

ST MARY'S CHURCH, HADLOW

PAROCHIAL CHURCH COUNCIL

Minutes of the PCC Meeting held on Monday 21 February 2022, 7.30pm via Zoom

1. Opening prayer

Prayers were said by the Venerable Sharon Copestake.

2. Members present

Michael Payne (MP); John Speed (JS); (NC); Melissa Crawshay-Williams (MCW); Mike Harvey (MH); Jenny Hopkins (JH); Janice Massy (JM), Martin Massy (MM); Cathy Brill (CB), Kelly Parsons (KP); Barry Wheeler (BW), Richard Hopkinson (RH), Venerable Sharon Copestake (SH, Archdeacon of Tonbridge), Rev'd Andrew Axon (AA, Area Dean).

Apologies for absence: Lee Kirk (LK), Katerina Plucknett-Nixon, Kirsty Finch, Lisa Porritt.

3. The Venerable Sharon Copestake (Archdeacon)

Recruitment of Incumbent

We will be recruiting for a full time Vicar, as we have had in the past, although the official notification of vacancy from the diocese has not yet come through.

Preliminary selection of two members to represent the PCC in selection process

The PCC should appoint two Parish reps, and discuss what the parish profile will be ie the document to appoint a new vicar to include what goes on in Hadlow and what you hope for with a new incumbent, such as vision, global outlook, characteristics of hopes for new incumbent, Hadlow background; also make a pitch to attract applications.

SH will send a statement about describing the needs of the diocese in relation to the benefice – Rochester diocese Call Together – and the wider interests of the Church.

Advertising the vacancy

To advertise the post, there will be a cost, although the diocesan website is free. SH may recommend people to apply. The vacancy could be advertised on the CofE Pathways website (recommended) and costs £80. To cast a wider net, we could advertise in the Church Times for £900/fortnight. **Advice:** choose Pathways website. The package for Hadlow is very attractive to a candidate: flourishing, single benefice, good example of a good solid ministry – however also ensure that challenges are included. Informal visits around the parish should be offered. Define worship and services.

SH will hold the process and organise the preferred method of advertising. She will produce a shortlist in consultation with the Bishop (who is also Patron for the parish) and Parish reps. Then the interview process will be discussed and agreed. Then appointment can take three months to actual start date.

Action for PCC: by 3rd week of March to choose two Parish reps from among the members of the PCC – and decide who will hold responsibility for the parish profile and advert.

The Archdeacon left the meeting at this point.

4. The Appointment Process – Rev. Andrew Axon (Area Dean)

Parish profile

AA suggested checking out CofE Pathways website and *Church Times* website job section for the parish profiles and layout, decide USP and how to market the position and the community. Key is to be honest and share views about what to include in the profile. MP has already set up a team to draft a profile. AA offered to assist and to check the profile. He recommended included lots of photos, especially of people. Important to sell Hadlow at its best. The Vision Day had drawn together some ideas of what the new vicar will look like. MP gave positive feedback about details for the profile. He will copy in AA once finalised. MH offered to circulate another profile as an example ie Marden.

Advertising

CofE Pathways is the easiest route for collating applications and advertising. The diocesan website is also a given and free of charge.

Parish Reps

JS suggested CB. NC recommended JS. MP is also a potential rep.

5. Approval of the Minutes of the PCC Meeting held 17 January 2022

Minutes were approved.

6. Matters arising (not otherwise covered by the agenda)

None.

7. Worship Update (John Speed)

JS requested approval to not have 8am service on Easter Sunday – **Approved**.

Ash Wednesday – JM expressed preference for a morning service on Ash Wednesday. AA to conduct 9.30am service on Ash Wednesday, 2nd March.

8. Covid Arrangements (John Speed)

JS proposed returning to normality in church, with no requirement for masks to be worn and chairs to be put back in their pre-pandemic places. CB is ready to return to normal but recognised that some people are still very cautious. MH suggested consideration should be given to those wanting to be socially distant in church. CB asked about the peace – there was agreement on just waving rather than hand shaking. JS also said that wine would not be offered yet. JM felt that the Bibles should be back. RH was in favour of bringing back the wine asap. AA reported that the risk of catching Covid from a chalice was minimal. CofE will update its guidance following the Prime Minister's announcement this week, particularly on giving peace and wine sharing.

PCC agreed happy not to wear masks and points raised above.

9. Treasurer's Report (Martin Massy)

MM reported that despite an increase in the Parish offer to the diocese, the position for January is good. The 2021 financial accounts are being prepared, with the aims of sending to the Independent Examiner by 1st March and approval by PCC on 21 March. AA thanked MM for his work.

10. Sub-committee Reports – previously circulated

Lighting Proposal

MM outlined need to replace high level lighting in the nave – the spotlights and floodlights are now obsolete and it is difficult to obtain spares. New lighting will be based on LEDs and therefore consume less electricity. Two quotes were sought; only one quote was received, from CES: the proposal is to have design work carried out costing £1995 plus VAT; it should be possible to reclaim the VAT via the Listed Places of Worship scheme. MM asked the PCC to approve this work: **Approved.**

Churchyard Working Party and Tree Planting

JS spoke about suggestion of planting a tree during Queens Platinum Jubilee. NC offered to help organise working party. **Approved.**

11. APCM (Martin Massy)

Date for APCM is Sunday 24th April after the morning service – the 21st March PCC meeting will approve the annual report and accounts. People will be asked if they would like to join the electoral roll. AA offered to hold the morning service on that date. JS and PCC agreed.

MM asked for someone to write about the parish year for the annual report – successes, challenges over the year. **Action:** talk to MM if interested.

12. Safeguarding (Cathy Brill)

Group training to be organised and CB will report back. CB reminded everyone to do the Domestic Abuse online training – so far five people have completed the course – and asked others to do the course to help us comply with green rating on the safeguarding dashboard. She asked that the certificate be sent to her after completing the course.

13. Commitment to the Covenant for the Care and Well-Being of Clergy (NC)

A summary of the Covenant for the wellbeing of clergy has been circulated to PCC. NC outlined areas of responsibility: ie ensuring that clergy take time off, thinking of clergy family, collaborating in expectations for the community. NC is aware of burnout and stress issues. NC asked that we commit to offering specific time for holiday and not contacting clergy during that time. AA suggested looking at the Guildford diocese website for presentation and examples of Covenant. Asked PCC to agree to commit to the ethos of covenant for wellbeing of clergy. **The PCC formally approved this commitment to the Covenant.**

14. Correspondence (Michael Payne)

Easter Letter to be sent to people on the Electoral Roll: MP spoke about reaching out to people in the church community who may not feel included. Action: MCW volunteered to help draft a letter.

15. Any other business

KP and CB gave update on Lent course for five weeks – this will be in person and there are volunteers for the evening session (8-10 people). BW asked about possible Saturday 10am course option. JS and PCC in favour. **Action:** JM to discuss accommodating Saturday coffee alongside the course. **Action:** MM to check copyright licence requirements for Rocketman.

KP asked PCC to recommend Messy Church to others as there are too few volunteers and it isn't growing as it could. Holding presentations at schools would help recruit families, but the primary school is still unhappy about holding assemblies for the whole school together.

JS floated idea of a WhatsApp group. MH said it was a good idea as long as everyone is disciplined and it is not used as a chat forum. Agreed by PCC. **Action:** all to send telephone numbers to JS.

MP thanked AA on behalf of the PCC for coming to the meeting on his day off.

16. Confidentiality

None.

17. Dates of next PCC meetings:

Standing Committee Monday, 14 March 2022
Full PCC (Section 11) Monday, 21 March 2022 – AA to attend.
N.B. The 18 April meeting of the full PCC is cancelled

18. Closing Prayer

The meeting closed with prayers from AA.

Signature

Date: