

St Mary-the -Virgin
Horsell



The Annual Parishioners Meeting and
The Annual Parochial Church Meeting
18th October 2020, 11:15 a.m.
St Mary's Church, Horsell

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AGENDAS FOR THE ANNUAL MEETING OF PARISHIONERS and THE ANNUAL PAROCHIAL CHURCH MEETING of ST MARY-THE-VIRGIN, HORSELL 11.15am Sunday 18th October 2020 in St Mary's Church

ANNUAL MEETING OF PARISHIONERS

You are entitled to vote in the election of Churchwardens if you are either on the Church Electoral Roll or on a register of Local Government Electors because you live in the ecclesiastical parish.

1. Prayers
2. Apologies
3. Minutes of the 2019 Annual Meeting of Parishioners
4. Election of Churchwardens for 2020 - 2021

ANNUAL PAROCHIAL CHURCH MEETING

You are entitled to vote at the Annual Parochial Church Meeting (APCM) if you are on the Church Electoral Roll.

1. Minutes of 2019 Annual Parochial Church Meeting
2. Annual Report for 2019
 - a) Electoral Roll
 - b) Report on the fabric, goods, and ornaments
 - c) Report on the PCC's proceedings
 - e) Financial Statements
3. Appointment of the Independent Examiner
4. Elections:
 - a) Deanery Synod
 - b) Parochial Church Council
5. Annual Reports from Church Organisations (Book 2)
6. Vicar's report for 2019
7. Discussion on matters of general parochial interest (it would be helpful, although not essential) if you would notify the Vicar or Secretary of any items before the meeting begins.

**Minutes of The Annual Meeting of Parishioners and
The Annual Parochial Church Meeting
Sunday 28th April 2019 at 11:30
In St Mary's Church, Horsell**

Minutes of The Annual Meeting of Parishioners

1. **Prayers** – Rev'd Hayes said a prayer for the meeting.
2. **Apologies** – Rosemary Foster, Brian Hughes, Geoffrey Johnson, Alan Nichols, Tony Noel, Vanessa McMurtrie, June Osborne, Marian Wernham, Roy Wernham, Elizabeth Williams
3. **Minutes of the 2018 Annual Meeting of Parishioners** – Accepted unanimously.
4. **Elections of Churchwardens for 2019 – 2020**
Rev'd Hayes reminded the meeting that Helen Edwards and Mike Couper were re-elected last year; Helen for the third year, and Mike for the fourth year. Many thanks to both of them. The Vicar asked the meeting to give them a big hand of applause to show appreciation for all their work and support. Helen has decided to step down from being a Churchwarden but hopes to continue to serve on the PCC. Mike Couper presented Helen with a gift of wine from the parish. Mike Couper has agreed to serve for another year. Pam Rowe has also been asked to stand as a Churchwarden. The PCC Secretary has received nomination papers for each of them. There are no other nominations. Mike Couper was re-elected as a Churchwarden unanimously. Pam Rowe was elected as a Churchwarden unanimously.

Minutes of The Annual Parochial Church Meeting

1. **Minutes of the 2018 Annual Parochial Church Meeting** – Accepted Unanimously.
2. **Annual Report for 2018**
 - a) **Electoral Roll** - In the annual report for 2018 the electoral roll number fell from 183 to 167 at the end of 2017.
This reflected a significant number of deaths as well as people moving out of the area. (Rev'd Hayes reported that as of the 12th April 2019, 158 were on the new electoral roll and this is 160 at present.) St Mary's has done fantastically with 55 new people, of those the majority are new to the church in the last 5 years. Rev'd Hayes reminded the meeting of the brochure 'What it means to be a member here at St Mary's'. Many thanks to Brian Sheriff and his work on the Electoral Roll revision in 2019.
 - b) **Report on the Fabric, goods, and ornaments** – All in good order.
 - c) **Report on the PCC's proceedings** – Thank you to the Churchwardens and PCC Secretary for putting this together. The Vicar spoke about the focus of PCC meetings being key mission and vision items before addressing other ordinary business.

- d) **Deanery Synod** – St Mary’s Deanery Synod representatives are Ruth Carter, David Leach and Gill Squibb. Rev’d Hayes gave a brief report on the Deanery Synod for 2018. There has been good attendance at the meetings by St Mary’s representatives and Rev’d Hayes. The year began with a talk by a speaker from The London Institute for Contemporary Christianity on being an everyday Christian. Bishop Andrew was also a speaker in 2018 with his talk on Sexuality.
- e) **Financial Statements** - David Leach (PCC Treasurer) presented the financial statements. St Mary’s financial review included slides with graphs showing sources of expenditure, sources of income, total Planned Giving income, Planned Giving, as well as the age profile of St Mary’s, and statistics on giving by the Diocese. The Treasurer also showed a helpful video explaining Parish Share. David highlighted the age profile in terms of giving. He reminded the meeting that the investment in Children and Families has made a difference. David talked to the parishioners about how they can help. He thanked those who give regularly and asked that people review their giving. David also reminded the meeting that Planned Giving is the way to support the church and contribute to it. He concluded by saying that it would be very much appreciated if parishioners join Planned Giving. In closing, David thanked Hilary Mills for doing the banking, Lucy Leach for handling Gift Aid, and the Finance and Property Committee for the support they give to him as PCC Treasurer.
3. **Appointment of the Independent Examiner** – Proposer -Helen Teresa Edwards, Seconder – Hilary Mills,
Unanimously approved.
4. **Elections:**
- a) **Deanery Synod** – No elections this year.
- b) **Parochial Church Council** – With the new electoral roll size the PCC will remain at 12 this year, although further members can be co-opted.
Hilary Mills, a long-standing member of the PCC, has decided to retire. Rev’d Hayes thanked Hilary for her work as a PCC member and in leading the Pastoral Team. Hilary will continue to support Pastoral Care as well as continuing with the banking. Hilary was presented with a gift from the parish.
There are now 2 vacancies on the PCC.
Helen Teresa Edwards elected unanimously to the PCC.
There is now one further vacancy on the PCC which means a member can be co-opted during 2019.
- c) **Sidesmen** - Rev’d Hayes read out the list of Sidesmen and thanked the men and women who serve as Sidesmen and Mark McMurtrie who leads the team. She also thanked the Welcome team as well, led by Jennifer Richards. The list of Sidesmen was unanimously approved.
5. **Annual Reports from Church Organisations (Book 2)** – Rev’d Hayes thanked all involved at St Mary’s, the cleaners, coffee makers, and all who help keep the church operating. She also thanked all involved in Church organisations for all their hard work.
6. **Vicar’s report for 2018**
Reverend Sarah Hayes began by saying there are many things for which we need to give thanks. Since last year’s APCM the parish said farewell to some much-loved Church members: Arthur Bennett, Trevor Brokenshire, Margaret Eatough, Muriel Green, Muriel Jerrard, Chrisa Dickson Leach, Frank Osborne, Joan Payne, John Simonson, Joan Stevens and in 2019, David Bramwell, Pauline Medhurst and Cyril Pawley.

There are many new people as well, with 55 new to the parish on the electoral roll.

Rev'd Hayes told the meeting that St Mary's was committed to the investment of the Children and Families worker for the next 3 years. As Children and Families worker, Marcus Brookfield, has a fundamental role 'sowing seeds of vision and faith'. There are 7 in the 9-13 group who are preparing for confirmation in June.

Rev'd Hayes reminded the parish that the 'Open the Book' team has an amazing ministry with weekly dramatisations for services and school and thanked them for this work. She also spoke of the importance of Marcus building relationships with the Junior School and thanked the Governors of the school. Rev'd Hayes talked about the important links St Mary's has with the community; hosting school visits from Goldsworth Park School and St Andrew's School, as well as with the Rainbows, Cubs, Guides, and Brownies. She thanked Marcus for his dedication and enthusiasm.

The Vicar told the meeting that the PCC decided to ask the Diocese to extend the licence for Rev'd Peter Brown. His complimentary ministry is very much appreciated. Rev'd Brown continues to lead the evening Taize Services and the Prayer Team, and this year also led a retreat at Salisbury. In 2018 both Elaine Brown and Roy Wernham have continued to serve as LLM's. Rev'd Hayes also reminded the meeting of the monthly and weekly prayer meetings and encouraged people to attend.

