

**EMMANUEL CHURCH
WEST HAMPSTEAD**



Annual Parochial Church Meetings 2019

The meetings were held in Emmanuel by Mtr. Annette Fritze-Shanks (standing in for Fr Jonathan Kester) after the 10.30am Eucharist, which was taken as opening prayers.

Minutes of the Meeting to Appoint Churchwardens – 28th April 2019

In Attendance:

Jilly Morris, Harin Perera, Paria Keshtkar, Christopher Boustred, Doreen Nyamweha, Carrie Reiners, Antony Edwards, Geoffrey Shaw, Rob Marshall, Richard Stamp, Pam McInally, Nadia Ouled-Zaoui, Robert Cox, Harry Stobart, Falgun Potek, Clare Fuller, Mtr Annette Fritze-Shanks, Diana Malzer

Apologies for absence

Apologies were received from:

Nishi Shirley, Lydia Parker, John Haygarth, Don Shields, Sarah Barabas, Fr Jonathan Kester.

1 Minutes of the last meeting

- 1.1 Minutes of the last meeting held on 29th April 2018 were approved as a true record.

2 Election of two Churchwardens for the coming year

- 2.1 Robert Cox and Harin Perera were nominated to continue the roles of Churchwardens. Both were duly elected.

Minutes of the Annual General Meeting – 28th April 2019

In attendance:

As above at meeting to appoint churchwardens.

1 Apologies for absence

- 1.1 As above at meeting to appoint churchwardens

2 Minutes of the last meeting

- 2.1 Minutes of the last meeting held on 29th April 2018 were approved as a true record.

3 Matters arising from the last meeting

- 3.1 There were no matters arising.

4 Report on the revised electoral roll

- 4.1 Diana Malzer presented the report on the electoral roll. Anyone in the congregation who is 16 years or above can be a formal member for the purposes of the electoral roll. Within the last year a new electoral roll was taken, as is done every six years, and the count was 269. This is a decrease from the previous figure of 322. Diana will submit a formal list once the printer is fixed.

5 Report on the activities of the PCC for the previous year

- 5.1 The report on the activities of the PCC for the previous year is covered in item 13 below.

6 Financial statements of the PCC for the year ending 31st December 2018

- 6.1 Rob Marshall presented a draft financial statement and talked the meeting through some of the key numbers. He explained that the written part of the Annual Financial Statements of the PCC will be completed over the next month or so, and the auditing is yet to be done.
- 6.2 The overall statement shows the 2018 total income of £142,025 is £12K up on 2017. Expenditure was also up however and resulted in a basic shortfall of around £10K. This will be offset by gains on investments of £6-£7K, making an overall shortfall of around £3K.
- 6.3 From the balance sheet, Rob highlighted that there has been a slight increase in restricted funds. We still have well over £275K in reserves.
- 6.4 From the detailed notes section 2a (Donations), Chris Boustred reported that we are slightly down this year on Standing Order giving (£800), although this has been offset by increases in plate giving. Rob thanked Chris for his work on the Gift aid reclaim. We have been able to claim Gift Aid on a good percentage of £50K of donations. Geoffrey Shaw asked why the gift aid receipts appear to be down on 2017 levels, and Rob replied that 2017 numbers were flattered by Gift Aid reclaim (in 2017) on extra donations for the Church refurbishment which had been received in 2016.
- 6.5 From section 2c (Other trading activities), lettings this year have brought in £43,899, which is well up on 2017. Rob responded to a question from Antony Edwards that 2017 had been just about a full year, so comparison was reasonably valid. Rob intends to use £40K-£45K as a baseline prediction going forward.
- 6.6 From section 3 (Expenditure), Rob highlighted that this year we have split out "Lettings admin" costs from "Church admin" costs. The £2.5K additional expense on utilities and insurance has been an unpleasant increase that will continue to be monitored. A positive is that these accounts include the last of the retention payments on the building works, so we are expecting refurbishment expense to decrease again.
- 6.7 Section 4 (Gains and losses on investments) shows the £7K gain mentioned earlier.
- 6.8 Section 8 (Restricted funds), shows we had healthy fundraising for the Night Shelter project and that we have been struggling to spend what has been donated, despite costs such as laundry being met. The PCC will be looking further at how to address this. The retention of donations for Syrian refugees is just a timing issue on the accounts.
- 6.9 Rob reiterated that the accounts will be finalized in the next 2 weeks and suggested that the PCC reconvene in May to inspect the final version – date to be decided. Mtr Annette suggested that this meeting would also cover item 7 (Appointment of an independent financial examiner for the following year).

