both in the congregation and the wider community.

**Pastoral Care** – pastoral care of all adults, both in the congregation and the wider community.

**World Mission** – engagement with Mission Partners and Organisations to grow the Global Church, and be shaped and inspired by God's worldwide mission movements.

The PCC also undertakes or is responsible for organising four enabling activities. These help the smooth delivery of the above core activities. The four enabling activities are:

**Communications and Operations** – communications planning and delivery to support various aspects of the Church's work.

**Administration** – dealing with the paperwork and other administrative tasks involved in the smooth day to day running of the Church.

**Finance** – dealing with the Church's finances, ensuring that income and expenditure are carefully budgeted for and prudently managed.

**Buildings maintenance, improvement and management** – ensuring that the Church's buildings (St Matthew's Church and St Matthew's Church Hall) are well maintained, fit for present and future purpose, and their use optimised.

Section 5 describes the activities undertaken to deliver each of the five core areas of focus for the PCC.

Section 6 covers the four enabling areas of PCC activity.

## **5. Delivery of PCC's core objectives**

In this section the activities undertaken in 2016 to deliver each of the five core areas of focus of the PCC are described. Many of these were undertaken jointly with All Saints', Chilton.

### **5.1 Worship services**

Every Sunday we meet together to worship God, hear from His Word, pray

together, and encourage one another. Our services range from the quiet, traditional ones from the Book of Common Prayer, to contemporary, family-friendly ones. On Valentine's Day – a Sunday – we had a special, love-themed evening service, which attracted a number of different attendees.

During the course of the year we decided to suspend the monthly **Hands Free** Sunday evening service pending the exploration of options in the Benefice for a "Fresh Expression" of Church designed to engage with those not served well by our current style of worship services. As part of this process, we experimented in the autumn with a series of gatherings on late Friday afternoon called **Family Fridays** for "fun, friendship, food and faith".

The majority of services are organ- or piano-led. We have an all-age Orchestra, which accompanies two services a month and at Festivals such as Christmas and Easter. We also have a harp-led string group, a brass group, and a guitar-led band.

In 2016 across the Benefice we had six Baptisms (four at All Saints' and two at St Matthew's) and one Thanksgiving for the Gift of a Child (at All Saints').

The Church tower has eight bells and we have an enthusiastic bell ringing team.

## **5.2 Youth and Families**

Provision for youth and families is an aspect of the Benefice's work into which significant resource is invested. This reflects the acknowledged importance of reaching the young, not least in growing the Church.

The whole of our Children, Families and Youth work now operates under the umbrella title of "G2G: Generation to Generation", signifying our desire to fulfil the Biblical mandate to reach whole families, equipping them to pass their faith on to the next generation.

### 5.2.1 Children & Families Worker

By the end of the year the Children and Families Worker (C&FW) was about 80% of the way through his initial three year tenure. During the year an appeal for funds to support the C&FW post for a further three years beyond August 2017 was launched, with a good response.

Throughout 2016 the C&FW has been working to implement the proposals that were consulted over and approved by the PCCs at the start of the year. These affect almost every area of the C&FW ministry and you can read about some of the changes in the rest of the report.

### 5.2.2 Children and Young People's Sunday groups

In St Matthew's **Kids' Church** continues to provide a weekly, child appropriate service for all those in primary school, running concurrently with the adult service.

Two weeks out of every four, **Pathfinders** provides a Bible study during the service for those in key stage 3 (i.e. aged 11-14).

In both our congregations the **family area** within the main body of the Church provides space for parents to participate in the main service with their little ones.

A new development for 2016 was the introduction of **Pebbles** – a children's group for those in the Foundation years during the service at All Saints'. Half a dozen children who have "graduated" from the family area regularly attend.

The Sunday evening youth program (**YF**) has two sessions each week – Mainstream (aged 11-14) and Upstream (aged 14+). Attendance from those outside the Church family has dropped which has allowed us to focus much more on discipleship. Six members of the group also attended **Soul Survivor** conference in the summer – which proved to be very significant for their spiritual development.

Across all the groups it has been a year of consolidation rather than growth or development .

### 5.2.3 Summer Holiday Club

Holiday Club is now an established annual event in the Benefice. In 2016 it was held from 15 to 19 August at Harwell School, whose premises were generously made available free of charge. It continues to be one of the most significant events in the calendar of both our congregations— not only in the scope of its outreach, but also in terms of the level of volunteer investment and service. It was organised and run by 60 volunteer leaders and helpers, donating circa 1,100 hours of time during the week.

The club was free to attend and open to all children of primary school age. A “Christianity Explored” course was also run concurrently for those in Years 7 and 8. Over 130 children pre-registered, and 114 attended during the course of the week – 92 of them every day. Average daily attendance was 105. This year we limited attendance to those resident in the Benefice (apart from children of the team). This year we used resources written and produced in-house – a Camelot theme (with spectacular stage and scenery) and teaching that studied the miracles of Jesus and what they reveal about His character.

The feedback responses from parents rated almost every aspect of Holiday Club as “outstanding”. Pre- and post- Holiday Club services were enjoyable events which attracted a few guests. However the challenge remains about how we can move people beyond being occasional guests to Church members.

### 5.2.4 Fledgelings

This is for pre-school aged children and their parents/carers, and is held in both Harwell and Chilton. Combined, these two groups constitute the largest aspect of our regular Children and Families Work, and the largest regular interaction with those outside of the Church membership.



Photo: Peter Shields

Fledgelings provides play and activities for the children and company and conversation for the adults. Naturally there is quite a through-put for the group as children leave at the top end to start nursery. However it is pleasing to see that we fill at bottom end just as quickly. The “See & Know” sessions – with their structured singing and story-time with an explicitly Christian curriculum – have proved no barrier to recruitment and are appreciated by all who come. The mums have formed friendships beyond the group, attended together social events and a Care for the Family event called Parent Talk, organised a pediatric first aid course, and held fund-raising events towards a proposed outdoor play area in Harwell.

### 5.2.5 Schools

St Matthew’s and All Saints’ have continued opportunities to collaborate with both Harwell and Chilton **Primary Schools**.



The Children and Families Worker, along with the Associate Minister, has regularly taken assemblies in both schools. Harwell School once again hosted their Harvest Celebration within St Matthew’s Church. A team of volunteers leads a well-attended weekly after-school club (**Y-Club**) in Chilton School. A volunteer team of adults from both Churches ran the annual **Prayer Spaces** event in Chilton Primary for the fifth consecutive year, and for the second time at Harwell Primary.

The schools also provided the art work for the **Easter Story Trails** in 2016.

We also provided both schools with informal support through Church members offering their time and talents to assist with practical activities such as being reading partners, musicians, community governors, Full Circle volunteers, etc.

### 5.2.6 Community & Special Events

Looking for opportunities to share the gospel beyond the walls of our building and to have a positive impact on the community, we provided a number of special events this year:

We repeated the **Easter Story Trail** in both Chilton and Harwell – with the artwork produced by pupils from the primary schools.

Back by popular demand was the successful **Living Advent Calendar** around Chilton and Harwell, with participation growing steadily. The events culminate with a celebration at All Saints' on Christmas Eve, and at the Crib service at St Matthew's.

Family-friendly services were held at Chilton Primary School on Father's Day, and with an **Easter Fiesta** at the Chilton Field Community room on Easter Sunday. Around 30 children and 30 adults attended each.

We hosted a special event with pastor Bill Wilson – founder and director of the international organisation, Metro World Child. His message was provocative and inspiring. Around 60 people travelled from around the diocese (and beyond) to attend.

### 5.2.8 Youth groups supported by St Matthew's

**Harwell Young Singers** is a youth singing group, open to all, which often contributes to services and sings at weddings and other celebrations. It rehearses in St Matthew's Church.



*Harwell Young Singers performing at the Harvest service*  
Photo: Jonathan Wood



The **1st Harwell (St Matthew's) Scout Group** is a thriving group offering all four Scouting sections, catering from age 6-18. The groups meet in St Matthew's Church Hall and parade at Church services several times a year.

*Scout Group members participating in the Mothering Sunday Service*  
Photo: Jonathan Wood

### 5.3 Evangelism & Discipleship

Our Churches seek to fulfil the Great Commission to make disciples through loving service, evangelism and discipleship – sharing the good news of Jesus in word and deed and helping individuals to grow in faith. This is done through our worship services but also through other groups and activities.

**Harwell Evergreens** is an afternoon social group for older residents and the **Women's Group** in Chilton offers evening fellowship.

At the Harvest weekend we had a **Harvest barn dance and supper** at Chilton Village Hall, with proceeds in aid of the Tear Fund Harvest Appeal. This was a popular occasion both for members of the Church family and wider community.

**Home groups** play an important part in nurturing the spiritual development of Church members. These groups meet regularly (usually weekly) to read the Bible together, to pray, and to support one another in the Christian life. A **Science and Faith** discussion group was established in autumn 2015 and has continued since, meeting fortnightly.

The **CAP (Christians Against Poverty) Money Course** has become established in the Benefice with eight individuals being trained to deliver the course, of which three were run during the year.



Our Churches agreed in October to support, along with three of the Didcot Churches, the extension of the Wallingford CAP **Debt Centre** to cover the OX11 area, with a formal launch in January 2017. Both Churches have continued to collect non-perishable food for **Didcot Emergency Foodbank** throughout the year, with a special collection at Harvest time.

The Benefice ran an **Alpha Course** April to July, and a **Christianity Explored** Course between October and December.

We had a **Songs of Praise** event in the Harwell Feast marquee on Sunday 29 May, with a focus on the Queen's 90th birthday and featuring interviews

with four Church members. About 250 people attended. We offered tea, coffee and cake at 3.30pm, before the event which began at 4pm. Harwell Scouts then provided a BBQ after the event.

St Matthew's has hosted community events including concerts and a production of Godspell.

In June we launched a Benefice **Walking Group** that aims to run a regular pattern of local walks that are open to all, settling on a pattern of Sunday afternoon walks of around five miles on alternate months with a few extra walks, such as a night hike. Five such walks were held in 2016 and were well-supported by a range of people of all ages mainly from the congregations and some from the wider community.

The **Science and Faith** group in 2016 successfully applied for a grant covering £5,000 of funding for activities over a year from September. The project, entitled **Crossing the Gap** consists of two streams of activity:

- Nine monthly sessions of a family science club with activities for younger and older children
- A series of nine adult discussion forums spread over three terms, plus one high-profile lecture or speaker event each term.

The project proposal included appointing an apprentice / intern to manage the project, but this post was not filled and the funds used instead to appoint from the beginning of January 2017 a Science and Faith Project Assistant working 20 hours a month for the remaining eight months of the project. The first speaker event, held on 29 November at the Pickavance Lecture Theatre, Harwell Campus, was by Professor John Lennox, on "Cosmic Chemistry: do science and God mix?" and was fully booked with around 200 in attendance.

For the first time, in 2016 a **Christmas Together** lunch was held on Christmas Day in Chilton Village Hall to ensure that no-one need be alone at Christmas. The event was organised and run by one of the home groups and attended by 34 people. A traditional Christmas meal was served with the added twist that the turkeys were cooked on a BBQ. The event finished with the Queen's Speech and guests took home pieces of homemade Christmas cake which had

kindly been donated. There are plans to repeat the event in 2017.

In 2016 in the Benefice we had five **Weddings** (all at All Saints') plus a Wedding Blessing (at St Matthew's). All the couples had preparation meetings with the minister responsible.

#### **5.4 Pastoral Care**

The **Pastoral Care teams** (and many individual members of our Churches) take on quiet practical support for those in need of help, whether short or long-term, at home or, for example, in hospital.

The St Matthew's Pastoral Care team consists of six people. Led by Rev Joan Impey, the team meet together a few times a year to compare notes and pray for those whom they visit. A similar team operates in Chilton under the leadership of Mrs Audrey Slater. Oversight of pastoral care in the Benefice is the responsibility of Rev Pam Rolls.

Pastoral Care to our parishioners is much enhanced by the involvement of Rev Jan Radford through her chaplaincy role in the John Radcliffe Hospital in Oxford.

**Funerals** provide special opportunities for ministering to our parishioners. In 2016 we conducted 18 funerals in the Benefice (two at All Saints', 15 at St Matthew's and one at a crematorium) plus three committals at crematoria in conjunction with funeral services in Church (two at St Matthew's and one at All Saints'), and six interments of ashes - three each in Chilton and in Harwell. Usually this ministry is carried out by our clergy or by licensed or approved lay leaders, with follow-up visits to bereaved families taking place wherever possible.

**Home Communion**s are taken to parishioners who are not very mobile four times a year – Easter, summer, Harvest and Christmas. During 2016 there were between six and nine Home Communion each quarter. The monthly service of Holy Communion at Cherry Tree Court in Harwell stopped in the summer as a result of dwindling numbers attending but at the end of 2016, some

residents at Orchard House enquired about receiving home communion and three residents received it during the Christmas season.