Rev'd Hayes thanked Brian Sheriff for his work on GDPR, as St Mary's now has a new database, as well as the Finance and Property Committee, for all their work in 2018.

She reported that the closure of the churchyard work is progressing, as Woking Borough Council will be taking on its maintenance. Rev'd Hayes reminded the meeting of all the ways St Mary's has been making links in the community and working with them: on the Wildflower garden for the Garden Safari, the Churchyard Poppy Trail, the Garden Safari, and with all Nurseries, as well as the Junior School and the High School.

St Mary's also hosts the meetings for Horsell Prepared as well as other events in 2018: The Flower Festival, Heritage Festival, St Mary's Beacon and the Operatic Society to name a few.

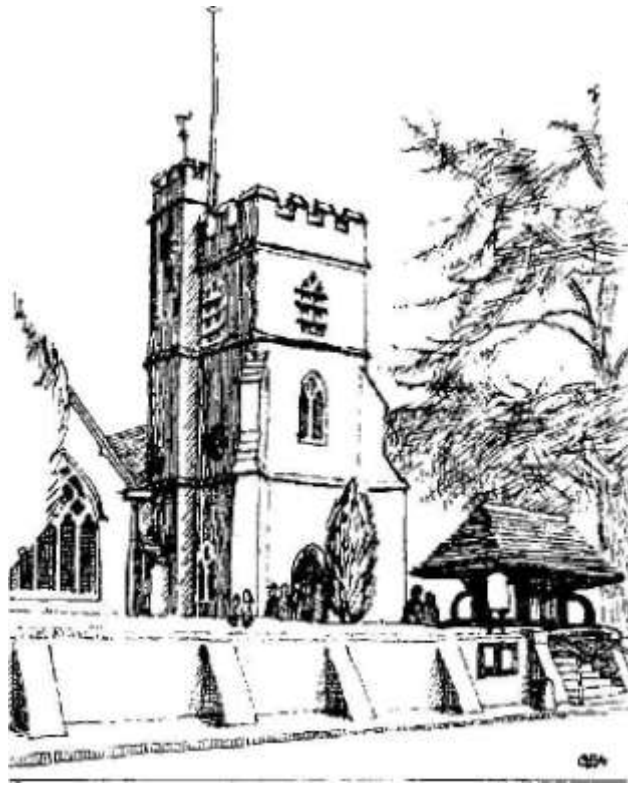
Rev'd Hayes spoke about the success of the pilot for Messy Church which is part of the Bible Reading Fellowship. Whole families are attending with an average age range of 85-90 attendees. It is for the Messy Church Tea that it would be helpful to remove some of the pews in the North Aisle of the Church. The PCC has decided to run Messy Church Monthly, and it now has a team of 17 people! Rev'd Hayes talked of 'sowing seeds of Good News and Faith' and concluded saying 'In Jesus we have something of priceless value to share'.

7. Discussion on matters of general parochial interest. There were no items for discussion.

Margaret Johnson had some words of praise and thanks for Rev'd Hayes and thanked her for all that she does as Vicar.

The Meeting concluded with The Grace Prayer

Church of St Mary-the-Virgin
Horsell



PCC Annual Report for 2019

Directory

www.stmarys-horsell.org.uk

Incumbent: Rev'd Sarah Hayes

Tel: 01483 721901 e-mail: sarah@sehayes.co.uk

The Vicarage, Wilson Way, Horsell, Woking, Surrey

Assistant Minister: Rev'd Peter Brown

6 Waldens Park Road

Parish Administrator: Helen Gravette

01483772134 email stmaryshorsell@btinternet.com

Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey (Tues, Wed, Fri 9am — 1 pm)

Wardens: Pamela Rowe co/- Parish Office
Michael Couper,
17 Pine Close, Horsell, Woking, Surrey
Tel: 01483 770920

Secretary: Sarah Bugler

Treasurer: David Leach

Bank: CAF Bank
25 Kings Hill Avenue,
West Matling,
ME19 ATA

Independent Examiner: David Weller

Charity registration number: 1128175

PCC Annual Report for the year ended 31st December 2019

The Parochial Church Council (PCC) is responsible for co-operating with the incumbent, Reverend Sarah Hayes in promoting in the ecclesiastical parish of Horsell the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibility for the Church of St. Mary the Virgin, Horsell and its grounds.

Membership

The incumbent, churchwardens and synod representatives are automatically members of the PCC. Other members are elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules or are co-opted by the PCC.

During the year the following served as members of the PCC:

Incumbent: Reverend Sarah Hayes

Wardens: Michael Couper
Pamela Rowe

Representatives on the Deanery Synod:

Ruth Carter

David Leach

Gill Squibb

Elected members:

Sarah Bugler

Helen Teresa Edwards

Sarah Gladstone

Margaret Johnson

Mark McMurtrie

Jennifer Richards

Brian Rowlatt

Brian Sheriff

Lesley Templeman

Electoral Roll, PCC and Church Attendance

1. At the end of the year there were 167 on the Church Electoral Roll (compared with 183 at the end of 2018).
2. The usual Sunday attendance, counted during October, was 104 (95 in October 2017). 266 adults and children attended services at Easter (232 in 2017) and 1225 on Christmas Eve and Christmas Day (1147 in 2017).

Fabric, goods and ornaments

3. The Churchwardens have undertaken the annual inventory of the goods and fabric of the Church and report that all are in good order.

Review of the PCC Year

4. The PCC met 5 times in 2019. The average attendance was 83%. The PCC welcomed Brian Rowlett who was co-opted to the PCC in May 2019.
5. At PCC meetings throughout the year the focus was again on strategic mission and vision items.
6. In January, the PCC discussed good reviews of the Christmas services, as well as Christmas Craft making, The Bible Course, and the Sermon Series. In 2019 the Easter services were also very well attended, and Easter Day was full.
7. In 2019 'Pause for prayer for St Mary's Church ministries' in the middle of the meeting, has continued to be led by a member of the PCC.
8. St Mary's Teams and Sub-Committees are key to supporting the PCC's involvement with the congregation, as well as in the Parish, and the community. The Pastoral Care Team, the Outward Giving Team as well as the Finance and Property Sub-Committee, each commit a great deal of time every year. Along with the papers for each PCC meeting, each member is sent reports from each of St Mary's extremely dedicated teams and Sub-Committees, as well as the many Church Groups, and the Deanery Synod representatives, put together by Helen Gravette (Parish Administrator). This allows the PCC to discuss how best to plan to meet any needs they may have, encourage people to volunteer and help, as well as what progress they have made.
9. At the first PCC Meeting of 2019, it was reported that 113 people attended the most recent Messy Church meeting for families and people of all ages. There was an update that new team members had been recruited, and there was a need to create more space for this successful service at St Mary's to continue to flourish. As the pilot for Messy Church was now completed (the first meeting was Sunday 13th May 2018), some changes were planned. The PCC approved the purchase of a dozen more tables, and it became clear that some of the North Aisle pews in the church would need to be moved to accommodate both crafts and serving a meal during Messy Church.
10. Marcus Brookfield (Children and Families Worker) gave a report to the PCC at the meeting in July, with updates including the 'Jesus and Me' Sunday Groups, as well as the All Age Service. He highlighted the need for new leaders for 'Jesus and Me' as well as the 9-13's Group. In August, Rev'd Sarah Hayes and

Marcus Brookfield held several brainstorming meetings to consider and plan St Mary's Children and Families work going forward.

11. St Mary's Parish Safeguarding Officer, Chris Pulford, visited the first PCC meeting of 2019 to review
12. Safeguarding. She gave a training update, and a Parish Self-Audit was completed together with an Action Plan. As her term in this role was ending in August 2019, a new Parish Safeguarding Officer would need to be recruited.
13. At the PCC meeting in May, 'The Annual Review and Adoption of the House of Bishops Safeguarding Policy Statement and supporting policies and practice guidelines', was agreed by the PCC.
14. In early 2019, Margaret Johnson stepped down as St Mary's Representative on the 'Churches
15. Together in Woking' Committee, a role she has shared with Gill Squibb for many years. Brian Sheriff and Gill Squibb are St Mary's Representatives currently, continuing this important link with the wider church community.
16. In March, the PCC considered an outline paper and diagram prepared by the Finance and Property Sub-Committee to extend St. Andrew's Room, and a new sub-committee was formed to take this forward. The PCC contemplated the need for an extension for much required space and facilities, as well as considering the changing needs of the St Mary's congregations, Church Groups, and Teams.
17. Over the course of the year it was necessary to find a new printer for 'Horsell Matters' magazine. The PCC felt that it was very important to St Mary's, and the community, to continue this informative parish magazine, edited as well as formatted by Rev'd Hayes.
18. The new Baptism Team: The Vicar and Coral Colclough, was announced to the PCC at the October PCC meeting to help families prepare for Baptism.
19. In July, Lesley Templeman decided to retire after 29 years of service as a Horsell Church of England Junior School Governor. She continues to serve as a PCC member.
20. In October, Roger King gave his first written report to the PCC as the new Parish Safeguarding Officer. He took over this role in September for a two-year period.
21. At the October PCC meeting, the PCC Treasurer, David Leach, gave a report on Parish Share with details of Parish Share 2020. Details in the Financial Statements.
22. It was announced by the Churchwardens to the congregation in October that the Vicar, Rev'd Sarah Hayes would be leaving St Mary's in January 2020 after six years. The Archdeacon, The Venerable Paul Davies, confirmed this news and gave details of the preparations for a Vacancy in the 'Archdeacon's newsletter for the Parish of Horsell'. In the New Year, the parish will say goodbye and give thanks for Rev'd Hayes' ministry at St Mary's, support the Churchwardens during the Vacancy, and pray for the right person to be chosen as the new Vicar.

Review of the Deanery Synod Year Deanery Synod met three times in 2019.

At the February 2019 meeting, Bishop Andrew spoke on same sex relationships and relationships more generally. Bishop Andrew asked whether the church was a bit obsessed with marriage and risked excluding single people. Bishop Andrew thought that the church could move forward without division and spoke of covenant friendship such as David and Jonathan or Naomi and Ruth.

At the May 2019 meeting, churches in Woking considered the Strengths, Weaknesses, Opportunities and Threats to Woking's churches and prayed together.

Strengths: Numbers who pass through our buildings, toddler groups and links with schools

Weaknesses: Church buildings hidden among other buildings, without parking and costly to maintain.

Limited diversity.

Opportunities: New housing areas. The need for a sense of community

Threats: Erosion of Sunday as a holy day. Busyness, commuting and comfortable lifestyles. Ageing congregations.

At the October 2019 meeting, David Welch from Guildford Diocese spoke on youth work advising that 13% of 11-18 year olds are practising Christians and 21% identify as followers of Jesus. Young people are looking for meaning, faithfulness and to be individually loved by Christians of any age.

During 2019, Woking Deanery saw key personnel changes. Martin Breadmore was appointed as Archdeacon of Dorking of which Woking forms a part of. Peter Harwood, vicar of Christchurch and Area Dean was appointed Director of Mission for Guildford Diocese. Peter was succeeded as Area Dean by Jonathan Thomas, vicar of St Peter's, Old Woking. John Keelty moved out of Woking and stood down as lay chair of Deanery Synod. John was succeeded by Geoff Pugh.

Safeguarding and Disclosure and Barring Service Checks 2019-2020

We wish to extend our thanks to Christine Pulford for all her hard work over recent years on managing activities relating to Safeguarding and Disclosure checking. This has been greatly appreciated by all of us at St Mary's. Roger King was appointed Parish Safeguarding Officer and DBS Validator with effect from 1 September 2019.

The PCC has had due regard during the year to the House of Bishops' Safeguarding Policy and Practice Guidance and has formally adopted a Statement of Safeguarding Policy which adopts the Church of England Promoting a Safer Church Policy Statement and the House of Bishops' Practice Guidance and the supporting diocesan safeguarding protocols.

A Safeguarding self-audit has been completed and a return made to the diocese. The self-audit identified some areas in which further work is required, notably the preparation and updating of risk assessments and the finalisation of role descriptions for the various roles within St Mary's.

Disclosure and Barring Service (DBS) checks and renewals have been carried out as needed throughout the year.