All Saints Church Wick

Annual Meeting 26th April 2018

AGENDA

Vestry Meeting

Election of Church Wardens

Annual Parochial Church Meeting

1. Apologies for Absence
2. Approval of minutes of the 2017 APCM

3 Elections

3.1 3 members of the PCC (Nominations submitted prior to the meeting)

3.2 1 Deanery Synod Member (Nominations submitted prior to the meeting)

3.3 Sidespersons

3.4 Election of Child Protection Officer

4 Church Finances

4.1 Receipt and approval of the externally scrutinised Annual Report and 2017 Church Statement

4.2 Appointment of auditor of 2018 accounts.

5 Written reports

5.1 Trustees’ Annual Report

5.2 Wick Hall

5.3 Wick Information Centre

5.4 Home Groups

5.5 Deanery Synod

5.6 Pastoral Assistant

5.7 Saints On Sundays

5.8 Young People

5.9 Brownies

5.10 Rainbows

5.11 Ladies’ Group

5.12 Men’s Ministry

5.13 Fabric, Fixture and Fittings

5.14 Prayer Ministry Team

6 Close of Meeting

All Saints Wick Parochial Church Council (PCC)

The Church of All Saints Wick is situated at 154 Wick Street, Wick, Littlehampton, BN17 7JT

The parish is a charity but is exempted from registering with the Charity Commission within the meaning of the Charities Act 1993.

All Saints Church, and the Parish of Wick, is part of the Benefice of Lyminster and Wick. The Benefice is made up of the following parishes and stipendiary clergy:

All Saints, Wick Incumbent Revd Thomas Robson

St Mary Magdalene, Lyminster Associate Vicar Revd Vanessa Baron

All Saints Wick is also supported by the following minister

 Commissioned Pastoral Lay Worker Mrs Viv Gillett

During the year the following served as members of the PCC

Ex –Officio Members Revd Thomas Robson Vicar

 Mr Peter Raby Churchwarden

 Miss Alison Manester Churchwarden

 Mrs Viv Gillett Pastoral Lay Work Lay Chair

Deanery Synod Rep Miss Janice Betson

Elected Members Ingrid Raby until 2018

 Dave Sax until 2018

 Janis Myers until 2018

Alan Hodgson until 2019

 Ann Macaulay until 2019

 Clare Purdom until 2019

 Julia Eastaugh until 2020

 Steve Ellis until 2020

Standing Committee Mr Peter Raby

 Miss Alison Manester

 Mrs Viv Gillett

 Mrs Janis Myers Ex-Officio Member

 Perry Eastaugh

 Julie Burnett-Kirk

 Janet Webb

Ann Macauley

Secretary to the PCC Mrs J Hodgson

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**Church Finances**

During 2017 the PCC met all financial obligations to the Diocese and the team.

The Hall manager’s salary is paid from hall rental income. The manager of the Information Centre is paid by various grants including £2000.00 annually from the PCC.

The PCC also has an obligation via the Wick Information Centre to rent the Portakabin

**FINANCIAL REVIEW**

1. The total receipts on general unrestricted funds received were £37480 and are detailed in the Financial Report.
2. The planned giving through envelopes and banker’s orders increased by just over 4%. Overall our voluntary income including Gift Aid recovered but excluding donations and special appeals increased 11%.
3. We also received £13413 for the Disabled Toilet and Associated works this was by donations, grants, pledges and gift aid.
4. The largest expenditure to the PCC was the sum of £28584 paid to the diocese to cover ministry costs. This amount covers the housing and stipend and pension costs of the clergy, and the church insurance and also a standard sum for diocesan central costs, clergy training and a contribution to the national church funds. This year the contribution decreased by 14.8% this was because of sharing the cost of the vicar with Lyminster. The amount for 2018 has increased.
5. The net result for the year was an excess of receipts over payments of £6393.

Reserve Policy

It is the PCC policy to try and maintain a balance on the general unrestricted funds which equates to at least 3 months unrestricted payments. This is equivalent to £10500. It is held to smooth out fluctuation in cash flow and to meet emergencies. The cash balance of £13951 held in unrestricted fund at the end of the year is considered sufficient at the present time. These funds are held in CCLA Church of England Deposit Fund.

The amount of £1755 in respect of Gift Aid was claimed but not received before the year end. The invoice from Gazprom in the sum of £265.00 was not received until after the year end.

Independent Examiner of Accounts

Mrs Steph Moorey was appointed and has examined the 2017 Accounts.

Trustees’ Annual Report 2017

## Our aims and purposes as a Church and religious charity

The PCC has the responsibility of co-operating with the Incumbent, the Revd Thomas Robson, in:

* The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
* Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
* To encourage everyone to know, love and follow Jesus;
* Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or any other situation or circumstance.
* Providing financial support for those in need and, to other organisations with similar objectives.

## What we planned to do to achieve our charitable objectives

For 2017 we undertook the following objectives and activities to fulfil our aims:

* Enabling as many people as possible to worship at our church;
* Enabling as many people as possible to become part of our parish community;
* Teaching and nurturing new and existing believers;
* Considering how services can involve the many groups that live within the parish;
* Putting faith into practice, through prayer and scripture, music and sacrament;
* Offering worship and prayer, learning about the gospel in small-group situations;
* Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
* Provision of pastoral care for people living in the parish and those in need;
* The offer of prayer and healing ministry to those inside and outside our congregation;
* Making donations to missions and charitable organisations;
* Maintaining the fabric of the church and hall buildings for the benefit of the wider parish.
* Overseeing the work of the Wick Information Centre as a community-hub and signposting area for the parish.

## What we achieved and how we affected beneficiaries’ lives

## ***Numerical and Spiritual growth of new and existing believers***

Over the course of the year, a number of new members have joined our congregation from both within and outside of the parish. The ministry and benefit of our homegroups continued to flourish during the vacancy, with 6 groups meeting regularly in people’s homes to study the Bible, pray and share fellowship with one another. During 2017 a new daytime group was added to allow people who may struggle to join an evening group to meet together for Bible study, fellowship and prayer. In addition, a number of other groups and events were held to strengthen and deepen church members’ faith and fellowship. Key examples include the youth beginning to meet weekly on Sunday evenings and a series of events with speakers and activities for the Ladies and Men’s groups.

In May we held an Alpha course which provided input and discussion for both non-Christians and for Christians looking to deepen their faith. We had an average of 26 people on the course over the 10 weeks and a successful away day at Clymping. One of the Alpha tables became a new homegroup and two people who came on the course have since become part of the church community.

The Ladies of All Saints enjoyed an away-day at The Pines exploring the Biblical theme of ‘Be still and know that I am God.’

In December we held a weekly advent course in All Saints considering the film portrayal of the Nativity story alongside the Bible. Around 30 people joined in this course in the run-up to our Christmas celebrations. We also held our second Newcomers Evening for anyone who had recently joined the church and welcomed around 14 people to the vicarage for an evening of drinks, nibbles and hearing about the vision for All Saints.

In 2017 we held services of thanksgiving and dedication (as an alternative or prelude to baptism) for 9 children in All Saints, all of which were very well received by the families involved.

***Community Involvement***

We held 3 ‘pop-up community mornings’ on Heo Green in the summer. We setup gazebos and took free drinks, ice creams, games, toys, a prayer tree and seats. We invited local residents to come and have some fun on the green and we had a good response from a number of local people who enjoyed the community-building mornings. We also developed a Welcome Pack with information and photos of church activities, began publishing a termly ‘All Saints Times’ with a mixture of information about the church and Christian articles, and did some door to door visiting and inviting around new areas in the parish. Our incumbent took assemblies and services at three local primary schools and the large secondary school in town.

During Advent we led carol singing in the lobby of Tesco and Morrisons, inviting shoppers to join us for Christmas and raising money for the Supermarket’s charities. A church choir also sang carols at the annual ‘Wickmas’ event in Wick Hall, as well as a church-run craft table that proved immensely popular.

## ***Provision of the church’s buildings for people to enjoy***

As well as its use as a worship space on Sundays and Wednesdays, a number of other groups benefitted from the provision of All Saints Church building. This included three visits from local primary schools during December, a Knit and Natter group moving into the Church on Mondays, Worthing Churches Homeless Project utilising the Garden Room on Wednesdays and a long-established Friday coffee morning making the church building its new home. This last group held a successful coffee morning for Macmillan and several other one-off events.

During 2017 we successfully raised the remaining money required to complete a long-standing building plan to provide a disabled-access toilet and new welcoming glass doors. This was achieved through fund raising and pledges from the congregation, grants from Allchurches Trust and Garfield Weston Foundation, and a generous donation by the Bowerman Trust. The new doors and toilet were in place by December, with final niggles to be ironed out in early 2018. It has made a substantial difference to the ambience of the entry hall, making the space much lighter and more inviting.

The PCC of All Saints also owns Wick Hall, and we held a joint service with Lyminster for Remembrance Sunday which allowed us to seat 125 people to mark the special occasion. A full report on Wick Hall by Julie Roby the hall manager is included later in these reports.

## ***Provision of pastoral care and support to those in need***

During the year our Vicar, pastoral assistant and a team of trained volunteers continued to visit and take Holy Communion to the housebound on a weekly basis. We also had five people undertake a pastoral case course over four evenings, who were then commissioned to form part of the pastoral care offered by the church. Several visits to people in homes and hospitals were subsequently made by this new team.

This new team joins our weekly home communion team and the prayer ministry team in looking to provide pastoral and spiritual support to the people of Wick.

As a PCC we take the safeguarding of children and adults seriously and follow all the Diocesan guidelines on best practice, training, appointment and recruitment of volunteers. We are very grateful to Julia Eastaugh for her service as Parish Safeguarding officer this year. We also began to implement all that was required under the new SQP guidelines ready to have completed Level 1 by early 2018.

On a number of occasions throughout the year we were able to make a donation to a number of charitable organisations, especially during Advent as joint services with St Mary Magdalene Lyminster.

## ***A United Benefice***

Following on from the pastoral reorganisation in 2016, All Saints continued to develop its ministry partnership with St Mary Magdalene Church Lyminster. For the latter months of 2017, Lyminster held their Sunday services in All Saints whilst essential building work was underway. This has allowed some of the congregation to meet in-between the All Saints and Lyminster services, although the time and space has proved rather restrictive. To promote a sense of unity between the churches we began the year with a successful joint lunch at The Vardar restaurant in Littlehampton, held a joint shuffle-board evening at Wick Hall and held several joint worship services, including a well-attended service of lessons and carols in advent.

## ***Overall***

It has been a good year in the life of All Saints Church, and there is much to be thankful for. We were sad to say goodbye to some much-loved members of the church, and they will be fondly remembered.

Near the beginning of the year we held a vision weekend for people to come, pray and share ideas for All Saints. A number of those ideas began to come to fruition in 2017, with many more in the pipeline for 2018 including Messy Church, more opportunities to pray and our outreach into the community.

The trustees wish to thank all those who have served or helped in any way in our aim to help people come to know, love and follow Jesus.

**Annual Reports**

**Wick Hall report**

As well as All Saints’ own use of Wick Hall, it still continues to be hired by many local Community Groups, enjoying the large community space offered. This is leading to a much welcomed increase in revenue.

Julie Roby/Tom Robson

**Wick Information Centre report**

Owing to the rising population in Wick and surrounding areas we have had a lot more footfall using our facilities and attending our Community events.

A lot of our smaller local organisations are now turning to us for help and support in our Community.

Julie Roby

**Home Groups**

**Tan’s Group**

The Wednesday evening group has continued with the same people as last year. We’ve studied the material that Tom has given us and got a lot out of following up on Sunday’s sermon series. There have been several social evenings which all involved food of some kind and plenty of laughter. Throughout the year we’ve supported each other as the need arose and prayed for those needs and others. At Christmas we supported the Worthing Churches Homeless Project with items on their wish list and continue to do so.

Tan Shepherd

**Jane & George’s Group**

Our group of eight members has evolved slightly since last year, now being made up entirely of All Saints members. We used to meet weekly on Thursday evenings but have recently changed to Wednesdays to avoid clashing with the Prayer for Revival held on the last Thursday of each month. We continue to swap leaders and meet in each others’ homes, encouraging leadership, fellowship, and hospitality.

After finishing the series on *Being the Church* at the beginning of the year*, w*e continued to follow Tom’s sermon series with studies on the *Songs for Lent* (Psalms). Following Easter, we started the course on *The Resurrection Life* which took us up to the end of May. In June we began a new series on the book of *Ruth* which continued to the end of July. We finished for the summer holidays in August with a Fellowship Supper together. We began again in September with a new series on *Philippians* leading up to the season of Advent when we studied a series on *The King* culminating in Christmas. Again, we had a Fellowship Supper to end the year.

Jane Hicks

**Janice’s Group**

We meet on Thursday evening from approximately 7:30 to 9:30 pm, usually at Alison Manester's house. There are currently seven of us, although this may reduce soon, as two of our number are looking to start a group on Wednesday afternoon. But this is what house groups are supposed to do, split after a while, and take on new members.

We have been doing the study courses followed by most of the rest of the church. We start with tea/coffee and a chat, do the study, and we finish off with a prayer session, then a general chat. In recent weeks we have been praying especially for revival in this country, this town and our Church. Nobody has to pray out loud if they don't want to. They can pray silently.

Janice Betson

**Colin & Sue’s Group**

Our Home Group has been going now for a year, starting with eight of us and now we're up to 13 which is about the limit for space in our homes.

We try to keep a balance of social and study and love meeting together for both, becoming good friends.  We learn from each other, taking it in turns to lead.

We are a lovely mix of very different people as life is, as God created us.

Colin & Sue Beckhurst

**Trevor & Jan’s Group**

Wednesday evening homegroup. We lost Peter Denison during the year as he is now part of an After Alpha home group. Other personnel remain the same, meeting at Linda Rush’s home, which is now in Littlehampton.

Trevor & Jan Mills

**Sarah & Roger’s Group**

A new homegroup formed in 2017, coming out of one of the tables at the Alpha course. The group had such a good time discussing faith at Alpha that they were keen to continue. Initially the group continued with the remaining Alpha sessions, and then continued on to the regular homegroup pattern. The feedback from the group has been very positive. Sarah and Roger Davies are co-ordinators of the group, with several people sharing the lead of the studies and hosting.

Tom Robson

**Pastoral Assistant**

During the year I have been meeting with Tom once a fortnight to talk and pray about situations and work in All Saints; ministering Home Communion to those who find it difficult to get to church, a very pleasant time talking to them, learning from some about the history of All Saints and praying with them; also meeting people in their homes and cafes and in church.

During the year some other members of the church have been on a course for Pastoral visitors. They have visited people in hospital and in their homes.

If you yourself or know someone who would like a visit just to chat, please see Tom.

Viv Gillett

**Churchwardens’ Report – Fabric, Fixtures & Fittings**

The gutters have been cleaned and plants removed(!!), and some repairs to roof and brickwork, These are ongoing every year. The flat roof has had to be repaired because of leaks.

The boiler was serviced.

In November the disabled toilet was put in and our lovely new glass front doors were fitted.

We did not have a cleaning day this year but will arrange one for next year perhaps before the summer.

Thanks to all the sidespeople, coffeemakers, cleaners, flower arrangers and everyone who looks after our church.

Alison Manester & Pete Raby

**Deanery Synod**

For those of you not familiar, the Diocese is divided into areas called Deaneries each with a Dean in charge. Each Deanery is divided into parishes. Each parish has a parochial church council, which is entitled to send representatives to the Deanery Synod, the number depending on the size of the congregation. The Synod is made up of clergy and laity, and is the Deanery parliament.. There is also a Diocesan Synod, and of course the General Synod of the Church of England, which has three houses: laity, clergy and bishops. The Deanery Synod meets around three times a year.

In June 2017 we met at St Mary's, Clymping. Apart from general business, we heard two talks on youth work. The Revd Dr Irene Smale, Children's Work Advisor for the Diocese, talked about how church could be made more welcoming for children. Dan Jenkins, Diocesan Youth Officer, spoke on youth work - outreach, summer festivals, youth clubs and so on.

In November 2017, we met at St Richard's, Aldwick. John Booth, Chair of the Diocesan Board of Finance, and Catherine Dawkins, Finance Director of the Diocese, talked about the Diocesan finances, and we voted on the parish share figures (which had previously been discussed by the PCC).

There was no meeting in February 2018.

Janice Betson, Deanery Synod rep.

**Ladies’ Group**

We meet on the first Friday of each month at 7.30 pm either at one of the ladies houses or out and about. This year 2017, we played skittles at the Maypole with 25 ladies. We had a board games evening, firework evening, flower arranging and a quiet day.

We enjoyed a game of putting with the men at Arundel.

We held a joint shuffleboard evening and a barn dance with Lyminster Church.

We look forward to welcoming more ladies in 2018 for fun and fellowship and food!!

 Alison Manester and Viv Gillett.

**Men’s Group**

We have been meeting for breakfasts and had two at home based meetings and a couple in Wetherspoons Littlehampton, the last one for 2017 ( we met in the vicarage) was very well attended with over 20 men and a very challenging honest talk by Austin Wade. Where possible we've had speakers and aimed to help men to reflect upon their faith and what it means to have a Christian faith in today's world. We may well consider using Wick Hall in the future and have been encouraged by the good attendances.

Dave Sax

**Prayer Ministry Team**

We currently have a group of 10 people who form the healing prayer group.  We are fortunate in having equal numbers of men and women on the team and a variety of backgrounds and experience of praying for people. We continue to see people coming forward to receive prayer for themselves and people close to them.  We also offer deeper healing prayer sessions for people who would like a longer time than is possible at the end of a service.  Fewer people have asked for this recently so we are planning on ensuring all the opportunities are made known to the congregation.  In the coming months we are looking at ways to continue to develop this ministry and many thanks to the current team; Chris, Brian, George, Peter, Trevor, Linda, Viv, Anna, Julie; as well as Tan and Steve who have been involved in the past year.

Jeannette Sax

**Saints On Sunday**

Children and Young people are welcomed at All Saints.

The 3 – 11 year olds meet in the Garden Room. The numbers vary each week. We look at various stories in the Old and New Testaments and Jesus’s life and his teaching, with use of prayer, singing, watching DVDs, craft and worksheets.

Viv stepped down as a leader in 2017. We thank her for all she has done for the children at All Saints.

Emily joined Alison as a leader and we welcomed several helpers as well.

Please pray for all the children that through them others will come to church, and that that their own faith will increase and they will come to know Jesus as their Saviour.

Alison Manester & Emily Robson

**Young People’s Group**

Since September we have started to meet weekly on a Sunday evening at the Vicarage with Emily and myself leading.   On the first Sunday of the month we attend the evening service and then discuss the content over hot chocolate - often having the visiting speaker come back to expand their theme and answer questions.  On the third Sunday we have a social and the other two Sundays we have a bible-based discussion.  We have sometimes followed the same theme as the homegroups and sometimes used DVDs.   We are in contact with 8 girls and usually 2 - 3 attend on any one week and sometimes some of the lads join us for a social.  It has been exciting to see our young people growing in the love of the Lord and seeking how to live their lives for Him.

Jeannette Sax

**1st Wick Rainbows**

We meet on Monday evenings (term time only) in Wick small hall

From 4.45- 5.45 pm. 15 girls aged 5 and 6 have great fun each week following the Rainbow Programme. The girls did various activities and gained a Roundabout All About Me badge.

This year Rainbows celebrated 30 years nationally.

We took part in the Hats Off challenge and received a lovely badge.

We had a party with the Littlehampton Rainbows with Christmas crafts, food and a wonderful birthday cake.

In February we joined with our district Littlehampton and Arundel at Lodge hill for activities to celebrate world thinking day.

Alison Manester, leader

**1st Wick Brownies**

We meet in Wick Hall on Monday evenings during school term times; we usually have between 20 and 24 girls who are aged between 7 and 10 years.

During our weekly meetings activities cover a range of skills and themes-some of our favourites last year being: creating moving vehicles, towers & bridges and making a PH tester from cabbage water for our Science Investigator badge, Geo caching on the seafront, cooking, a teddy bears’ picnic and a scavenger hunt in Mewsbrook Park.

In August we went to stay in the Guide HQ in Tilgate Park Crawley on Brownie Holiday and enjoyed the challenge of Go Ape, swimming at K2 and lots of Alice in Wonderland themed activities. We also visited Chichester Festival Theatre to see Beauty & the Beast and took part in the Christingle Service at All Saints at Christmas time.

Ann Macaulay, leader

Structure, Governance and Management

Membership of the PCC is determined under Church Representation Rules and consists of the following:

Ex-officio members - Vicar, Team Clergy, Churchwardens, Deanery Synod representatives, lay worker.

2 Church Wardens - elected every year at the Vestry Meeting.

Deanery Synod Representatives - elected every 3rd year and serve for 3 years. Representatives are determined by the size of the Electoral Roll. For churches with less than 100 on the roll, 2 members are elected.

Elected Members - 9 members of the congregation, each serving for 3 years, elected in groups of 3 over a 3 year period, so that 3 are normally elected each year.

The PCC also owns Wick Hall and Mrs Julie Roby is Manager of Wick Hall.

The Church Wardens act as line managers to the Hall Manager.

Salary administration is carried out by Arun District Council.

During 2017 the PCC also paid a Hall cleaner.

The PCC retains administrative responsibility for the Wick Information Centre.

Routine oversight of the Wick Information Centre is delegated by the PCC to the Wick Information Centre Management Committee. This Committee is comprised of Church Members, community members and Town Council Representatives.

Mrs Julie Roby is Manager of the Wick Information Centre. The Chair of the Management Committee (as Church member) acts as line manager to the Centre Manager. Salary administration is carried out by Arun District Council.

Achievements and Performance

There are 90 parishioners on the electoral roll, 56 of whom are resident outside the parish.

Average attendance at Sunday Worship during 2017 was 81.

The PCC met formally 6 times during the year and once informally.

Garden Room

The Garden Room is still very popular with the children who attend All Saints Church and was used for some PCC meetings. It also provided a valuable space for other meetings and activities during building works to install the new disabled toilet.

Treasurers and Secretary

Secretary is Mrs J Hodgson. (Jackie is not a PCC member.)

Mrs Janis Myers is Treasurer to the PCC, including All Saints and Wick Hall. (Janis is an elected PCC member.)

Mrs Julie Roby (Hall Manager) Treasurer for Wick Hall. (Julie is not a PCC Member.)