**Generation Gold** services initiated by Rev Jan Radford and Rev Pam Rolls in 2015, were continued in 2016, with the enthusiastic support of teams of people in both Parishes, and the venue alternating between St Matthew's and All Saints'. The services are quite short (about 35 minutes) and informal. They explore a different Biblical theme each time (e.g. keys, water, light). Members of the congregation each take away a card containing the relevant Bible text and a visual aid. Worship is followed by tea and cake and an opportunity for members of the congregation to have fellowship afterwards. The numbers attending have steadily increased and there is a growing core of people who are enthusiastic about the services and the fellowship that they afford. We hope to develop Generation Gold further in 2017. Plans include holding an "Alpha Gold" course when the time is right.

## 5.5 World Mission

In 2016 the PCC set aside 10% of its budget to support a variety of mission partners, individuals and organisations, many of whom work abroad. There were additional appeals and collections during the year focused on Tear Fund and Didcot Emergency Foodbank at Harvest and Oxford Women's Refuge at the Toy Service.

The **World Missions Group** consists of ten people, with good representation from both Churches in the Benefice. The Group proposes to each PCC how each Church could spend its World Mission budget. In 2016, St Matthew's supported the following mission partners and agencies: CPAS; Scripture Union; Mission Aviation Fellowship; Barnabas Fund; Christine Perkins; David and Heather Sharland; Church Army; Prayer Spaces in Schools.

We were pleased to receive visits from both Christine Perkins and Heather and David Sharland in 2016. The Mission group organised Benefice-wide events for their visits, which included local gatherings for them to meet people in the parish, speaking in the Sunday morning services and visiting the youth groups.

## **6. Enabling activities**

This section outlines the activities undertaken or managed by the four enabling categories of PCC work in 2016, supplemented in the Appendices where necessary.

### **6.1 Communications and operations**

Key Communications and Operations work undertaken in 2016 included the following:

- The development of a mobile-friendly version of our Church website
- Further development of the Ridgeway Broadsheet
- The sale of our old photocopier and the lease of a new one
- An Easter and Christmas card to promote special services to all households in the Benefice
- Created a new Welcome leaflet and Welcome Pack for those moving into Great Western Park
- Developing a “Friends of St Matthew’s” Facebook page ([www.facebook.com/HarwellChurchFriends](http://www.facebook.com/HarwellChurchFriends)) to engage in particular with Harwell families in America.

### **6.2 Administration**

St Matthew’s has a paid Administrator, shared with All Saints’, Chilton, working 20 hours per week.

The Administrator creates and prints service and notice sheets each week and Ridgeway Broadsheets eight times each year; updates the website calendar, rotas and news items; manages the Church Hall bookings; prepares various reports for the Diocese, Christian Copyright Licensing International, and the County Council; manages the office; and provides PA support to the Rector.

### **6.3 Finance**

Setting a budget and monitoring the income and expenditure of the Church is a key responsibility of the PCC.

### 6.3.1 Financial position

While the financial position of St. Matthew's church remains challenging, increased planned giving resulted in a small surplus on general account of income over expenditure for the year.

Income in 2016 was £127,590 compared with £110,785 in 2015 and expenses were £125,754 (including £17,596 for Children & Families Worker and £10,816 for Church Administrator) compared with £112,787 in 2015. The General Fund therefore realised a surplus of £1,836 in 2016 leaving a balance of £12,381. It is anticipated that only around £8,000 of the £20,000 Children & Families Worker (C&FW) commitment designated fund will be required in respect of the three-year contract ending in August 2017. We are grateful to all who have pledged in respect of a three-year extension of the C&FW post, now fully funded.

It should be noted that although the 2017 budget shows an anticipated surplus of £4,893, this is in reality a deficit of £9,107 offset by the credit of £12,000 C&FW commitment no longer anticipated as being required and £2,000 from the Church Interior Designated Fund.

See Appendix 4 for a summary of income and expenditure for the years 2015 and 2016 and the approved budget for 2017.

### 6.3.2 Reserves policy

Reserves are held to smooth out fluctuations in cash flow and to meet emergencies. It is PCC policy to try to maintain a balance on free reserves which equates to at least six months' unrestricted payments. In the case of St Matthew's Church this would be around £58,000 for 2017. Due to recent legacies the actual balance of free reserves at 2016 was significantly higher than this at £102,722, but a significant portion of this has been set aside for future one-off projects, including improvements to the Church building. As such, reserves in the General fund are £12,381 and in Designated Funds £90,341.

## **6.4 Buildings maintenance, improvement and management**

The PCC is charged with the care, maintenance and insurance of the Church buildings, including the Church Hall. The property and movable goods of the Church are vested in the Churchwardens, who are also responsible for inspecting the fabric of the Church and making an annual report (the Fabric Report) first to the PCC and then to the Annual Parochial Church Meeting. The PCC exercises its responsibilities for care and maintenance of the Church through the Buildings Committee.

### **6.4.1 St Matthew's Church building**

St Matthew's Church is a Grade 1 listed building, parts of which date back to 1190. It is kept in a good state of repair by the Buildings Committee and other volunteers. Some of this work is maintenance and general repairs that continue in a very similar fashion year in year out. The detailed Fabric Report is at Appendix 5.

2016 has been a busy year for the Buildings Committee. As well as the routine work that continues year in year out, three special projects have been completed. Two of these were planned and one was unplanned. Repairs have been carried out to masonry of the north east buttress of the chancel and to the east window. This entailed re-building a good deal of the buttress and one section of the east window. The work also included re-pointing all of the external stonework of the church up to window height and associated removal of growths and moss from the gulleys.

Following a decision in October 2015, the chancel was re-ordered to make it more suitable for worship, replacing the choir stalls with more flexible and comfortable seating. An asbestos R & D survey of the chancel was carried out prior to the work. Various other remedial works were carried out in the chancel at the same time. The chancel has subsequently been used regularly for the smaller, evening and 8am, services, and has proved to be a useful space for this.

## *The re-ordered chancel*

Photo: Vicky Johnston



The unplanned project resulted from the theft of some of the lead from the roof of the south aisle on the night of 21 August 2016. A like-for-like repair was necessary and most of the cost has been covered by the Church insurance. After obtaining all of the necessary approvals new lead was installed in December 2016 and marked with a new batch of Smartwater. There was some minor damage to the internal ceiling of the south aisle and this has also now been made good.

### *Site of the lead theft from the roof of the south aisle*

Photo: Tony Hughes



Other options for improving the facilities have focused on heating and seating.

Following the consultation “Fit for the Future” carried out in late 2015 and a Day of Prayer in April 2016 the PCC resolved to proceed with replacing the pews with chairs and after some further investigation and discussion decided that the most appropriate new heating system for the Church would be electric central heating. This would be much cheaper than gas central heating to install, would be more economic over 20 years than gas central heating for anticipated levels of Church usage, and should provide a more flexible and comfortable environment than our present radiant heaters for the additional activities that could take place in the Church. Work has also been done to understand the state of the Church floor and the changes made to it over the last 150 years, since new seating with chairs will need a suitably uniform floor. The PCC decided that this would best be done by having a carpet on the floor, similar to the present carpeted areas that have been a feature of St Matthew’s for the last 29 years. These proposals for seating and heating will be submitted to the Diocese early in 2017.

The **Friends of St Matthew's** scheme to stimulate interest in the Church building, and ultimately help to provide for the costs of keeping it in good order, has continued in 2016 through a Facebook page: [www.facebook.com/HarwellChurchFriends](http://www.facebook.com/HarwellChurchFriends). It is aimed particularly at descendants of the Harwell family lineage in the USA. The Facebook page has had a lot of visits and interest and consideration is now being given to how this interest can be used to realise donations to help with the cost of maintenance of the Church.

#### **6.4.2 St Matthew's Church Hall**

The Church Hall is located on the corner of The Park and Wellshead, Harwell, approximately 100m south of the Church. Its fabric is generally in good order. See Appendix 5 for further details.

The Hall is used by Church groups and Church-affiliated groups. Some further groups and individuals also now rent the Hall, which helps to offset the cost of its upkeep. The use of the Hall by a range of organisations means that it has different day to day management requirements than the Church building. The Hall is therefore managed by a Church Hall Management Committee. Unfortunately the Management Committee has been in abeyance in 2016 whilst a new chairman and members are sought.

The aim of extending the use of the Hall is to

- Bring the broader community into contact with the Church
- Defray the cost of running the Hall
- Provide an economic venue for Church or Church-affiliated groups.

The income for the Hall in 2016 rose slightly to £5,171. This helped to defray the maintenance, cleaning and insurance costs of £6,461.

All bookings are managed via the calendar on the Church website, and the usage is split fairly evenly between outside groups and Church (related) groups. The biggest single user is the Scout Group, who make a significant contribution to the paid cleaning which helps to sustain the Hall as a venue for all groups.

The day to day management of the Hall is carried out by Brian Zimmerman, assisted by Vicky Johnston who manages the bookings, and Jo Ray, who assists with some of the party bookings.

## 7. Strategic plans

The focus of the PCC in 2017 and beyond will continue to be on the growth of the Church, in numbers, maturity and relationships, in keeping with our Mission Statement “Growing God’s Church – wider, deeper and closer”. We will seek to connect with the wider community through loving service, sharing the good news of Jesus with those with whom we have relationships, and seeing the members of our Churches mature in their faith and sent out in the power of God’s Spirit.

In particular, a strategic focus, under the leadership of our Children and Families’ Worker (C&FW), will continue to be on **reaching and discipling children and their families**. This will include continuing and consolidating the work already being done as well as developing new work, in particular a “fresh expression of Church” serving the needs of families. We will also be reviewing the scope and terms of the work of the C&FW as part of a larger review of the terms, conditions and experiences of the paid Church staff.

Another key area of activity is **developing our buildings** to accommodate our own activities more effectively, and to enable us to better connect with and serve the wider community. In Harwell these strategic improvements will include bringing to completion plans to replace the pews with chairs and upgrade our heating system. The aim is to have a building that is more flexible, comfortable and accessible than it is at present, whilst maintaining and even enhancing its beauty.

A third area will be **building up the body of Christ**, and in particular growing closer to one another through mutual care and support, which will be a particular focus for the preaching and home groups in the autumn.

## **Appendix 1: Administrative information**

St Matthew's Church is situated on Church Lane, Harwell. It is part of the Wallingford Deanery in the Diocese of Oxford within the Church of England.

The correspondence address is:

The Rectory  
Church Lane  
Harwell, Didcot  
OX11 0EZ

The Rector is Rev Dr Jonathan Mobey.

The Independent Examiner of the PCC financial accounts is Mrs Jane Moreton, Harrow House, Burr Street, Harwell.

## Appendix 2: Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is a charity registered with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Matthew's, the membership of the PCC consists of the Rector, Churchwardens, and members elected by those members of the congregation who are on the electoral roll of the Church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

PCC members are responsible for making decisions on all matters of general concern and importance to the Parish including deciding on how the funds of the PCC are to be spent. New members receive a briefing on the workings of the PCC from the PCC Secretary.

St Matthew's, Harwell and All Saints', Chilton form a Joint Benefice.

For efficiency and convenience the two PCCs regularly hold Combined PCC meetings, where members of the two PCCs come together to discuss matters that are common to both Parishes. Distinct from this, the Pastoral Measure provides for a Joint PCC, separate from the PCCs of the two Churches. The two PCCs can agree to place in the hands of the Joint PCC any matters involving both Parishes.

The Joint PCC consists of particular members of each PCC. Meetings of the Joint PCC are generally held as part of Combined PCC meetings. As such, voting by Joint PCC members on any decisions required by the Joint PCC generally follows discussion by the Combined PCC.

St Matthew's PCC met five times during the year. In addition, there were four Combined PCC meetings with the members of All Saints' PCC and an Away Day at the Aston Tirrold Centre for Reflection on 30 April.

Given its wide responsibilities the PCC has a number of committees. Each deals with a particular aspect of Parish life. These committees are responsible either to the PCC or to the Joint PCC. The committees report back regularly at PCC meetings, with minutes of their decisions and recommendations being received and discussed as necessary.

### **St Matthew's PCC membership**

From April 2016 to March 2017, the membership of Harwell PCC has been:

#### **Clergy**

Rev Dr Jonathan Mobey (the incumbent)  
Rev Pam Rolls (Associate Minister)  
Rev Janet Radford (self-supporting curate)

#### **Churchwardens**

Christina Wood  
Mel Gibson

#### **Elected Deanery Synod representatives**

Lizi Bowerman  
Mel Gibson  
Gordon Gill

### **Other elected members**

Tony Hughes (Vice-Chair)

Jane Woolley (Secretary)

Peter Barclay-Watt (Treasurer)

Frances Taylor

Hazel Connelly

Michelle Walker

Martin Gibson

Juan Bowerman

Sid Gale

### **Co-opted members (from May 2016)**

Rev Jean Barton

Andrew Keene

## **St Matthew's PCC sub-committees and representatives**

St Matthew's PCC has sub-committees for the following purposes:

### **Standing Committee**

Required by Church law, with the power to transact the business of the PCC between meetings, if necessary.

### **Finance and Budget Committee**

Proposes the Annual Budget and advises the PCC on matters concerning financial affairs.

### **Buildings Committee**

Deals with maintenance, improvements and repairs of the Church building.

### **Church Hall Management Committee**

Manages the bookings, cleaning, the key inventory, maintenance, improvements and repairs to the Hall

### **Joint PCC Sub-committees**

The Joint PCC was given the power to form sub-committees, by the PCC at the PCC meeting of November 2011. During 2015 it was agreed that "sleeping" sub-committees are permitted, in which the membership is comprised solely of the sub-committee Chair.

The sub-committees have primarily an advisory function: monitoring, encouraging and seeking to develop the work of the Churches in the defined areas so as to advance the mission of the Church. Such matters are most efficiently and effectively considered at a Benefice level.

The Joint PCC has sub-committees for the following purposes:

### **Communications and Operations**

Concerned with the communication of the Churches in the Parishes they serve. Facilitates access to, and participation in, the services and facilities of the Churches.

## **Evangelism & Discipleship**

Monitors, consults on and makes recommendations relating to evangelism among, and discipleship of, all adults in the Benefice.

## **Pastoral Care**

Monitors, consults on and makes recommendations relating to the pastoral care of all adults in the Benefice.

## **World Mission**

Encourages and promotes support for our Mission Partners beyond the Benefice of Harwell with Chilton through preaching and teaching, prayer and giving. The group considers how our missions giving should be distributed, presenting a suggested budget to PCC annually.

## **Worship Services**

Concerned with the development of formal public acts of worship in the Benefice, including regular Sunday services, occasional and seasonal services, and “fresh expressions” of worship.

## **Youth and Families**

Concerned with developing the work of the Church amongst those under 18 and their families. It monitors and encourages this work in Church, in the primary schools in the Benefice, and in whole-family events.

### **Appendix 3: St Matthew's Church membership**

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2016 stood at 118 (it was 131 in 2015).

## Appendix 4: Income & Expenditure in 2015 & 2016 and 2017 Budget

The full and independently examined Accounts for 2016 are published separately. They should be read in conjunction with this report.

	2015 (actual) £	2016 (actual) £	2017 (budget) £
<b>Income</b>			
Envelopes/planned giving	52728	60007	66000
Gift Aid recovered	14618	15778	16500
Loose Alms	3817	6121	4800
Children & Families Worker (from Designated & Restricted Funds)	16847	17616	31328
Administrator (from Restricted Funds)	6436	7689	7700
CAP Debt Centre (from Restricted Funds)			625
Major Repairs (from Designated & Restricted Funds & Grants)		6779	2000
Donations/legacies/other	7994	6417	4900
Fees	3388	1833	2250
Church Hall income	4759	5172	4500
Interest	198	178	160
<b>Total</b>	<b>110785</b>	<b>127590</b>	<b>140743</b>
<b>Expenditure</b>			
Parish Share	45661	46530	49248
Mission Giving	9675	7380	8498
Joint PCC	36820	37509	42760
Harwell PCC	20641	34335	35364
<b>Total</b>	<b>112797</b>	<b>125754</b>	<b>135870</b>
<b>Surplus/Deficit</b>	<b>(2012)</b>	<b>1836</b>	<b>4893</b>

The balance on the General Fund at 31 December 2016 was £12,381.

Designated Funds (designated by the PCC for particular purposes but which could be otherwise spent if the PCC so decided) total £90,341.

Restricted Funds (which can only be used for the purpose for which they were given) total £69,368 including £22,992 for a three-year extension of the C&FW post and the E. Stringer legacy of £20,000 for improvement of the Church entrance.

## Appendix 5: Fabric report

### Summary of work carried out to the Church in 2016

A special mention is due to all those who have given their time, either on a regular basis or occasional basis, to maintain and enhance our building. Thanks are also due to those members of the Church who give their time to ensure our buildings are kept clean and tidy, who ensure that they are maintained, decorated and generally in good order, who arrange flowers and who contribute generally to the upkeep of these buildings.

The log book of Church repairs has been maintained and is presented with this report.

The Terrier, recording details of the Church buildings and land is held as subsection 1.2.2 of the Church's Maintenance and Operations Manual and is also presented, along with the Inventory of valuables.

There is a log book of repairs and maintenance to the Church Hall.

General repairs and maintenance to the fabric of the Church, the Church Hall and their surroundings have been carried out and as and when necessary. This has included monitoring the electrical usage for the Church and Church Hall using the Pilio Energy Motivation Website.

Key items of work carried out in 2016 are as follows:

#### **Electrical**

All portable electrical equipment in the Church and Church Hall was tested by an electrical contractor and all items that failed were disposed of or repaired.

The long standing problem of electrical trips in the Church kitchen when the kettles and water heater are on at the same time has been corrected. A new spur from the consumer unit to the water heater was fitted.

The heater at the east end of the north aisle stopped working and has been repaired. A connection was burnt out.

## External

General repairs and maintenance to the fabric of the Church and its surroundings have been carried out as and when necessary.

The Christmas tree lights and surrounding spotlights were put up and taken down over the Christmas period.

Church gutters and downpipes were cleaned by contractors and some slipped and broken tiles replaced.

A Faculty for masonry repairs was received and a grant of £1,000 made towards the costs from the Oxford Historic Churches Trust. Masonry repairs on the north east buttress, east window and general repointing around the walls of the Church have been completed. During this work all the gully and wall bases around the Church have been cleared of moss and other growth.

Overnight on 21/22 August lead was stolen from part of the roof of the south aisle. The crime was reported immediately to the police and the Insurance Company. Protection was arranged the next day and all the necessary steps and approvals were taken to repair the roof as soon as possible. The lead roofing has now been replaced.

Overnight on 19/20 August the pane in the external notice board by the porch was broken. It was temporarily made safe and has now been replaced with 4mm tough polycarbonate.

The flagpole has been re-painted .

The Church lightning protection system has been inspected.

Both notice boards have been repaired and the information on the one by the gate updated.

## Internal

### Asbestos

The Control of Asbestos Regulations 2012 came into force on 6 April 2012. As the PCC is formally responsible for the maintenance and repair of the Church and the Church Hall, under the regulations it has a legal duty to manage any asbestos in the buildings. In 2009 we dealt with a known problem of

asbestos insulation in the old organ blower box , but the general issue is something that has not had a proper overview. Duty holders must carry out an assessment to establish if there is asbestos in the premises, its quantity and what condition it is in and make and keep up to date records of the location and condition of asbestos- containing materials in the premises. A survey of the chancel has been carried out and found satisfactory. A quotation for a full survey of the Church is being sought. We are aware that there could be asbestos in the electrical conduit pipes under the floor that were put in in the 1960s and possibly in the floor tiles used in the extension.

The reordering of the chancel has been carried out and 18 new Treske St.Wilfrid's chairs are in place. The old choir stalls were sold to Haynes of Challow.

The old wooden steps at the back of the organ have been replaced with an aluminium and fibreglass 8 tread ladder with safety handrails.

We have quotes from three contractors to fit electrical radiators for the Church heating system. The electrical radiators were considered by the PCC and to be found to be the best option. We hope to be in a position to send proposals to the DAC for the February 2017 DAC meeting for approval to fit electric radiators, remove the pews and replace with stackable chairs and fit new carpet in the church.

A new audio mixer has been installed in the sound desk.

Repairs have been made to the rendering in the north transept.

### **Working Days**

Working parties have been arranged on several occasions to tidy up and clean the Church and Church Hall, especially after major events and repair campaigns.

### **Church Hall**

There was a major problem with the drains from the Church Hall in July.

Sorting it out took two visits from Thames Water before the blockage was cleared. The problem only came to light when the hedge was being cut.

There has been a problem over the summer with the main door sticking and being difficult to lock. The problem seems to have been caused by swelling in the wet weather conditions. This has now been repaired and the door is operating satisfactory.

The gatepost repair has been satisfactory completed.

Paint appears to be coming off in the hallway and kitchen walls when wiped down; repainting is required.

The Hall continues with a pattern of regular bookings and a handful of one-off events.

Day to day management, including the cleaner continues to be undertaken by Brian Zimmerman, bookings by Vicky Johnston and support on maintenance issues by Tony Hughes and Juan Bowerman.

We are grateful for all those who manage the Church Hall and help to keep it clean and tidy and in working order. There are a number of general repairs and grounds work that need to be carried out each year and the details of these can be found in the Log Book.

### **Work planned for 2016 on the Church and Church Hall**

This includes:

- Annual testing of portable electrical equipment in the Church and Church Hall
- Progressing the heating and seating project and fitting new carpet to the Church floor (should be completed in 2017 subject to DAC approval and a faculty)
- To look at other improvements that could be made to the interior of the Church to ensure that St Matthew's continues to be a growing vibrant Church for worship and a valued part of the local community
- Completion of internal re-decoration by redecoration of the central nave and its ceiling.

Mel Gibson and Christina Wood – Churchwardens



If you would like a copy of this Annual Report in large print, please contact the Church Administrator on 01235 83 42 56 or via our website:

[www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk)