

# The Annual Report of the PCC of the Parish of Oakworth 2019

## *Administrative Information*

The parish is situated within the Bradford Episcopal Area of the Diocese of Leeds within the Church of England. There are two churches within the Parish of Oakworth administered by the PCC: Christ Church Oakworth, Colne Road, Oakworth. St John's Church, Newsholme.

Correspondence to the PCC can be made via the incumbent

Revd John Rogers  
18 Sunhurst Drive  
Oakworth  
Keighley  
BD22 7RG

Membership of the PCC who have served from 1 January 2018 until the date this report was approved are:

<i>Incumbent:</i>	Revd John Rogers	Chair	
<i>Associate Minister:</i>	Revd Bryony Partridge		
<i>Reader:</i>	Philip Cullingworth		
<i>Wardens:</i>	Colin Stow		
<i>Deputy Warden:</i>	Carole Howorth		
<i>Deputy Warden for St John's</i>	Ralph Brunskill		
<i>Representatives on the Deanery Synod:</i>	Anita Rogers	From March 2017	Term of Office Until 2020
	Sharon Quinn		
<i>Elected Members:</i>	Roy Aston		Until 2019
	Claire Ketteman		Until 2020
	Nick Robinson	Treasurer	Until 2021
	Lynn Stow	Secretary	Until 2021
	Melanie Tanner		Until 2019
	Jan Thompson		Until 2020
	Dawn Whitaker		Until 2020

## *Structure, Governance and Management*

The appointment of the PCC is set out in the Church Representation Rules. However, there is a local scheme approved for the Parish by the PCC to accommodate the fact that there are two churches with separate congregations within the parish.

**That there are 9, 12 or 15 elected lay members of the PCC according to the size of the Electoral Roll:**

That a ratio between elected members of Christ Church and St John's be 8:1, 10:2, 12:3 respectively.

If Christ Church vacancies are not filled then St John's would have the opportunity to increase their representation up to 2, 3 and 4 respectively.

Everyone on the electoral roll would be able to vote for any nominated person.

**That there should be a Deputy Churchwarden for St John's** (nominations from the St John's congregation) and a **Deputy Churchwarden for Christ Church** who would be ex-officio members of the PCC and Standing Committee and who would exercise such functions as delegated by the Churchwardens. These posts to be elected by the laity at the APM.

**That a maximum of two Readers be ex-officio members of the PCC.** In the event of there being more than two Readers, the two representatives should be elected by the Readers.

**A third** of the PCC will be elected each year for a three year term.

All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### ***Objectives and Activities***

Oakworth PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

We are committed to enable people to grow in knowledge and understanding of the Christian Faith.

We aim to work within our community to offer a range of activities and opportunities for them to get to know us and to share God's love.

We are mindful of the need to maintain the fabric and facilities at our churches to facilitate this.

### ***Achievements and Performance***

#### **Church Attendance and Occasional Offices**

There are currently 74 parishioners on the electoral roll.

The average Sunday attendance at Christ Church was 44 adults and 6 young people and at St John's 7 adults.

In the past year there have been 3 weddings, 1 marriage blessing, 7 baptisms and 10 funerals.

#### **Meetings during the Year**

Throughout the year there have been 6 full PCC meetings and 1 extraordinary PCC meeting. The Sub-Groups have met regularly and reported their discussion and decisions back to the full PCC.

#### **Significant areas of Discussion and Decision**

Michael Whiteoak resigned as Church Warden shortly after the last A.P.C.M. because he was moving away from the area; we have since then only had one Church Warden.

Nick Robinson has been working with Roy in a transitional period as he takes on the role of Treasurer.

Philip Cullingworth has taken on the role of Electoral Roll Officer.

Lynn Stow agreed to continue in the role of PCC secretary.

Philip Cullingworth, Carole Howorth and Sharon Quinn attended the Diocesan Lay Conference.

The PCC decided to support fully Sharon Quinn's application to undergo Lay Readership training.

Judith Bland offered to organise a parish weekend away and Sharon Quinn and Lynn Stow said they would be willing to help; this will be the weekend of 6<sup>th</sup>-8<sup>th</sup> September at the Thornfield Hotel in Grange-over-Sands.

The PCC looked in detail at the new General Data Protection Regulation (GDPR) which came into force on May 25<sup>th</sup> this year and Lynn Stow was appointed as Data Controller.

Parishes had been approached with a request that they support the charity Christians Against Poverty and a "CAP" Sunday was arranged.

The Safeguarding Policy was renewed at the November meeting and Melanie Tanner the Safeguarding Officer is looking at training.

The Parish Share remains a cause for concern and is under constant review.

Much of the PCC's discussion this year has been devoted to the reordering scheme. A faculty was applied for and obtained and Simon Tanner was appointed as project manager. After discussing the tenders submitted it was decided to use Roy C Smith Bespoke Solutions for the building work and Donaldson Decorating Service Ltd. for the decorating. The removal and sale of the pews was arranged and the disposal of other items with a sealed bid auction. A project for the purchase of chairs was started. Worship provision and the use of the building was arranged.

It is hoped that the work is finished before Easter and Bishop Toby Howarth is to come on Sunday 12<sup>th</sup> May for the formal reopening of the worship space at Christ Church.

#### **Buildings and Fabric**

Mostly relating to the reordering. There has been a collapse of part of the south wall of the church yard after a period of heavy rain in the summer and work to rectify this is ongoing.

Other minor repairs have taken place.

#### **Patterns of Worship**

Our 4 home groups continue to meet on a regular basis.

The Wednesday morning Eucharist held after coffee morning continues.

We have a small and enthusiastic children's group who meet during Sunday during morning service.

The monthly Heartbeat Service met until their Christmas Celebration and is now on hold during the reordering.

The Service of Thanksgiving and Remembrance was well supported.

Services for Harvest and Rogation were held.

Confirmation classes were held and Bishop Toby Haworth officiated at the Confirmation Service which included an a baptism.

The Christmas Services were well attended particularly the Christingle and Carol Service at St John's and we were able to hold Carols in the Barn...despite the atrocious weather.

## Social and Evangelistic Events

The Maundy Thursday meal was again very well attended.

We are able to continue the Wednesday morning coffee morning while the building work is being carried out.

There has been another Wine Tasting evening and a Beer Festival.

Craft Days were held prior to both Easter and Christmas.

We were able to provide refreshments for spectators watching as the "Tour de Yorkshire" rode past.

The concert by the Airedale Male Voice Choir was well attended.

The harvest quiz at St John's was again very successful.

## Mission

John and Bryony continue to maintain our links established with both Oakworth and Oldfield Schools and a small group of parishioners continue to volunteer to help with reading on a regular basis.

We along with members of the Methodist Church continue to provide an act of worship at Oakworth Manor Residential Home.

A group sang Christmas Carols at the Social Club and then at the Manor.

Our Mother's Union branch meet twice monthly and as well as supporting M.U. causes when able have joined with the Community sub group to run fund raising stalls at the Village Gala and Christmas Fair.

Holden Art Club have continued to meet.

Living with Loss - our group who meet monthly to offer bereavement support continues to meet.

Friday Film Night was held until Christmas but has had to stop while the building work is in progress.

Groups who regularly use the meeting room include: Rainbows, Brownies, Fitness, and Yoga.

## Financial Review

Please Note: CCO = Christ Church Oakworth, SJN = St John's Newsholme. 2017 figures in brackets.

The total funds held in the Parish accounts at the end of 2018 were helped by anonymous donations to CCO of over **£18,000**. This was restricted to paying for the lighting and other aspects of the development programme. The General Parish funds showed a balance of **£59,943**. Restricted funds show a balance of **£26,916**. The money held at the end of the financial year by CCO was **£74,938** (£60,840) and that held at SJN was **£21,921** (£22,281). Finances at SJN were helped by a generous bequest.

**Planned** giving (standing orders and envelopes) in the Parish was **£42,409** (£43,229). Cash via the collection plate was **£4,978** (£5,933). This generated tax refunds of **£8,095** (£11,622).

This gives a total of **£55,482** (£60,784)

Parish Breakdown	SJN	CCO
SO and Envelopes	<b>£4,070</b>	<b>£38,339</b>
Collections	<b>£1,866</b>	<b>£3,112</b>
	SJN	CCO
Share	<b>£7,334</b>	<b>£44,007</b>

Main items of expenditure in 2018 were:

Share	<b>£51,341</b> (£48,996)
Light, Heat, Water	<b>£4,676</b> (£3,166)
Maintenance	<b>£2,435</b> (£8,542)
Development project - CCO	<b>£17,729</b> (£18,768)
Adding just these up	<b>£76,181</b> (£79,472)

*General Comments:* When the decision was taken to step forward in faith three years ago, we faced a big, very big challenge in finding funds to meet the proposed expenditure. So far, our faith has been rewarded. The response to the appeal to buy chairs is way over what I expected. Personally, I thought that we'd do really well to reach 25 chairs, but I thought it would be nearer 20.

So far, we've received funds equal to over 70 chairs, which is a phenomenal response. 2018 saw the efforts of the Christ Church challenge, which raised a fantastic sum of over £12,000 to really boost the appeal, and the PCC is very grateful for the efforts of everybody involved in that. In addition, we've had several huge

personal donations, which mean that we've paid for half of the sum needed for the chairs and we'll have no problem in paying the balance; we've paid for most of the decorating, and we've got funds in the bank to pay for the rest.

We continue to ask people to think about increasing their planned giving, if they haven't already done so. If you have increased your giving already, many thanks. Paying the share is an ongoing challenge, but the re-ordering offers us opportunities to generate new members of our church and new funds.

The figures are all there in the accounts, which indicate that there may be a shortfall going forward, but now we have the opportunity to change this, and this is our chance to do so.

### ***Funds/Reserves Policy***

It is the policy of Christ Church Oakworth that the Church's monetary assets are divided into:

a) Ordinary Funds – some of which could be designated or restricted.

b) Reserve Funds.

The amount kept in reserve to be reviewed annually by the PCC but as a norm, to be set at an amount equivalent to three month's share - £10,000 at present. The aim of the PCC has been to increase this fund by £2,000 per year but after spending on projects recently, the fund has, of necessity reverted back to £10,000.

c) Endowments

***Ordinary:*** Used for the day-to-day running costs of the Church and, where funds allow, items of capital equipment. PCC members must be mindful, when approving expenditure on capital items, of the current state of Church finances and whether there are likely to be deficits or surpluses in future.

The aim should be to produce balanced budgets so that the ordinary funds can be built up to provide enough funds for expenditure on capital items as and when the need arises.

***Reserve:*** Used for urgent and necessary items e.g. payment of share, services (gas, electricity, water, insurance), urgent repairs, when ordinary funds have been depleted.

Reserve funds may be used to purchase capital items when the fund can be guaranteed to be made up within six months.

Any item of expenditure from reserve funds must be with the approval of Standing Committee except for capital items which must be approved by the PCC.

Reserves must be made up as soon as possible by fund-raising or, if necessary, by making cuts and savings in the ordinary funds.

***Endowment:*** The £10,000 left by Michael Wright has terms which only allow us to spend the interest on the capital. This is specified as for churchyard maintenance.

Approved by the PCC on

and signed on their behalf by: