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PARISH OF SALISBURY ST MARK AND LAVERSTOCK ST ANDREW SALISBURY

Serving Jesus, Each Other and Our World

Parochial Church Council – Monday, 5th March 2018

to be held at 7.30 pm at **The Barrington Centre**

A G E N D A

		Action needed		Presented by
1	7.30 pm		Reading, prayer & lighting of candle	Chair
2	7.40 pm		Apologies for absence	MS
3	7.45 pm	Approve	Minutes of last meeting - 25 th January 2018	Chair
4	7.50 pm	Agree	Matters arising from the minutes	Chair
		For info	Safeguarding update <ul style="list-style-type: none"> • Safeguarding Officer - update 	ME
		For info	Leadership Team update	MT
			Core Strategy Group – Notes of 13 th February 2018 <ul style="list-style-type: none"> • Rotas – services from April onwards • Church Hiring / Payments • Safeguarding Officer recruitment 	
		Agree	Youth Minister Report	Ed H
		For info	Resources Group – Notes of meeting held on 5 th February attached <ul style="list-style-type: none"> • Yei Diocese 	DC
		For info	Serving Jesus - Notes of meeting held on 6 th February attached	JK
		For info	Serving Each Other - no meeting held	

		For info	Serving Our World - Notes of meeting held on 8 th February attached	JK
		For info	Deanery Synod / Churches Together – Notes attached	
		For info	2017 dates of meetings PCC Meetings – All meetings will be in the Barrington Centre PCC – Core Strategy Group – Tuesday 27 th March Annual Parochial Church Meeting 2018 – Sunday 22 nd April Resources Group – 1 st May 2018 SEO – SOW – 12 th April 2018 SJ –	

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PARISH OF SALISBURY ST MARK AND LAVERSTOCK ST ANDREW

DRAFT COPY

Meeting of the Parochial Church Council – 25th January 2018

MINUTES

Present: Rachel Beswick, Charles Dew-Jones, Jill Browning, Liz Bunting, Matt Earwicker, Alan Ely, Bryan Evans, Steve Hardy, Ed Haycock, Mark Inman, Linda Knapp, Pauline Munns, Joan Prior, Diane Roberts, Amanda Robertson, Maureen Snook, Mary Terry
Sarah Hardy arrived during the meeting

		Action
1	Meeting chaired by Curate, Revd Matt Earwicker. Renewing Hope candle lit. Reading – Paul’s letter to the Colossians Chapter 1 v 24 to Chapter 2 v 3. Christ suffering for you, for the Body of Christ but we are united in love and complete understanding. Paul is talking about himself but it is also about us being called:	

	<ul style="list-style-type: none"> • Called by God to serve • Serve the Church • Maturity in Christ <p>Prayer</p>	
2	<p>Apologies for Absence Debi Coveney, Sue Gallagher, Nicky Gowenlock, Jo King, Laura Lawrence, Jill Offer, John Read, Mary Sobucinski and Julian Sobucinski</p>	
3	<p>Minutes of the last meeting held on the 14th November 2017 Amendment to Minutes: Item 7 Resources – delete sentence “We are still paying for a Curate” Minutes approved and signed.</p>	
4	<p>Matters Arising from last minutes Item 4 – Tree stump and chippings. No further action to date. Item 5 – Safeguarding update: Booking conditions – no updated copy sent out to members as now looking to add the church building as well as Halls within the package. Churchwardens have in hand. Item 7 – Resources: Linda Knapp contacted the Diocesan Treasurer with questions about the Parish Giving Scheme and how will the scheme will be funded by the Diocese in the future. She received reply that cost of £15k is being borne by the Diocese for 3 years, then pro-rata by number of donors per parish, the cost of which will be included within the Parish Share calculation. Linda is still awaiting a response from the Parish Giving Scheme to her other query. Parish Share – Wardens wrote to Alan Jeans. Our numbers have gone down but the amount per head has gone up, so share has gone up, due to a technicality in the recording of numbers. Cannot be changed although if we have a long vacancy (over 12 months) we may qualify for a reduction. Resources to monitor. SEO Group – events – shared lunch due in March – need to be addressed. Item 12 – Mini Marks – Names of committee members to be ratified by PCC – Stephanie Gay and Sara Piggott – they have had DBS done but may need to be C1 trained. Proposed by Ed Haycock, Seconded by Jill Browning. All agreed with 1 abstention.</p>	<p>Church Wardens St M</p>
5	<p>Safeguarding Update: update from Revd Earwicker on vacancy for Safeguarding Officer. He is taking over the recruitment process for Mrs Bell and this is ongoing.</p>	
6	<p>Vacancy Update and Office: Mary Terry reported. Awaiting for applications. Familiarisation Day will be formatted by Wardens and members will be informed. We have to wait for shortlisting day before we know if we have any applicants. Office Admin: Leanne O’Reilly left in December for a new post. The decision has been taken not to recruit until a new incumbent is in place and discussions taken place on his/her needs. At present emails & phone management being dealt with by Charles Dew-Jones. Diane Roberts is managing the admin of the office (form filling, etc).</p>	
7	<p>Youth & Children’s Minister - Work Ed Haycock spoke to meeting about his typical week: Monday –planning meeting, prep day Tuesday – Outbreak at St Mark’s Junior School; Communita at St Andrew’s where they have started a craft table.</p>	

	<p>Wednesday – Mini Marks in the morning – group has been at capacity but not every week; Lunch at St Andrew’s School; evening Youth Housegroup at the Barrington Centre</p> <p>Thursday – day off – Study time for Degree</p> <p>Friday – meetings – seeing Jacinta – Flipside in the evening. They have a good team but have had some behaviour issues recently.</p> <p>Saturday – final planning for Sunday</p> <p>Sunday - Breakfast@9 then on to St Mark’s. There has been a reduction in volunteers for Sunday School at St Mark’s. Inspire (older children) has had a loss of numbers. The evening youth group meeting has stopped.</p> <p>Ed explained his Degree that he is doing in Youth & Community work at YMCA George Williams College, London. It is a secular degree with no theology but equipping for youth work. His essays suit the role he has at church. It is a 4 year course and has funding to the end of this academic year. He is looking at grants for next year. His tuition fees are £4,500.</p> <p>Ed offered to produce a leaflet with information on what is happening for young people within the parish and church.</p> <p>Ed also told meeting that Jacinta is doing voluntary work at St Edmund’s girls school.</p> <p>Flipside Constitution: To provide purpose and procedure of Group. They have on average 60 children who come at some point.</p> <p>Committee Management – Chair; Treasurer and Secretary.</p> <p>Youth Committee – selected at random consisting of 2 male/2 female and Another.</p> <p>Agreement to cover rent of Pavilion at £65 pm. Balance of door money to go to Flipside a/c in church accounts. It is a Church group so is part of the Parish.</p> <p>Day to Day running is fine but document structure needs amending/reviewing.</p> <p>Agreed Charles/Ed to work on re-write and any member to send comments/amendments. CSG to look at and final approval to be made by PCC.</p> <p>Ed was thanked for report thus far.</p>	
	<p>Groups – Matt Earwicker spoke about the information from the Groups for the PCC; we do not need the whole report but a section or separate piece listing the following: What does PCC</p> <ul style="list-style-type: none"> • Need to know • Need to discuss • Need to decide as a result. <p>This would be easier if there were bullet points listing the above so that we do not have to read through lots of papers. It could just be a summary for the PCC on a separate sheet or top of meeting notes.</p>	
8	<p>Serving Each Other – Main points of discussion:</p> <p>Changes to Easter Day service on the Rota – St Andrew’s will gather at 10am for one service. There will be no Breakfast@9</p> <p>Change to Maundy Thursday foot wash – now will be a shared Agape meal at 5pm for families. Discussion with SEO group.</p> <p>Suggested change name of 3rd Sunday “Songs of Praise” to Holy Communion with traditional hymns. Various other names were considered but no decision made.</p>	
9	<p>Serving Each Other - no meeting.</p> <p>PCC need to have a discussion about the needs of the group.</p>	
10	<p>Serving our World –</p>	

	Putting together a diary of events: Easter/Spring event; Poppies event in November; Summer Fete in August. Yei – What has the money we gave last year been used for? Morris Munns and Margaret Court may be able to answer. Resources & CSG to discuss.	
11	Church Together / Deanery Synod – meeting 22 nd January. Linda Knapp reported. Meeting attended by Matt, Alan, Charles, Jo and Linda and they were guests of the Methodist Church where they had enthusiastic youth reports from Bemerton Heath and Old Sarum. Grace Church run by the Bridge at Sarum Academy is encouraging. They had the new Heads Commissioning Service by Bishop Nick: Nicola Bell for St Edmunds, Andrew Bazen for Wyvern and Jonathan Curtis for Sarum Academy. Distribution of Lent prayer booklet to parishes.	
12	APCM will be discussed at CSG meeting on 13 th February. Members were asked to provide their reports from their various groups before the CSG meeting ready for approval at the next PCC meeting.	
13	Dates of next meetings 2018: PCC – Monday 5 th March (to agree annual report & accounts) Core Strategy Group – Tuesday 13 th February 2018 Annual Parochial Church Meeting – Sunday 22 nd April 2018 Resources Group – 1 st May 2018 SEO – SOW – 12 th April 2018 SJ -	

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Serving Our World Group (SOW Group) – meeting held on the 8 February 2018

Circulation: Charles Dew Jones, Bryan Evans, Ed Haycock, Mark Inman, Jo King, Morris Munns, Alma Southam, Ken Southam, Amanda Robertson, Sarah Hardy, Nicky Gowenlock

Present: Charles Dew Jones, Bryan Evans, Nicky Gowenlock, Sarah Hardy, Jo King, Morris Munns, Amanda Robertson. Apologies: Ed Haycock, Mark Inman, Alma Southam, Ken Southam,

Remit

Events, eg Laverstock Fun Day, Bethlehem Village
Ensure enquiries courses take place, eg Alpha
Support existing initiatives – Mini Marks, Open the Book, Communita, schools work, Christmas cards to the whole parish, Baptisms

Evangelism; serving our community, partners together; progress and implement welcome strategy

Mission overseas – i) allocation of mission giving; ii) prayer support via mission board, notice sheet info and website

Prayer The group prayed together.

List of Missions – Overseas and Home

It was **agreed** (subject to PCC confirmation) that we would pray for the following areas of mission during the coming year:

February – PARISH – new estates
March – OVERSEAS – Stokes family
April – HOME – Alabaré
May – HOME – The Bridge
June – PARISH – St Mark's area
July – PARISH – St Andrew's area
August – PARISH – youth and children's outreach
September – OVERSEAS – Yei Diocese
October – PARISH – Old Bishopdown area
November – HOME – Street Pastors
December – our Christmas services
January – City Leaders

The list will be put up at both churches and on the website.

Overseas / Local mission

- Attention had been drawn to mission on the News Sheet and at the recent prayer meetings
- Yei – **Action: Morris/Charles to find out more about the request for £7,500 and report to Resources Group**
- Jo put together updates from various local missions for the Churches Together in Salisbury and will send this to Maureen to distribute to the PCC.

How can we better advertise what happens at our churches?

- Mini Marks are on the playgroup websites
- Promote via app – Charles to send instructions. **Agreed: Nicky will promote Mini Marks and Flipside, Morris Crossbarr and ask Mary Terry to promote Communita.**

Welcome Group thought welcome at both churches was good. St Mark's had improved in last few months. **Recommendation to Resources Group to investigate the cost of putting a glass door inside the wooden door at St Mark's or putting solid door instead of the gates and a glass door instead of the wooden door.**

Enabling (formerly Inclusion) All the groups had been asked to complete information about various areas of our church life. The SOW group had been given the welcome area to look at but as we had already done this, we felt there wasn't anything else which could be done except the installation of a glass door at St Mark's (see recommendation above). Other comments were made about how we include people into our churches: i) need to ensure the services aren't too long – sometimes notices take a very long time; ii) larger print books might help some people but aware that not all the liturgy we use is in one book; iii) put up a screen in the crèche at St Mark's so that mums can watch as well as hear the service.

Mission around the parish

North estates

- Prayer continuing
- Café on the Green Mnager Angela Waterman who attends St Mark's
- The Methodist Church have opened a Friendship Group on Fridays
- Flipside runs each week

Old Bishopdown

- Crossbarr café – numbers vary but there are regulars and a welcoming atmosphere
- Mini marks is well attended

St Andrew's

- Communita continuing well; introduced craft in the church which has been welcomed
- B@9 numbers vary, few new people coming at the moment
- Possibility of a Youth Group in the village – prayer happening about this initiative
- Laverstock Fun Day – not sure if it will take place this year

St Mark's

- Carol singing had been good
- Prayer for people living in streets near the church is continuing (note being put through doors asking if people would like prayer for anything)
- Use of the garden as the weather gets better – Egg-stravaganza afternoon (10 different crafts) on the 24 March which will launch the Garden Gates Competition (ask Sarah Hardy if you want to know more)
- Ad hoc picnics after services during May, June and July
- Summer Fete 2 pm – 4 pm 11 August
- Anniversary of WW1 in November – community event, possibly make poppies to put in the garden (workshop 2 pm – 4 pm 27 October). Involve the local history group to put an exhibition?
- Carol singing 20 December

Men's Sheds Meeting being held at 6 pm on the 6 March at Alabaré's offices on Churchfields (Riverside House, 2 Watt Road, Salisbury SP2 7UD) Everyone welcome.

Baptisms Possibility of having a church "Godparent" for those baptised? Understand St Andrew's sends an anniversary card.

Dates of future meetings (8 pm at Sarah Hardy's home)

12 April 2018

The meeting closed with **prayer**.

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**Salisbury St Mark and Laverstock St Andrew
Safeguarding Report for PCC meeting to be held on March 5th 2018
Recruitment Procedures**

Please see the report sent to the CSG Meeting on 13th February 2018. As I have mentioned in previous reports, the PCC should bear in mind that the Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where national safeguarding policy and practice guidance is being followed. This includes practice guidance on safer recruitment.

Safeguarding Concerns

I have been called upon to give advice on a safeguarding concern, the details of which must remain confidential.

Safeguarding Training

C1 Safeguarding Course: 82% of people who are in roles that require DBS Checks have completed the C1 training. This leaves 13 people still needing to complete C1. Matt, Diane and Helen Coombe are qualified to deliver this course. It has been decided that it would make good sense to offer the next C1 course after the ACPM so that new members of the PCC can take advantage of the training.

C2 Safeguarding Course: Salisbury Diocese recommends that everyone who has a leadership position within a church should complete the C2 Safeguarding Course. This includes Church Wardens. All the LPAs will have completed the C2 safeguarding course by April 22nd, when they are due to be re-licenced. Ed has also booked a place on the C2 course. Unlike C1, this course cannot be offered in-house.

DBS Checks

All the DBS Checks and renewals are up to date. The Church of England no longer requires PCC Members to have routinely have a DBS check. I would however strongly recommend that the PCC should still require members to complete C1.

Procedural Consistency

In previous reports I have drawn the attention of the PCC to the fact that the contract for the hiring of church premises is not consistent with the Safeguarding Policy, Procedure and Guidance (April 2017). I am not sure if this has been remedied.

Recruiting a new Parish Safeguarding Representative

As you will probably be aware, in April 2017 I informed Jim Findlay that I wished to stand down as PSR. I understand that the role was advertised in both churches in the summer, however it would appear that no appointment has been made and the role has not been re-advertised. This is a role that both Salisbury Diocese and the Churches' Insurers expect to be filled in every parish.

I wish to let you know that I do not intend to continue in the role of PSR after the coming ACPM (22/04/18). It was not my original intention to give the PCC a deadline for appointing a new PSR but I hope that making it clear that I intend to stand down at the ACPM may speed up the recruitment process. I would not want the PCC to be under the false impression that I will just carry on as PSR.

I will of course be happy to support the new PSR in any way that I can.

Thelma Claydon

Parish Safeguarding Representative: Salisbury St Mark and Laverstock St Andrew

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PARISH OF SALISBURY ST MARK AND LAVERSTOCK ST ANDREW

MINUTES of the Core Strategy Group Held on Tuesday, 13th February 2018

Present: Charles Dew-Jones, Jo King, Liz Bunting, Mary Terry, Ed Haycock, Maureen Snook
Sue Gallagher arrived during meeting

Apologies : Revd Matt Earwicker, Debi Coveney

1	Reading & Prayer Mary read from Philippians Chapter 2 v1 “Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, ² then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. ³ Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, ⁴ not looking to your own interests but each of you to the interests of the others.” We are united in Christ. Followed by prayer	
	Mary informed the meeting that no applications had been received for the post of Vicar. Charles and Mary were to meet with the Archdeacon on Monday 19 th February to discuss the way forward. The outcome of this meeting to be given at either PCC on 5 th March or next CSG meeting. Email to be sent to all PCC members before an announcement in church on Sunday 18 th February to be followed by update in newssheet on the 25 th February.	
	Agenda items discussed in different order to those on Agenda circulated.	
9	Rota from April onwards. Mary had discussed with Matt. Churchwardens to take on the responsibility of the Ministry and Laity rota. Peter Dominy had been spoken to as well as Jill Offer with regard to taking on some extra services. Both did not want extra work for various reasons but were willing to help. We have people around who we can ask to take services and the Churchwardens will get together to invite clergy to services. Matt will do one service per Sunday whilst still here. Church wardens will try to keep services as they are but this cannot be guaranteed.	
7	Church Warden/PCC election. Agreed that sign up sheets for the above to be in church from the 18 th March. There are 6 vacancies on the PCC this year : 3 members to be elected from each church. Notice to be put in newssheet as soon as practicable.	MES
4	Communication	

	Agreed that the monthly letter should be about the vacancy, changes to rota and what the weekly meetings consist of, what the PCC do and what the CSG do. Need to keep everyone informed.	Church Wardens
5	<p>PCC Groups</p> <p>There seems to be an imbalance within the groups. Need to define what is most important: Sunday School (lack of helpers); Cross bar Café (rota of helpers/Church wardens aware of issues) or one off activities.</p> <p>SEO group manage with helpers: events such as Agape, APCM & Matt's leaving will need manpower.</p> <p>Need to let people know that they can be on a group without being a PCC member. Need to try harder getting people from the wider church to help – speaking face to face provides better results than a sign up sheet.</p> <p>This group to have overall look at what is happening and to have a look at the structure of groups at the next PCC meeting after APCM.</p>	
3	<p>Yei Diocese</p> <p>Morris Munns provided an update to Charles following the Resource Group meeting:</p> <p>Jim's vision was for us to support Bishop Allison Theological College that was in Yei. When violence scattered the students it could not continue. In light of the continuing emergency the money we had earmarked for that was sent to support the needs of refugees and internally displaced persons (IDPs) many of whom had sought refuge on church property.</p> <p>This was done in March last year through CMS Ireland. They added £2k to our money and £12k was sent to</p> <ol style="list-style-type: none"> 1. Support Pastors & families remaining in Yei with food & basic necessities 2. Pay fees for their children to attend Immanuel school 3. Provide porridge for Primary School children <p>The Wallers believed that BATC would not re-open either in Yei or Uganda (where it had been previously in exile) as there were land disputes.</p> <p>Bp. Hilary courageously returned to Yei to be with his people.</p> <p>Contrary to expectations BATC has now re-opened in Uganda, with some ex-pat staff but they don't have books etc. which (if they still exist) are in Yei.</p> <p>Bp Hilary is assuming that we still wish to support BATC and has asked for a further \$10k (£7.2k) for the academic year (May2018 onwards) for</p> <ul style="list-style-type: none"> • Support staff • Student accommodation and upkeep for them and families • Transport to & from college (Yei and DRC) • Exam fees & transport to UCC • Stationery & office • Theological books for Diploma students & prospective Degree students • Food Pastors' relief 	

	<p>Margaret has told him that we are short of cash, but are considering what we can do.</p> <p>The recently appointed Archbishop Justin Badi has prioritised 'equipping the church' as well as solving the material problems of disruption.</p> <p>We could sustain our partnership with Yei either by continuing to support BATC as far as we are able.</p> <p>Or by supporting Immanuel Kindergarten. My guess is that BATC will not be as appealing to other donors as Immanuel.</p> <p>We received an acknowledgement that our money sent via CMS Ireland was sent to Yei but no confirmation from Bp Hilary that it had been received. We have £2000 to send from 2017 tithe. This should be split £1000 for the College and £1000 for Immanuel for the kindergarten. The £16k we forwarded may have been used for humanitarian aid to those who have been fleeing from their country. Need to find out where exactly our money has gone?</p>	PCC to approve
8	<p>Use of Church Buildings/Hiring Policy</p> <p>Charles gave clarification of this:</p> <p>If schools are using church as part of ministry and church members lead the service, it is a PCC responsibility and we are covered by our insurance.</p> <p>If schools hold a service or event that no church members are leading (such as end of term assembly or concert) then the school requires their own insurance and safeguarding policy.</p> <p>We need to provide a form for the schools if this is the case to ensure that they comply with providing documentation.</p> <p>Charles tasked to do the guidance</p> <p>Paying for use of building – suggestion that they pay toward heating (£50 suggested) and donation given.</p>	CDJ
10	<p>APCM</p> <p>Shared meal suggested.</p> <p>12.30 start of meeting with lunch (people to arrive from 12 onwards). Finished by 1.30 pm and home for 2 pm after clearing up.</p> <p>Chair to be either Paul Taylor (he has been asked) or Simon Woodley. Debi to be asked to do a simple power point for the finances.</p>	All CSG to be involved
2	<p>Safeguarding Officer update</p> <p>c. Applicant has yet to be interviewed. Matt is away and he will contact Karen upon his return. Applicant can be put in post before the APCM but this should be ratified at the APCM.</p> <p>GDPR (General Data Protection Requirements) (The GDPR, which takes effect May 25, 2018, is designed to unify data privacy requirements across the European Union (EU). If you market to or process the information of EU Data Subjects – which include end users, customers and employees – you need to learn how to address these key requirements.)</p> <p>Suggestion that Karen Bell (applicant) be invited to the next PCC meeting to explain about GDPR to the PCC).</p> <p>b. Church Recruiting Policy – Jo King responsible for St Mark's and Diane Roberts for St Andrew's. Diocese advised Jo that she did not require any</p>	

	further training as she is covered by her work. Diane and Matt have done the S1 Safer Recruiting course with the Diocese. Ed Haycock is doing his S1 training in March. a. noted by group d. discussed under b.	JK to provide email
6	Children & Youth Minister line management Discussion and decision taken that Mary and Charles would meet with Ed to formulate a better understanding of his role and vision for the Parish. Once done, will be shared with CSG and PCC.	CDJ & MT
	Dates of Next meeting Tuesday, 27th March 2018 at 2 Willow Close, Laverstock – 7.30 pm Meeting closed.	All to note

6

Serving Jesus Group - Enabling

<p>What is there?</p> <p>St Mark's Holy Communion at 9 Together@ten Holy Communion at 10.30 Morning Worship at 10.30 Monthly prayer meeting at 6pm Holy Communion with hymns at 5pm Occasional offices</p> <p>St Andrew's Breakfast@9 Holy Communion at 10.30 Midweek Communion Festival services at 10</p>	<p>What are we doing?</p> <p>Formal, common worship, books and hymns, no audio Informal, starts with coffee and croissant, includes crafts, screen Semi-formal, uses common worship, books and screen Less formal, loosely based on common worship, books and screen Casual, semi-circle, often no audio Formal, common worship, books and hymns, main church Usually include printed handout</p> <p>Informal, based on food and community, screen, no books Formal, common worship, books and hymns Formal, common worship, books and hymns, no audio Slightly less formal, common worship, hymns, sometimes screen, usually printed handout</p>
<p>Does this exclude people?</p> <ul style="list-style-type: none"> • Some services are too wordy • Often the words are too complicated and not in common usage • Directions for action (standing, sitting, going forward) not always clear • Some services (e.g. Mothering Sunday) are uncomfortable for some people 	<p>What could be done to include people?</p> <ul style="list-style-type: none"> • There are less wordy services • Need simple explanations or use of alternative words • Include instructions where necessary or appropriate • Provide and inform about alternative services on those days, and generally make it clearer what can be expected at each service

<ul style="list-style-type: none"> • Sometimes people choose not to come because we do not make it clear enough that they are welcome (e.g LGBT+, but also others) • Some (e.g. families with young children) unclear how welcome they are if noisy • Too noisy at start – distracting for some older members and those with mental health issues • Not everyone can see/look at a screen • Up-front personnel not reflective of the breadth of the congregations 	<ul style="list-style-type: none"> • Consider a statement on the website which makes it clear that everyone is welcome • Make announcement at start of service, including giving name of leader, and that the noise of little children is not a problem – CONSIDER: set text to start services • After initial welcome and notices, provide a few moments quiet to allow people to prepare themselves • Make sure screens are visible, text is large enough, and alternative is provided where appropriate • Increase the profile of those volunteering behind the scenes. Include people in rotas for readings/prayers who would not normally be chosen (children, ESL speakers, those not used to being up-front), give them training, and support them as they do it.
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Minutes of the Resource Sub Group of the PCC of

Salisbury St Mark & Laverstock St Andrew

Held on Monday, 5th February 2018

Present: Charles Dew-Jones, Maureen Snook, Alan Ely, Linda Knapp, Jo King and Jill Browning

Apologies: Mark Inman, Debi Coveney, Matt Earwicker

1	Charles opened and Chaired meeting. Reading from Exodus 31 v1-3 Just as Moses was given instructions for the Ark of Covenant so we people are called who have skills and we can apply them with the spirit of wisdom, knowledge and understanding.
2	Minutes of the last meeting held on 6 th November 2017 were agreed following amendment in AOB regarding planning application. Should read that the lane access to the field behind the property is church property and not “point of note – did they know that the driveway and rear of the property was church property”.
3	Matters Arising: Health & Safety update – due in February. Jo has in hand. Tree clippings – Charles taken no action but Jo is meeting with Helen Coomb from the Café and Ed Haycock to discuss the outside area and what they require to make better. New surface rough estimate £3/£4k which may be obtained with a grant and the chippings would be dealt with at the same time as any refurbishment of the garden area. Deadline – end March. Parish Giving Scheme – Linda had now received a response from the PGS which she read. It is financially self supporting. Altar Cloths – Alan has spoken to the Church Wardens at St Andrew’s but had no response.

	<p>Flipside accounts/monies. Maureen had met Ed and closed his 2017 accounts leaving him with £150 float for the tuck shop and any monies from sales will be used to purchase more stock. Jacinta has taken over as Treasurer and she will be giving the door money to Maureen on a monthly basis.</p> <p>Maureen also will be managing the Mini Marks accounts until a new Treasurer has been appointed.</p> <p>Annexe Heating – Fault was in the controller which has now been replaced like for like. It is set at 12°. Instruction booklet is in the Annexe drawer.</p> <p>Legacy Leaflet – Jo will be working on a draft for the next meeting.</p> <p>Planning Application – Linda replied to Council in her own name. Planning consent given with conditions.</p>
4	<p>MAP</p> <p>Annexe refurbishment on hold.</p> <p>Progress on Youth & Childrens Minister – discussion in Accounts</p> <p>Cost saving – see next item</p>
5	<p>Photo Copier – Church Office</p> <p>Charles had received details from the copier people. The existing one is 3 years old. We pay a high rate for colour copying and a new machine could halve the price of a colour copy. Downside is that it would take 5 years to pay for a new machine.</p> <p>Recommended that the existing copier is set to Mono; Notice on copier to only use colour if absolutely necessary; Charles to speak with Ed about colour copying.</p>
6	<p>Toilets in Annexe</p> <p>Charles spoke to Electrician/Plumber – has worked booked for 2 weeks so could programme in for 3 weeks time. Deadline for change of water heaters end February. Once replaced then the decorating can commence. The Disabled Toilet is also in need of a fresh coat of paint.</p> <p>Charles to follow up with plumber for date</p>
7	<p>Q4 Accounts</p> <p>St Andrew's – Breakfast@9 – paying its way</p> <p>St Mark's – Income £102165 which leaves a deficit of £6222 overall. Giving has improved. Paying for a Youth & Children's Minister is part of our mission.</p> <p>Parish share for 2018 is £51k.</p> <p>Giving for 2017 – no figures from Debi but at home we agreed to support Street Pastors, Alabare and the Bridge (who have been paid quarterly). Overseas we support the Stokes and Yei Diocese. This was for 3 years and the SOW group will be looking at our support in 2018. We are also giving 2x our overseas to Yei. Discussion on how we would send funds but we need to know where the money we sent last year has been used and if it got to it's destination.</p> <p>Decision on annual giving support to be approved by CSG/PCC.</p>
8	<p>Booking Forms – Charles and Jo have in hand</p>
9	<p>Legacy leaflet – Jo in hand</p>
10	<p>Enabling Group – Responsibility of the Church Wardens of both churches</p>
11	<p>Risk – Jo has attended Safeguarding C2 training. She has templates for risk assessments in office which can be used by those organising church events. We need to review all our policies: Health & Safety, Fire, slips & trips; Hazardous substances; baptism pool; safeguarding. How many policies do we have? Would be good to have a policy person to collate all policies and bring them to PCC so that they can be updated in a timely manner. Perhaps for Safeguarding Officer?</p>
12	<p>Data Protection</p> <p>The new regulations come into force in May 2018. We need to get permission from people to have their name and addresses on any lists (e.g church directory)</p> <p>CSG agenda to discuss</p>

	Invitation to new Safeguarding Officer (when appointed) to attend PCC meeting in March to give overview and for us to put into action.
13	Lady Chapel & Loop System We do not have loop system in Lady Chapel which means some people cannot hear services, in particular the 9am on the 1 st Sunday. Portable loop costs around £250. Using a microphone would not help. Jo agreed to set up a sound system in the Lady Chapel and see if that helps people to hear. If that doesn't work, we could ask people what they thought about moving to the main church? Jo to arrange and monitor.
12	Date of next meeting – 1 st May 2018 at 8pm

Resource Group meeting

Notes for PCC meeting – 5th March 2018

What does the PCC:

Need to know:

Barrington Centre garden – discussion with Helen Coomb & Ed Haycock

St Andrew altar cloths

Photo copier in Office

Yei giving

Annual giving

Risk – update Policies

Data Protection

What the PCC:

Need to discuss

Yei Diocese

Data Protection

What the PCC:

Need to Agree:

Monies for Yei

8

PCC Policy for use/hiring of Church Buildings and Halls by individuals or groups not run by the PCC of Salisbury St.Mark and Laverstock St.Andrew St Marks' Church or St Andrew's Church (Including Curtis Room)

-School use: services and special seasonal events in which the Clergy and/ or other appointed lay officials and/or general members of the church participate form part of the PCC's business and as such no hiring rate is charged and the church's own insurance would cover such use.

-Whilst there is no fee charged for the use of the church for these events a voluntary cost contribution may be requested between £50 and £200 depending on time of year and the number of hours the church is used and the need for additional prior use for practices. (No such request however should be made for schools with strong/ direct links eg St. Andrew's School , Wyvern College and St Mark's Junior School)

-A "Church Buildings" booking form should be completed in every case and particularly when the event/use does not form part of the PCC's business so that clarity is achieved on issues of insurance and safeguarding. Halls eg Barrington Centre and St Mark's Church Annexe

-for 2018 the standard rate of hire is £15 per hour subject to minimum of £45. Regular hirers will receive a discounted rate as specifically agreed and then reviewed from time to time by the churchwardens.

- Standard "Halls" booking form to be completed *

- Hirer to receive and acknowledge receipt of booking conditions/terms & conditions* *an exception to this requirement applies when the "Hall" is being used as part of a church service or church related special event being part of the business of the PCC. In these cases the church booking form should be used instead.

Approved by PCC(Chairperson)

9

St Mark's Church, Salisbury and/or St Andrew's Church, Laverstock Contact Points The Church Office
64 Barrington Road Salisbury SP1 3JD Tel 07933 952 171 Email stmarkssalisbury@gmail.com

Booking and Use Terms and Conditions for both churches As approved onby
the Parochial Church Council of the Ecclesiastical Parish of Salisbury St. Mark and Laverstock St.
Andrew

Booking Conditions

1. By making a booking the user understands and accepts the Terms and Conditions of use
2. In order to use either church building, the user will be required to complete a booking form
3. Users are politely invited to make a donation either before or after use to cover expenses such as heating. The suggested amount ranges from £50 to £200 depending on extent of use
4. Donations to be made by cheque, cash or a direct bank transfer into the account of The PCC of St Marks and St Andrews , Sort Code 40-52-40 Account No 00009668.

Terms and Conditions of use:

1. The user is responsible for undertaking its own risk assessment for the activity/event/use of the church(es)
2. The user shall during the period of hiring be responsible for: The fabric and contents of the church(es) and the behaviour of all persons using the church(es) whatever their capacity The supervision of considerate car parking arrangements
3. The hirer shall ensure that any electrical appliances brought into the church by them shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and PAT tested.
4. The user must report all accidents involving injury to a churchwarden and the incident should be recorded in the accident book held in the kitchen(s)
5. The user indemnifies the Parochial Church Council against all liabilities and losses that may arise as a result of the use and it is the responsibility of the user to hold appropriate public/employee/equipment insurance cover.
6. Any organisations or individuals using the church for the purposes of holding activities involving children or vulnerable adults are confirming by accepting the terms and conditions of the booking that they hold and will abide by an appropriate safeguarding policy.
7. At the end of use it is necessary to liaise with the churchwardens or a church representative to return the church to its normal layout and rubbish should be removed.

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CHURCHES TOGETHER IN SALISBURY – REPORTS – JANUARY 2018

The Bridge Youth Project The primary team are thrilled to announce that they are now at capacity with 15 active primary schools now on board. The new 'services to primary schools' package means that schools now have to make a nominal contribution to the work in order to access all our services. All of our lessons have been re-written to accommodate the new 'Understanding Christianity' resource that has been produced by the Church of England aimed at enhancing the teaching of Christianity within RE. For more information please do take a look at our website (www.the-bridge.org.uk) where you can read about all the lessons, collective worships, whole-day events, social skills workshops and prayer spaces that we currently offer primary schools. If you have people in your church who might enjoy volunteering in their local school on behalf of your church, or who have a particular passion for making a difference in the lives of children in primary schools, please do get in touch! We have opportunities ranging from just 1 hour a week upwards. The mentoring scheme continues to grow across four local schools; Wyvern College, Sarum Academy, St Edmund's Girls' School and Avon Valley College. We have approximately 30 active mentors represented from 15 different churches across the Salisbury area and yet there are still lengthy waiting lists and more mentors are needed for young people in these schools, particularly (but not exclusively) male! Please do get in touch with Kate Moody, our Mentoring Coordinator, if you would like to explore getting involved. Kate's email is mentoring@the-bridge.org.uk We are delighted to announce that we have a new permanent office base in Salisbury now, at Sarum Academy. We have also been given use of their chapel in order to run a year-round prayer space for students and staff. We are really excited about the opportunities at Sarum Academy and are thrilled to be working alongside Jonathan Curtis, the head teacher and his team. We should also note that our office at Avon Valley College in Durrington will continue to act as our main base as a charity. The secondary team continues to provide lay chaplaincy to a number of different schools locally. The ALICE course is proving to be particularly popular and supports a large number of year 8 and 9 girls in the development of their self-esteem, resilience and self-worth. The team delivered a large number of Christmas assemblies based on the quiz show, The Chase, which were received well. Dave and the secondary team are looking to undertake a greater number of lessons and speak into the RE curriculum over the course of this year. The Bridge team would like to wish you all a very happy new year and thank the churches for their generous support and partnership. Here's to an exciting 2018!

Alex Ewing, Director

Local Houses of Prayer (LHOPs) are continuing to meet across the city. More information from Angela Mould

Alabaré Christian Care and Support Here at Alabaré we know that many of you, individuals and churches, pray for us regularly. If you would like regular information about what to pray for us, please don't hesitate to get in touch with us. We have created a Church Liaison Team who would love to hear from you, your ideas for fundraising, offers of volunteering and any in your congregations who feel God calling them to become one of our Chaplains. There are many ways in which people can be involved with Alabaré – do you have knowledge of finance, HR, governance? Perhaps you could join one of our committees? Do you feel God's call to support our homeless services. Come and join our BIG sleep out at the Cathedral on the 2 February. Is God nudging you to

support our clients who have learning disabilities? Why not help out at one of our Development Centres, Café Delicious on Thursdays and Fridays preparing lunches or our Happy Monday Writing Group. And there's yet more Our last report informed you that we were applying for a number of contracts with Wiltshire Council. Hallelujah!! We won those contracts plus more! The future of one of our services looked doomed but then we were given a large donation which means we can continue for a further year. What an amazing God we believe in. The future though will be tough for us so we ask you to pray for us, for all the managers, for those making decisions. Thank you. I will leave you with Jacob's story "Since moving into Alabaré's young peoples home, I have successfully completed my first year of college and came out with the highest grades in my class (distinction). I have learnt to play the keyboard as my Alabaré home has a keyboard and I have started learning to play the ukulele! I also learnt to play swingball and got to teach my key worker and another resident how to street surf... which was fun! Going on runs and walks during my key working support sessions helped me to come out of my shell and build my confidence in talking about sports and just being myself. I feel I am ready to move on and start a new chapter in my life. I am looking forward to completing my second year at college and I aspire to become a physiotherapist. To do this I will have to go to university." Thanks so much for your support.

Andrew Lord, Chief Executive a.lord@alabare.co.uk / www.alabare.co.uk

Salisbury Street Pastors Street Pastors? Street Pastors? What are Street Pastors(SP)?' We must be asked that question every Saturday night of the year and nearly every Friday; as well as on high days and holidays when we also go out, for example, 'A' level results night. We have been doing this work/mission as volunteers, for 9 years and still we are asked 'what's a SP?' Perhaps it's the new young people who are out for the first time. 'Yes, yes, yes, but what do you do?' We meet, 4 to 6 volunteers, at 10:00 PM. We have a quick cup of tea, a briefing and a chat and then prayers for 10 minutes or so asking for God's help with the night ahead. We go out at 10:30. We are Christians from 9 denominations and about 25 churches located in and around Salisbury; probably an even spread of men and women. Our purpose is to help those on the streets, most of whom are between 18 and 30 years old. We also have time for the doormen/women, and enjoy a very good working relationship with them, and of course, the police. The police are very keen that we go out, as we can give individuals time: lots and lots of time if it is needed, hours even. Life for the police is a bit more immediate than that and the doormen are mainly concerned with their own frontage. Both police and doormen call us up on the radio and ask us to come and help if someone has had too much to drink. 'Ah, at last, you look after drunks.' Yes, but there is a lot more going on than that. We are caring people. That's why we do it. We try to let those in need know (even if it is the next morning as they try to piece together what on earth happened last night) that, regardless of their condition or even how messy they were, God still loves them. We are his 'hands' if you like. Some of you may have met us, hi! You may have been one of those who once enjoyed the night-life of the city or possibly a 'mum or dad' whom we call to come and collect their sons/daughters. Funny how it's the mums who usually come to collect the children. Hmm. Do remember though, 99% have a good time and have no trouble at all in getting themselves home. More often than this though we listen to people. We listen a lot. We give all as much time as they need. People 'unload' on us; we are nonjudgemental; can't necessarily solve their problems there and then but we are a signpost for further help. The Council are also delighted that we go out. We are part of the plan for the safety of people, even at 3:30AM when all the clubs have closed. We are still there. If you want to know more give me a call so we can organise a visit; training starts on Saturday 24th February. Brian 07770421535 Blessing to you all.

Brian Percey, Co Ordinator

11

Flipside Constitution March 2018

Our Aims:

1. to share our Christian values and faith with young people and the community
2. to create a safe and enjoyable space for young people
3. to empower and support young people
4. to help create a link between the churches in our Parish and the wider community

Flipside is a group overseen by the Parochial Church Council of Salisbury St Mark and Laverstock St Andrew (The PCC) being a Registered Charity No 1141301

Contents 1.

Constitution

1. Membership
2. Policies
3. Committee and Officers
4. Meetings
5. Finance
6. Changes to the Constitution
7. Dissolution

1. Membership

1.1 Members of Flipside Members of Flipside are:

- Young Members: young people who have completed a registration form and attend our sessions regularly and are aged from 8 - 15
- Young Leaders: Young people and adults who help out at sessions, who have completed a registration form and are aged from 16-18
- Team Members: adults who are volunteering or leading and a part of the team, after having been recruited according to St. Marks and St. Andrews Recruitment Policy 1.2 Refusing Membership The committee and leadership retain the right to refuse to accept members at their absolute discretion for reasons, but not limited to, those below:
 - behaviour or attitude
 - criminal convictions

- age outside of limit set 1.3 Membership Fee The fee for membership of young people is their weekly subs of £1 which is paid each session that they attend; this can be waived at the discretion of leaders and the committee based upon individual circumstances. There is no fee for adults who are part of the team. The cost of subs will be reviewed yearly.

1.4 Joining Flipside All those who have completed registration forms before March 2018 are to become members automatically, but subsequently all new members will be required to complete a registration form, signed by a parent/career. Each young person must also sign a copy of the “Club Rules” agreeing to abide by them.

1.5 Revoking Membership Once a young person has turned 18 their membership will be revoked, or if necessary adjusted to become a Team Member. The Committee reserves the right to revoke membership from young members or young leaders who are considered to be a risk or liability to the genuine safety of other young people. Team membership is revoked when a volunteer resigns or is dismissed from their role in accordance with St. Marks and St. Andrews Recruitment Policy.

2. Policies

2.1 Policies Flipside shares policies and operates under the authority of the PCC. These policies include those relating to:

- Safeguarding
- Equal Opportunities

2.2 Other Policies

- Flipside has a zero tolerance policy to bullying, substance abuse and alcohol. Anyone caught in breach of this will face expulsion from the session, and other relevant authorities may be informed.
- Each young person attending Flipside is to receive a copy of the club Rules (see 1.4).

These Rules are agreed by the Management Committee and may be amended as required by them from time to time.

3. Committee and Officers

3.1 Committees Flipside will be run by two committees, the Management Committee and the Youth Committee. The Management Committee is senior to the Youth Committee with the Youth Committee making recommendations to the Management Committee.

3.2 Management Committee • The Management Committee (appointed by the PCC) is made up of all Team Members, with created roles of Chair, Secretary and Treasurer. • The Responsibility of the Management Committee is the overall management, direction and running of Flipside including reporting back to the PCC at least twice a year.

3.3 Youth Committee The Youth Committee will be made up of 5 young people, aged between 11 and 16 and overseen by the Management Committee. Selection will be by individuals putting themselves forward and then being selected at random, to include at least 2 boys and 2 girls.

- The Youth Committee will be responsible for helping the management committee to understand and tailor the project to suit the young peoples’ needs. • Youth Committee members will be re-elected on approximately a 6 monthly basis

4. Meetings

4.1 Annual Meeting

- An annual meeting may be held (at the discretion of the Management Committee) each year. All Team Members and Young Leaders are invited to attend and at least 2 additional members of the PCC should also be in attendance.
- The meeting will be chaired by the Chair, and minutes will be taken by the Secretary • The focus of the meeting will be to share a review of the year with all those expressing an interest, and ask for comments/suggestions for the future. The review and minutes of any such meeting should be submitted to the secretary of the PCC.
- Team Members and Young Leaders will be informed a month ahead of the meeting and items for discussion may be submitted up to a week before this meeting.
- An invitation to the meeting may also go to parents/other interested parties
- There are no binding votes at this meeting as any changes to the Constitution or other significant matters require approved by the PCC

4.2.1 Management Committee

- Will meet formally 3 times a year, however weekly debriefs after each session are a vital part of the role of the Management Committee.

- The Youth Committee will meet monthly, during Flipside, with at least two members of the Management Committee present, one of which must be the Chair, Secretary or Treasurer.

4.3 Meeting Rules

- Meetings will be Chaired by the Chair
- Minutes will be taken by the Secretary and submitted to those who attended or would normally be expected to attend at least 2 weeks prior to the date of the next meeting.
- 8 • Decisions not requiring PCC approval are to be made by majority vote

4. Finances

1. Income is mostly derived from Subs and the Tuck Shop
2. Income is to be used firstly to cover day to day running costs and secondly to support the cost to the PCC of hiring Hampton Park Pavilion.
3. Any surplus after this may be used towards the future development of Flipside subject to approval by the PCC (expenditure amounts of £30 or less not needing PCC approval)
4. A record of Income and Expenditure will be kept by the treasurer
5. Expenditure between £10 and £30 must be agreed by the Management Committee, expenditure below that can be agreed informally by three members of the Management Committee.
6. Flipside is to pay in surplus funds to the Assistant Treasurer/Treasurer of St Mark's Church on a monthly basis.
6. Changes to the Constitution 6.1 Changes to the Constitution Suggested changes to the Constitution may be submitted by the Management Committee to the PCC at least 3 weeks before the date of a PCC meeting.
7. Dissolution
- 7.1 Dissolution In the case of dissolution, surplus funds and equipment should be returned to the PCC and/or to Hampton Park Pavilion –Charity No 1149861