

# The Annual Report of the PCC of the Parish of Oakworth 2021

## *Administrative Information*

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

Correspondence to the PCC can be made via the secretary:

Lynn Stow  
37 Harewood Crescent  
Oakworth  
Keighley  
BD22 7NH

Membership of the PCC who have served from 15 November 2020 until the date this report was approved are:

<i>Incumbent:</i>	Vacant
<i>Associate Ministers:</i>	Revd Bryony Partridge Revd Anne Pickard
<i>Readers:</i>	Philip Cullingworth Sharon Quinn
<i>Wardens:</i>	Colin Stow Roy Aston
<i>Deputy Warden:</i>	Carole Howorth
<i>Deputy Warden for St John's</i>	Ralph Brunskill

			Term of Office
<i>Representatives on the Deanery Synod:</i>	Lynn Stow	Secretary	Until 2023
	Sharon Quinn		Until 2023
	Dawn Whitaker		Until 2023
<i>Elected Members:</i>	Judith Bland		Until 2021
	Chris Godwin		Until 2022
	Claire Kettelman		Until 2023
	Karen Lobleby		Until 2023
	David Powis		Until 2022
	Nick Robinson	Treasurer	Until 2021
	Louise Spicer		Until 2022
	Melanie Tanner		Until 2021
	Jan Thompson		Until 2023

## *Structure, Governance and Management*

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

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

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

If Christ Church vacancies are not filled then St John's would have the opportunity to increase their representation up to 2, 3 and 4 respectively. **A third** of the PCC will be elected each year for a three year term.

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

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

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

**Three** shall be elected to the Deanery Synod for a period of three years. They shall be ex-officio members of the PCC.

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

## ***Achievements and Performance***

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

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

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

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

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

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

There are currently 67 parishioners on the electoral roll.

The average Sunday attendance at Christ Church was 40 adults and 4 young people and at St John's 7 adults before the lockdowns but after then, when services have been held in church, there have been an average of 15 adults at Christ Church and 7 at St John's.

Numbers viewing the on-line services have been encouraging and average about 50.

In the past year there have been 1 wedding, 0 marriage blessings, 0 baptisms and 5 funerals (4 at Christ Church, 0 at St John's and 1 elsewhere).

### **Meetings During the Year**

This year due to Covid 19 restrictions/lockdowns the majority of PCC business, discussion and decision making have been undertaken by email and on Zoom. The Annual Parish meeting was held on 15<sup>th</sup> November 2020.

### **Significant Areas of Discussion and Decision**

Following the lack of applicants for an incumbent changes were made to the parish brochure prior to re-advertising which again proved unfruitful. It was decided to wait a while before advertising again and the advert appeared on the Church of England website on March 8<sup>th</sup> and we await developments.

Much work went into how to provide worship and fellowship for all during lockdown and restrictions to comply with government recommendations.

Thorough Risk Assessments have been completed.

The proposed 'Riding Lights' production sadly had to be cancelled.

### **Buildings and Fabric**

Work has been undertaken both internally and externally to remedy the damp problem in the toilets prior to their replacement and updating.

A faculty has been granted for the widening of the gate and provision of car parking space.

### **Safeguarding**

During the last year work has been ongoing to meet safeguarding requirements following Church of England policy and guidance. This has included adopting the new parish dashboard which has been introduced by the diocese. This populates an action plan for each parish. Church safeguarding policy has been reviewed as per the annual requirement and we continue to adopt the Safeguarding Policy Statement 'Promoting a Safer Church, House of Bishops, 2017'. In addition the PCC have formally adopted the recommended reporting procedure for serious safeguarding incidents. Guidance specific to the past year and the pandemic has also been shared with the PCC.

### **Patterns of Worship**

Corporate worship ceased at Christ Church at the end of March as the first lockdown began and pre-recorded services were commenced on line via our You Tube channel. These were led by the ministry team assisted by members of the congregation. We were able to commence worship in church again from the end of July with limited numbers and strictly followed governmental guidelines to prevent cross infection. This continued until the start of the third lockdown in the New Year, with streamed services continuing for those who preferred. Corporate worship is currently suspended again.

Revd Bryony Partridge was able to record and broadcast our Service of Thanksgiving and Remembrance. Archdeacon Andy Jolley visited on December 13<sup>th</sup> and officiated at a service of communion. This was followed by the declaration of Church Wardens.

The Christingle and carol services were streamed and there was no Midnight Mass. Our home groups have continued to meet, either by zoom or telephone.

### **Children's Work**

This important area of work has sadly not been sustained during the pandemic. It is hoped as restrictions ease we can review and develop children's work moving forward.

### **Social Events**

It is hoped that a weekend away at Grange over Sands can go ahead later in the year. Fortnightly quizzes have been started via Zoom.

### **Mission**

On Remembrance Sunday we were able to work with the Village Society by allowing access to the top of the church tower so that Martin Van Der Boon could play suitable laments and the last post on the bagpipes from there as they were unable to hold the usual ceremony at the cenotaph.

The Prayer and Landline group was set up at the start of the first lockdown by Helen Smith which has provided an opportunity for support, fellowship and keeping in touch and has been well supported.

We have tried to keep in touch with members of the Living with Loss group and members of the congregation who are unable to access services on line.

The Mother's Union group were able to take part in the organisation's Mid-Day Prayers and also the Wave of Prayer Day via zoom in January.

As we were unable to hold the Easter and Christmas Craft days, Dawn Whitaker put together bags containing Christmas themed crafts. These were sold on line and raised £200. This supplemented her money-raising efforts at the start of the pandemic making face masks which raised £500 for church funds.

At Christmas a virtual 'Posada Walk' around the village using our nativity figures was organised via Facebook. A popular competition challenging villagers to recognise the locations visited was held.

In another activity, villagers were encouraged to colour angels. These were displayed outside Christ Church over the festive season.

**Please note** that this report is for the period from March 2020 until end of March 2021.

## Financial Review

Please Note: CCO = Christ Church Oakworth, SJN = St John's Newsholme. 2019 figures in brackets.

The General Parish funds showed a balance of **£68,778**. Restricted funds show a balance of **£6,000**. Endowment **£10,000**. The money held at the end of the financial year by CCO was **£61,702** (£58,283) and that held at SJN was **£23,078** (£24,273). **Planned** giving (standing orders and envelopes) in the Parish was **£38,614** (£41,754). Cash via the collection plate was **£909** (£5,116).

Parish Breakdown	SJN	CCO
SO and Envelopes	<b>£3,894</b>	<b>£34,720</b>
Collections	<b>£385</b>	<b>£524</b>
	SJN	CCO
Share	<b>£6,052</b>	<b>£35,682</b>

Main items of expenditure in 2020 were:

Share	£41,734 (£53,246)
Light, Heat, Water	£2,497 (£3,715)
Maintenance	£631 (£8,455)
Adding just these up	<b>£44,862 (£65,416)</b>

**General Comments:** The lockdown and temporary closure of the church has been a source of sadness for us all, that for a long time we could not meet, either at church or in our respective home groups, but happily, that is changing. However, financially, the picture is not that bad. We've reduced the share payment by just over £1000 a month, to £3010 a month, from the normal payment of £4152, having informed the diocese, who understands our position, given the nation's circumstances. At what point the share payments may be expected to increase we don't know; events will influence such a decision. In general, there has been an increase in planned giving, which compensates somewhat for the reduction in cash giving, which is now starting to rise again as church has re-opened.

### Funds/Reserves Policy

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

- Ordinary Funds – some of which could be designated or restricted.
- Reserve Funds.

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

- Endowments

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

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

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

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

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

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

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

Approved by the PCC on

and signed on their behalf by Roy Aston