

St John's & St Luke's Together:
Making Disciples who make Jesus known

ANNUAL REPORT 2021



Parish of St John and St Luke Bilton
Making Disciples who make Jesus known

Report for the year 2020
Annual Parochial Church Meeting - 25th April 2021

The joint parish of St John and St Luke Bilton is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Parish Office, St John's Church, Bilton Lane, Harrogate, HG1 3DT.

It is the custom of the parish to hold the APCM in April each year. This year the timetable was disrupted by the worldwide covid-19 pandemic and so the 2020 meeting was postponed until November. The membership of the Parochial Church Council therefore changed at an atypical point in the calendar year but for the period April 2020-21 was as follows:

Ex Officio Members

Clergy	Simon Dowson (Team Rector)
	Andy Patrick (Team Vicar)
	Ruth Donegan-Cross (Curate) - <i>until June 2020</i>
	Laura Martin (Licensed lay worker from July-October 2020 and then Curate)
Deanery Synod Reps	Jane Reichert
	Caroline Wise
Churchwardens	Pat Fenton (St Luke's -1 st elected April 2018)
	Pete Fenton (St Luke's) – <i>until Nov 2020</i>
	Jean Jarvis (St Luke's – 1 st elected November 2020)
	Jane Reichert (St John's – 1 st elected April 2018)
	Nigel Thompson (St John's – 1 st elected April 2008)

Elected Members

	Robert Bath
	David Brown (<i>PCC Treasurer</i>)
	Michael Crone
	Noel Duke
	Pete Fenton (<i>from Nov 2020</i>)
	Tracey Iles
	Jan Johnson
	Helen Mayers (<i>until Nov 2020 & thereafter attending only as Secretary</i>)
	Liz Meade (<i>until Nov 2020</i>)
	Andrew McHutchon (<i>from Nov 2020</i>)
	Josh Scarisbrick (<i>from Nov 2020</i>)
	Karin Shaw (<i>until Nov 2020</i>)
	Ruth Yarborough
Co-opted member	Emma James (<i>from January 2021</i>)
Its bankers are:	The Co-operative Bank plc - P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner	Mr R M Caldwell BA (Hons) ACA - 1 Woodlea Croft, Leeds, LS6 4SF
Solicitors	The Diocesan Registrar

THE PAROCHIAL CHURCH COUNCIL

The aim of the Parochial Church Council (PCC) is to co-operate with the incumbent in promoting in the parish 'the whole mission of the church, pastoral, evangelistic, social and ecumenical'. This includes oversight of the church finances and maintenance of our church buildings, grounds and other properties. Membership of the PCC consists of clergy, church wardens, deanery synod representatives and up to 10 lay members, elected for three-year terms at the APCM. To ensure smooth functioning of the committee, lay members' terms of office start and finish in different years, so that we always have a mixture of new and experienced lay representatives.

The spread of the covid-19 pandemic early in 2020 and consequent restrictions on meeting in person meant that the APCM planned for April 2020 had to be postponed, and it eventually took place online on 3rd November 2020. At that APCM Jean Jarvis joined Pat Fenton as churchwarden for St Luke's, replacing Pete Fenton who was standing down. Pete continues to serve as a lay member of PCC. He, Ruth Yarborough and Jan Johnson were each elected for a new 3-year term. Also elected were two new lay members, Andrew McHutchon and Josh Scarisbrick, meaning that we once again had a full complement of 10 lay members. 2020 was a deanery synod election year (they are held every 3 years) and, whilst Liz Meade stood down as a lay member of PCC, she will still serve ex officio as one of our four elected deanery synod reps, alongside Pat Fenton, Jane Reichert and Caroline Wise. The PCC were also delighted to welcome Emma James, our recently commissioned youth worker, as a co-opted member.

As the pandemic continues to limit physical meeting, all PCC meetings have, since April 2020, been conducted remotely via the online Zoom platform. In the course of 2020 the PCC met on a total of 8 occasions, with other business being conducted via email (as allowed for in the Church Representation Rules 2020). The main focus of the PCC during this period was understandably on how best to respond to the situation created by the pandemic and to ever-evolving government and diocesan policies and guidelines. Topics for discussion/approval and actions taken included:

- Whether or not (and how) to open and operate the church building in a covid-secure way for private prayer
- Suspension/restarting of public worship during/after periods of lockdown
- Livestreaming of services and online activities such as prayer groups, Alpha etc
- Approval of policies and risk assessments to reflect the responsibilities and risks presented by the pandemic
- Approvals for routine maintenance tasks at both churches
- Approval of the church accounts and discussion of the continuing financial challenges faced by our churches, including the substantial, pandemic-related loss of income from lettings and rentals
- New proposals, such as Emma's plans for the development of youthwork and the new small groups initiative.

The PCC discharges its duties with the help of committees which report back to the full PCC, with minutes of their decisions discussed further as necessary. Those committees are the Standing Committee, Finance & Buildings Committee and Environmental Group and their reports are set out below.

Helen Mayers – PCC Secretary

Standing Committee

The Standing Committee met only twice, during the early part of the year, it being appropriate in the context of the pandemic that most business should be discussed until further notice in full PCC. Matters discussed included:

- the appointment of Emma James (young people's worker) and Laura Martin (curate)
- development of a parish welcoming strategy
- the livestreaming of services
- identifying routine maintenance work to church buildings
- amendments to our schools' admissions policy.

Simon Dowson – Team Rector

Finance and Buildings Committee

The Finance and Buildings Committee met on six occasions in 2020 (three since the last APCM on 3 November 2020) and, like other groups this year, we have had to embrace the new video conferencing (Zoom) technology. The areas we have dealt with have included:

- Setting the budgets for the forthcoming financial year – there are about 72 budget items in Income and 135 in Expenditure to be considered in relation to current commitments and the mission priorities of the church.
- Regular monitoring of income and expenditure against the budget. Our Parish Share payments to the Diocese have been kept under review, and with the significant fall in income in 2020 it became necessary to cap our payments to avoid undue strain on our finances.
- Communications with our regular donors and with the congregations on our financial position have been discussed. Information on Gift Aid has been updated.
- The financial arrangements for the Young People's Worker (YPW) are regularly reviewed.
- The buildings and their maintenance are another area of concern. An inspection of St John's and St Luke's is normally carried out by the committee, but this year, because of the restrictions, it has been carried out by the wardens reporting back to the committee.
- The committee also considers one-off and unforeseen items of expenditure. This year, building repairs, introduction of LED lighting, and equipment for live-streaming of services have come up for consideration, amongst other issues.
- An annual review of rents and hire charges for our rooms and properties is carried out by the committee.
- A review of our Mission Giving (Extra Parochial Giving) is carried out to ensure we meet our annual target as set out in the PCC policy on the Payment of Grants and Donations to Charities.

We also ensure the annual accounts are produced and examined externally.

David Brown – PCC Treasurer

Environmental Group

In July 2020 we said a very sad goodbye to Ruth Donegan-Cross, who had spearheaded the team from the outset. Following her departure Simon joined the team in late 2020 to maintain a close link directly with the clergy.

Matters addressed during the year included:

- In January 2020 the PCC approved a church environmental policy.
- The flower team contacted Marks & Spencer to arrange collecting unsold flowers for use in church displays.
- A draft silver eco-church survey was completed. Two areas outstanding are buildings & global engagement but we are aiming to review this again at our next meeting.
- We had arranged a coffee morning with Bilton Conservation Group for Feb 2021, which we hope to be able to rearrange.
- Madeline attended a virtual church carbon footprint meeting hosted by Jemima Parker, the diocesan environmental officer, and we discussed the estimated carbon footprint of the church using recent utility bills.
- Simon updated us on the current research into ground or air source options, should the heating system need replacing.
- Claire attended a virtual meeting for parish environmental officers and was able to share some of the changes and successes St. John's has had with parishes just starting out and to learn more about the faculty needed for changes to the church environment.
- We contributed an environmental item to the church magazine in October and top tips have re-started in the weekly news sheet.
- Jane has started to look at funding for a possible bike rack.
- Tracey is chasing down how Terracycle (biscuit wrapper & crisp packet collection) now works with covid-19.

- Emma James has kindly offered to join our next meeting with input regarding young people's impressions of how the church is involved in climate change.
- During 2020 Terry Wagner drew a number of plans of the church grounds detailing the flora and highlighting where trees have been placed in memoriam or to commemorate an event. We are in the process of transferring his pencil drawings into a digital version and discussing the most appropriate way to display this information.

We hope that many of these plans and ideas can be turned into action in 2021.

Claire Golightly – Environmental Officer

DEANERY SYNOD

Unfortunately, owing to lockdown restrictions, a number of scheduled meetings had to be cancelled. Synod has now embraced technology and one Zoom meeting was eventually held on 1st December 2020.

That meeting centred on a presentation from Jonathan Wood, the Diocesan Secretary/Chief Executive. Jonathan took up the role in March 2020, which meant that he was only able to spend 4 days in the Diocesan Office before the first lockdown began. He identified 3 priorities he has focused on since then:

1. Supporting parishes through the pandemic with the aim of helping ministry to flourish even in these difficult times.
2. Finance – he spoke of how he had thought a lot of the hard work had been done in putting diocesan finances in order over the last few years, and how the pandemic had changed everything and how it had led to a significant drop in diocesan income and hence a significant deficit was expected for this year. A re-thinking of some priorities had taken place as a result.
3. Diocesan Strategy (for which there was an inevitable diagram):
 - Thriving as a distinctive diocese whose culture is shaped by a shared vision and values
 - Reimagining ministry
 - Nurturing lay discipleship
 - Building leadership pathways
 - Growing young people as Christians

During the Q+A session, we were reminded that the entirety of share payments made by parishes were spent on clergy salaries and housing. Other expenditure is funded by other means.

Caroline Wise & Jane Reichert – Deanery Synod reps

YOUTHWORK REPORT

Since being appointed as the Young People's Worker at St John's and St Luke's in April 2020 it has been a privilege to get to know many of our young people and their families and to serve them in these extraordinary times. This year has been a whirlwind of change and upheaval that none of us could have anticipated and our young people have faced incredible challenges. Yet we do have an answer and His name is Jesus. So, as we seek to be disciples that make Jesus known, my hope is that our young people know they are valued and invested in by our whole church community.

Here are a few selected highlights of 2020:

- Ministry to over 100 families during lockdown 1.0
- 8 RISE groups which met outside in June and July 2020. This was the start of building relationships with our young people and getting to know them.
- Three Ignite groups continued during September and October 2020, where relationships were deepened. Lots of fun and games were played together with a short teaching slot.

- Two new groups called 4twelve groups were established to 'go deeper' into the bible and build relationships with God
- Contemporary Carol Service (joint with St Mark's church) where over 30 young people were involved in leading; through worship, readings and talks.
- A social media presence was established, mainly on Instagram and WhatsApp to connect with young people and provide bible verses, encouragement and connection at this time.
- Our Youth Phone Call Support Team has been established, where young people have been paired with an older member of our community who may be feeling isolated and lonely. They are phoning them regularly and we have received lovely feedback from the older people, the young people and their parents.

I would like to say a tremendous thank you to the volunteers on the youth team. Without their time, investment and encouragement, both to me and every one of our young people, we would not be able to run any of the sessions, gatherings and ministry. I would also like to thank the whole church community for their support and prayers throughout this last year. As we emerge into this new post-pandemic world, please continue to pray for God's richest blessings on our young people and also for myself and the youth team, particularly as we seek to make connections with local schools and reach unchurched young people. It is my prayer that through the trials of this last year, our young people will have grown in resilience and courage and will know more of Jesus in their lives.

'Blessed is the one who perseveres under trial because, having stood the test, that person will receive the crown of life that the Lord has promised to those who love him'. James 1:12

Emma James – Youth Worker

SAFEGUARDING REPORT

Note: The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

St John's and St Luke's has adopted the national policy document "Promoting a Safer Church", which ensures the safeguarding of children, young people and adults. Copies of this policy document are available at both churches. A Parish Safeguarding Handbook was produced during 2018 which provides advice and information to strengthen the day to day working of parishes with regard to safeguarding. Copies of the handbook are again available in both churches. As a church St John's and St Luke's formally adopt the House of Bishops' "Promoting a Safer Church; Safeguarding Policy Statement" which is annually agreed with the PCC and signed. Copies of this statement are displayed at both churches. We use the national "Practice Guidance for Safer Recruiting" in all our recruiting. A record is kept of all workers who require a DBS for their role and we inform people when a renewal is due. Annually we obtain a signed confidential declaration form from all current workers in specified roles.

Despite the fact that the COVID pandemic affected the parish so greatly, with the suspension of most groups during this period, the necessary safeguarding duties continued, including updating DBS checks and also the safer recruitment of a team for Sunday children's groups at St Luke's so they may start once worship begins again. All lay training was suspended due to COVID and my Safer Recruitment training will be rescheduled once the courses start up again, as will the necessary training for Churchwardens.

There were no significant changes to policy or updates to procedures during the year to December 2020 and no new safeguarding concerns brought to my attention.

Gill Clarke - Parish Safeguarding Office

ATTENDANCE

The number of people on the Electoral Roll for St John's Church on 31st December 2020 was 198. At St Luke's the number on the Roll was 55.

TEAM RECTOR'S REPORT

As I write we have just marked the one-year anniversary of the 1st lockdown, a time when people have been encouraged to reflect, to look back as a nation and as individuals over the past year and think about what we have been through; and I'm sure there are many lessons to be learnt from such reflection. Likewise, as a church it is good for us to look back and ask the Holy Spirit to show us what it is we need to discern from this past year that will help shape us for the future.

So let me make a few suggestions – to begin with, I think we can learn that there has been a tremendous willingness among our two congregations to look out for one another and to seek to help where we can – so thank you – but equally at times it might be said that our care and support has had gaps – and if anyone does feel forgotten or ignored, I do apologise, and say that we hope to breathe some new life into our pastoral care team over the coming months.

I have also learnt that as a church we don't have to have a finger in every pie, so to speak. For one thing, we can't respond to every good cause, be involved in every initiative, because we simply don't have the capacity; and that is fine, because other people, other churches, other groups are often responding and it has been heartening to hear of some of our members joining in with these groups and making a difference. As we go forward, therefore, a priority has to be to keep on discerning what ministries God would have us continue with, resume or perhaps start.

One last example has been how the body of Christ at St John's and St Luke's has shown itself to be remarkably flexible and adaptable. There is the old joke which goes like this: '*How many Anglicans does it take to change a lightbulb?*', to which the answer is, '*Change???!!!*' But after this year it should never be told again. We have embraced livestreamed church, we have done Alpha online, we have shifted more of our giving to standing orders, we have become very adept at doorstep visiting, and as exemplified in Emma's (our young people's worker) case, have constantly had to evolve how and where we minister. Incidentally, Emma's appointment was another very significant change in 2020, as was the departure of Ruth Donegan-Cross (thank you for your wonderful ministry among us Ruth) to Birmingham, and the arrival of our new curate Laura Martin, who has well and truly hit the ground running.

So yes, there have been many challenges, and there has been much sadness, but 2020 must not be written off as a year to forget – rather it is a year when I believe God has been honing and refining us through the storm, while never giving into the temptation to think He caused it (I for one feel somewhat honed!!!). Thus it is my hope that, as we emerge from the pandemic into a world that will not be the same, with the Holy Spirit's help we will emerge more full of faith, more wise, more humble, more loving than we entered it.

Simon Dowson – Team Rector

TEAM VICAR'S REPORT

This last year has been testing, but not without positives. We've seen our staff team grow with the arrival of Laura and Emma, and they have brought great energy and joy to our churches.

It has been helpful and necessary to work more closely together as churches as we adapt to the circumstances of the pandemic and of being in lockdown. This has meant that the line between St John's and St Luke's has been a little more blurry, in that we have consolidated much of what we do. This has included the continuation and expansion of our live-streamed services. Despite the sorrow of not being able to meet together, we have been encouraged by the engagement of people online. As well as the Sunday morning live-streamed worship, and the children's service, we have introduced nightly compline during lockdown. We will be able to further improve what we offer with the help of a grant for £3,700 from All Churches Trust towards new equipment. Even when back in church together we plan to continue to live-stream the services for those who cannot be present in person.

In the last year we also continued to offer the *A New Kind Of Family* reflections on a daily basis until the end of June, and a weekly basis until the end of the year. We appreciated the wide range of contributors and their thoughtful insights.

In the times between lockdown we learned how to offer socially-distanced worship, and were pleased to be able to meet in church at Christmas, even if our celebrations looked very different to normal. It's right to acknowledge our frustration and anguish at not being able to do so many of the things that we usually do – singing together, sharing bread and wine, hugging friends, church meals, chatting over refreshments. We look forward with joy to being able to do these things again. We will try not to take them for granted in future.

We have continued to find ways to offer pastoral and practical care for people in our communities such as the buddy system. Prayer has remained at the centre of our response with morning prayer via Zoom and the monthly *Time To Pray* prayer meetings.

On a personal level, this last year has seen my family grow from 3 to 4 with the arrival of our daughter, Orla. This has naturally been a great delight. I look forward to people actually getting to meet her!

After a long winter of lockdown and restrictions we see signs of hope, like spring flowers emerging. We look forward to seeing what God continues to do among us.

Andy Patrick – Team Vicar

FABRIC REPORT

During the months of January 2020 to December 2020 the work highlighted below has taken place in the properties identified. This report is based on the activities of St John's wardens and other parties in maintaining the fabric and functionality of the following locations belonging to the parish:

- The Church (C)
- The Church Hall /Schoolroom (CH)
- 13 Albany Road (AR)
- 59 Coppice Way (CW)
- Church Grounds (CG)

During these 12 months we have approved the following maintenance work or been involved in the resolution of issues relating to the locations as identified above:

St John's

- Ongoing light bulb replacement (C/CH)
- Annual planned servicing of fire-fighting equipment (C/CH)
- Annual planned electrical portable appliance testing (C/CH)
- Gas servicing (C/CH)
- Floor maintenance to Hall and Church (C/CH)
- Reactive roof repairs (C/CH)
- Central heating servicing/maintenance (C)
- Heating maintenance to Church Hall including heater servicing/improvements (CH)
- Lightning conductor testing (C)
- Maintenance to Audio System (C)
- Programmed window cleaning as required (CH)
- Servicing of 3 nr lawnmowers (CG)
- Replacement of 1 nr mower (CG)
- 'SmartWater' application to leadwork, cast iron pipework etc. ('SmartWater' is an ongoing risk management and crime prevention service used to both deter and detect incidents of metal theft from churches) (C)(CH)
- Repainting of Church Hall toilets (CH)

- Repainting and replacement of floor coverings to Church Hall rear lobby (CH) – *completed - special thanks to St John's Play Group who funded and procured the works*
- Drone inspection of Church Hall Tower to check structural integrity (CH) – *completed - special thanks to Russ Hirst who undertook the the drone survey for St John's*
- New entrance matting to Church (C)
- Planned servicing of heating systems to Church and Church Hall (C/CH) – *completed*
- Annual testing of fall arrest system to Church Tower roof (C)
- Clearance of the drains to the Church Drive (which regularly ponded during the winter months) – *special thanks to Peter Crook for his expertise and time*
- Repairs/maintenance to boundary walls including removal of metal spikes (for health and safety reasons) (CG)
- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Cleaning of all the pigeon guano from the Church tower stonework and window (C)
- Renewal of Church and Church Hall Insurances (C/CH)

59 Coppice Way (CW) and 13 Albany Road (AR)

- New door and frame to Albany Road (back door) due to deterioration and water penetration (AR)
- New fascia board and guttering to rear elevation including roof repairs (AR)
- Replacement windows to Bathroom and Main Bedroom (CW)
- Door lock repair (AR)
- Repair to hot water/central heating boiler (CW)
- Gas inspections and certification (CW/AR)
- In line with landlord responsibilities, rent review undertaken and implemented (CW/AR)

In addition to the statutory requirements and reactive repairs and maintenance the following works are planned to be undertaken during 2021:

- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Replacement of water heater to Church Kitchen (C)
- Improved lighting to the Church (C)
- Replaced light fitting to Altar Table (C)
- Programme and undertake annual portable appliance testing to Church and Church Hall (C/CH)
- Undertake annual servicing of gas services and heating systems (C/CH)
- Landlord rent review of Albany Road and Coppice Way (AR/CW)
- Relining of Church Drive (CG)
- Monitor the condition of the Church Hall Tower and investigate programmed maintenance options (CH)

Nigel Thompson – Churchwarden (St John's)

St Luke's

We took advantage of the Covid-19 closure and as soon as we were able to access the building:

- The main floor was sanded and resealed by Ilkley Floorcare
- The 5-year electrical system check was carried out by Walter Hartley. The whole system passed as satisfactory but with reservations about the consumer units, which were subsequently replaced in October, and the main lighting units, which are in poor condition and would benefit from LED replacements
- An emergency light has been fitted to the Sunday School stairs
- a blocked waste in the handwash basin in the kitchen was cleared
- The fire extinguishers were checked, and some changes made to bring them up to regulations
- The Gas Boiler was serviced and a small gas leak was discovered and repaired by Northern Gas. There is now no lingering smell of gas in the cupboard next to the boiler!
- BT installed a telephone line and Wi-Fi in September but there was little chance to use it as we were soon in lockdown again
- A service was held on Christmas morning before we closed again

- Work to clear out and fit covers to the outside gullies, make repairs to the rear garage door and replace damaged paving at the back of the building, scheduled to be carried out in August 2020, was completed in February 2021. We hope that the main lighting units will be replaced very soon.

We are well on the way to carrying out much of the work recommended in the 2017 Quinquennial.

Pat Fenton – Churchwarden (St Luke’s)

ADDITIONAL INFORMATION: *Quinquennial Inspections within the Church of England require every church building to be inspected by an architect or chartered building surveyor approved by the Diocesan Advisory Committee (DAC) every five years. This regular system of review is designed to ensure that church buildings are kept in good repair.*

FINANCIAL MATTERS

Major cash/non-cash transactions:	None
Substantial voluntary help/free facilities:	Mr Ross Caldwell generously gave his services (independent examination of the accounts) free of charge.
Substantial contingent liabilities:	Parish Share payable to Leeds Diocesan Board of Finance (not a legal liability): £49,030
Subsidiary companies:	None
Changes in accounting procedures:	None
Details of donations of £1,000 or more:	<u>Legacies</u> £11,000 unrestricted plus £11,000 restricted <u>Other donations</u> Mar. 2020: £1,000 to general funds Apr. 2020: £1,000 to general funds July 2020: £2,000 to general funds Dec. 2020: £3,000 to general funds Dec. 2020: £1,100 to Mission Giving
Grants received	£5,000 from Harrogate Churches Together for the Young People’s Worker fund
Payments to PCC members	None
Reserves policy:	To maintain unrestricted funds sufficient to meet 3 months’ normal running costs (excluding Parish Share)

The PCC has continued to raise money through voluntary donations. People are encouraged to make these where possible on a regular basis, using standing orders or dated envelopes and under Gift Aid. Other monies are raised primarily through lettings of church properties, fund-raising activities, and fees.

The policy on the payment of grants and donations to charities is detailed on the attached sheet. In 2020 grants and donations to charities (Mission Giving) amounted to £12,291. ‘In Memoriam’ donations came to £596 in 2020.

Total income in 2020 came to £211,595 (2019: £273,822). There were significant falls in areas affected by the Covid-19 restrictions, i.e. rental income, free will collections, envelope giving, and fundraising. However, we benefited from substantial bequests and donations for the Young People’s Worker (YPW) and for general funds. Income excluding YPW amounted to £196,883 (2019: £209,451). Regular Giving, excluding Mission Giving and YPW donations, stood at £122,966 (2019: £130,530).

Total expenditure in 2020 came to £208,718 (2019: £255,749). Due to the drop in income it was again necessary to cap Parish Share payments and in consequence Share arrears increased to £49,030 at the end of 2020 (2019: £15,994).

With provision made for debtors and liabilities, and gains and losses on investments, the accounts as a whole show a surplus for 2020 of £2,877 (2019: £18,073). At 31 December 2020 Bank and Unrestricted funds stood at £65,162.

Policy for the payment of grants and donations to other charities (reviewed by the PCC April 2005)

1. Level and Frequency

- (a) **Minimum** of 15% of income minus the Parish Share.
- (b) To be Included in the quarterly report of the accounts to the PCC will be details of how much has been given to date and recommendations regarding how much, and to whom, giving should be made during the next quarter.
- (c) The level of giving is to be reviewed annually.

2. Exclusions

Income from Funerals **must not** be included when assessing the level of our Extra Parochial Giving. This is income which goes through the Church accounts but where the charity is **designated** by the deceased's family, and should not be included as our Churches' giving.

3. Inclusions

Income from any event organised by or on behalf of the Church to raise money for a specific charity.

4. Give to:

International faith based charities	International secular charities
National faith based charities	National secular charities
Local faith based charities	Local secular charities

Disaster Appeals - £150 to be sent immediately and reported to the PCC retrospectively. Amount to be reviewed annually.

5. Methods

- a) All funds raised must be processed through the Church accounts.
- b) Much should be done through specific fund-raising with encouragement to groups to adopt or sponsor a project.
- c) Encouragement should be given to groups to take part in a regular programme of coffee mornings/fund raising events to raise money for charities.
- d) Church members should be encouraged to give through Gift Aid or similar whenever possible.
- e) The Extra Parochial Giving policy should be widely publicised in order to inform and encourage Church members.
- f) Cultivate close relationships with the charities the Church raises money for to encourage support and feedback which, in turn, will encourage further fundraising. Any feedback from such charities should be relayed to the congregation.

Exceptional Circumstances

In circumstances when money is given in response to an exceptional appeal, the Churchwardens and Treasurer will determine whether such monies raised should be treated as part of our Extra Parochial Giving.

David Brown – PCC Treasurer

CHARITABLE STATUS

The Parochial Church Council (PCC) is registered as a charity with the Charity Commission, in compliance with statutory requirements (Registered No. 1132843). The PCC has no direct links with other trusts or charities, except that the Rector is ex officio chair of the Richard Taylor Educational Foundation.