- 6.10 Chris thanked Rob Marshall and the rest of the finance team for their work.

7 Appointment of an independent financial examiner for the following year

- 7.1 To be postponed to the later meeting to finalise the financial statements (see 6.9).

8 Churchwardens' report on the fabric, goods and ornaments of the Church

- 8.1 The churchwardens' report was given by Robert Cox.
- 8.2 Robert started by talking about the room lettings which have had a very successful year – renting has increased considerably and sometimes we have been completely booked out. It is a healthy mix, with some groups looking like they will stay with us long term.
- 8.3 Robert listed the main repairs and fabric improvements that have been made this year:
- Roof repairs
 - Window painting in the chapel and the office above
 - Noticeboards
 - Organ repairs – although more are needed, as the organ is only just working
 - Other small repairs
- 8.4 The bell porch roof repairs identified during the quinquennial examination conducted in January 2018 will be starting soon. Other identified repairs are in hand.
- 8.5 The gutter report came back with some serious issues, particularly the guttering on the vestry and organ roof and the chancel which is in a bad way. We are discussing with Fr Jonathan a small specific building project to address this. Rob Marshall asked about the likely size of this, and Robert replied that we have only just started to get quotes, so it is a bit unknown at the moment.
- 8.6 Robert highlighted the need to deal with the organ roof before planning any further repairs to the organ itself.
- 8.7 Robert thanked his fellow churchwarden Harin Perera for organising rotas and sides people this year.
- 8.8 Mtr Annette thanked both Robert and Harin, mentioning Harin's commitment to the Sunday 9:15am service in particular.

9 Report on the activities of the North Camden Deanery Synod

- 9.1 Mtr Annette has the North Camden Deanery Synod's Annual report for 2018, and will circulate this in due course.

10 Safeguarding Report

- 10.1 The safeguarding report was given by Mtr Annette Fritze-Shanks
- 10.2 Mtr Annette said that we have identified safeguarding courses for members of the PCC and other key people (e.g. Sunday school helpers, organist) to attend.
- 10.3 We are looking for more Sunday School helpers.
- 10.4 Copies of the church's safeguarding policy were distributed circulated and Mtr Annette also confirmed that the policy is on the church website. It follows the diocesan template.
- 10.5 There is a folder in the vestry with lots of further details on safeguarding.

11 Election of TWELVE members of the Parochial Church Council for the coming year

- 11.1 Mtr Annette thanked Doreen Nyamweha who is stepping down from the Parochial Church Council (PCC). Doreen has given the church a lot of support and has been responsible for care of linens.
- 11.2 The following ten members were duly elected for the coming year:
- Christopher Boustred
 - Wilhelmina (Mina) Cummings (new as Deanery Synod rep)
 - Antony Edwards
 - Clare Fuller
 - Claire Hammett
 - Parisa Keshtkar (new)
 - Robert Marshall
 - Jill Morris
 - Nadia Ouled-Zaoui
 - Carrie Reiners
- 11.3 These ten members join the following ex-officio members of the PCC:
- Robert Cox (Churchwarden)
 - Harin Perera (Churchwarden)
 - Casey Hammett (Deanery Synod for 2017-2020)
 - Steve McNeilly (Deanery Synod for 2017-2020)
 - Diana Malzer (Deanery Synod for 2017-2020)

- Geoffrey Shaw (Deanery Synod for 2017-2020)

11.4 Mtr Annette officially welcomed the newcomers to the PCC

12 Election of sides people for the coming year

12.1 Mtr Annette extended thanks to those who have served as sides people in the last year. There was no specific re-election within the APCM, but Harin Perera will be compiling a list for the coming year.

13 Vicar's report, celebrating Parish life over the past year

13.1 The vicar's report was given by Mtr Annette as the sermon during the 10.30am Parish Eucharist:

Acts 5:27-41; Psalm 118:14-29 ; Revelation 1:4-8 ; John 20:19-31

19When it was evening on that day, the first day of the week, and the doors of the house where the disciples had met were locked for fear of the Jews, Jesus came and stood among them and said, "Peace be with you." 20After he said this, he showed them his hands and his side. Then the disciples rejoiced when they saw the Lord. 21Jesus said to them again, "Peace be with you. As the Father has sent me, so I send you." 22When he had said this, he breathed on them and said to them, "Receive the Holy Spirit. 23If you forgive the sins of any, they are forgiven them; if you retain the sins of any, they are retained." 24But Thomas (who was called the Twin), one of the twelve, was not with them when Jesus came. 25So the other disciples told him, "We have seen the Lord." But he said to them, "Unless I see the mark of the nails in his hands, and put my finger in the mark of the nails and my hand in his side, I will not believe."

26A week later his disciples were again in the house, and Thomas was with them. Although the doors were shut, Jesus came and stood among them and said, "Peace be with you." 27Then he said to Thomas, "Put your finger here and see my hands. Reach out your hand and put it in my side. Do not doubt but believe." 28Thomas answered him, "My Lord and my God!" 29Jesus said to him,

“Have you believed because you have seen me? Blessed are those who have not seen and yet have come to believe.” 30Now Jesus did many other signs in the presence of his disciples, which are not written in this book. 31But these are written so that you may come to believe that Jesus is the Messiah, the Son of God, and that through believing you may have life in his name.

Doubt is very much a part of the human condition. Sometimes it is appropriate scepticism; sometimes even cynicism. When I was training for the priesthood we were told to hold on to something called the “hermeneutic of suspicion” which is a type of interpretation of the world and ideas and “facts” with which we are presented which circumvents obvious or self-evident meanings in order to draw out less visible meanings. Its catch phrase, much touted at theological college was “what is really going on here”?

Was it pathetic of the apostle we dub “doubting” Thomas to be sceptical, perhaps even cynical, about the other apostles’ claim that Jesus had returned from the dead. Ironically, all of the apostles were sceptical when Mary Magdalene told them that Jesus had risen – they had just had an opportunity at least a week earlier than St Thomas to see it with their own eyes. But, from what we understand from the gospels, they had also been uncomprehending and doubting.

We too can be, and are, at times, doubters – we may doubt God’s power to change the world or even more scarily, to transform us so that we change the world in his name. But as we stop and look back at the life and witness of this parish in 2018, there is no time for doubters – like Jesus’ hands and feet that he invited Thomas to touch, we can see the life of God in the life and witness of this parish and today we give thanks for that.

Fr Jonathan is not here to deliver this report which reflects on the life of Emmanuel in 2018 but he has heard what I am going to say to you on his behalf today. Fr Jonathan has been and is, at the heart of our life together at Emmanuel. He is a wonderful and gifted Parish priest and we have been so blessed to have him here with us for the past nearly eleven years.

As well as being our Parish priest, Fr Jonathan also does many other things – importantly he is a school governor at Emmanuel School and is Area Dean, having responsibility, under the bishop for the parishes and clergy in north and south Camden.

We are enormously proud of our Parish priest and the many ways in which he serves people and the Church. However, the essence of life in the parish is the whole people of God, gathered together through their love of God and one another and many people contribute to our life here together.

Special thanks to our Churchwardens, Robert and Harin, for all they have done throughout the year. Not to single anyone out but Robert in particular, is an extraordinary servant to the Parish, spending many hours looking after the fabric of the building and the smooth running with those who use our Community Space, opening and closing the church and so many other things there are too many to mention.

We have a still-growing number of community activities taking place here in church. As well as providing space for the whole community in all its diversity the income from the rooms has continued to contribute to the Parish coffers in a period when our finances are under increasing strain. It now costs £140,000 a year to run this Parish – all of which we have to raise ourselves. The central church pays for Fr Jonathan. Fr Regan and I are both self-supporting, so we are not paid by the church at all but, even so, with costs going up, a church to heat in winter, and the various activities of the Parish which we want to continue, we all need to be honest with ourselves about our level of financial contribution to the Parish's life and whether we could give by standing order which helps us to budget. Having said that, we are, of course, very grateful for all that you do contribute in many ways.

The General Finance of the parish and the preparation of the accounts could not be done without the skill of Rob Marshall, our treasurer, ably assisted in the day to day running of things throughout the year by our book-keeper Diana Malzer

both of whom are dedicated to helping in these roles and who we could not do without.

We avail ourselves as fully as possible of the opportunities afforded us through Gift Aid, whereby we are able to claim an extra 25% from all donors who are UK tax payers, if they sign a declaration. Many thanks to Chris Boustred who makes the claims so regularly and so efficiently on our behalf.

There are a number of other people who work behind the scenes to make things go smoothly including Nicki Siddall who works in the Parish office three half days a week. Throughout the year we are so grateful to those who enable our services to be beautiful acts of worship – to Andrew and our choir, to our altar servers, flower arrangers, sides-people, counters, and our tea and coffee makers.

Our work with children and young people continues to flourish and we are most grateful to Claire Hammett as our Children's Church co-ordinator in preparing the materials and organising the rotas. We do need more volunteers to help us in this vital and central work and to help Claire with this. If we not have more volunteers we simply will not be able to run a Children's Church in our 10.30am Mass which would be a great loss.

Which brings me on to safeguarding. The safeguarding of all, but especially children, young people and vulnerable adults, is - and must be - at the heart of all we do and we must ensure that we comply with all the statutory requirements – which is one of the reasons that our Children's Church is in peril without more adult volunteers. I am the Parish Safeguarding Officer but many thanks go to Casey Hammett who is our Children's Champion. We take Safeguarding very seriously indeed at Emmanuel; it is a standing item on every PCC agenda. We see safeguarding as stemming from the heart of God, who calls us to be as a safe and welcoming community for all. I am arranging safeguarding training for those involved in our children's work, PCC members and anyone who would like to attend during this year.

Many thanks must go to Clare Fuller for all that she does as our PCC secretary in keeping us all in line and producing spectacular and accurate minutes – an often thankless but always important task. Thank you too to all our PCC members – we could not run the Parish without you.

As we genuinely seek to grow the church in number, one of the things that we all need to do is to look out for those who are new, or who we do not yet know, to ensure they feel warmly welcomed, fully included in the service itself and feel fully part of us in the time of hospitality afterwards.

We will be planning a number of other social events for the rest of the year. Thank you to our whole team of Domestic Queens who enable all our partying and catering to go so well throughout the year.

Of course we do want to increase the Church in the number who attend services and activities, but this also needs to be matched by a concomitant growth in prayer and spirituality. So a personal thank you from all the clergy here to those who support our weekday Eucharists, Exposition of the Sacrament and Morning and Evening Prayer. These services during the week are not just a bolt-on for a spiritual elite who like that kind of thing, but they are at the heart of the life of prayer in the parish... the seedbed out of which all else grows. Quite simply without prayer, we are nothing. Please do consider joining us for some of these which are usually advertised in the weekly pew sheet.

Our partnership with our Church School is always key to our life here at Emmanuel and this continues to go from strength to strength as is evidenced by the high number of applicants for the school. Our perennial concern is that some use the Church simply as a clearing-house for the School when actually what we dearly would like is for all people who come here to come into a living relationship with the Lord Jesus and to share in our radical and inclusive values, and so transform the world.

One of the tangible ways in which we have done this for a third year running is through our participation on Tuesday night' in the Camden Churches Winter Night Shelter project. Thank you to our ever-growing number of volunteers – to those who make and strip the beds, to those who cook and serve the meals – and to all those businesses and individuals who have contributed food. It has made a huge difference to our guests who have stayed with us and, this year, it has been wonderful again to join with our Jewish neighbours in collecting for this in Mitzvah day.

There is so much happening in our Parish and so many who are at the heart of our activities but I cannot let today go by without acknowledging the huge contribution made by Casey Hammett. She does so much that there is not time to mention it all – everything from feeding deanery chapter socials at Fr Jonathan's (to which she is not herself invited) to washing albs, to acting as the sacristan, to organising rotas. We simply would not be where we are without her.

Finally, thank you all for all that we have done together. Thank you for all that we are together. And thank you for all that is to come.

Amen.

- 13.2 Mtr Annette explained immediate plans for clergy cover while Fr Jonathan is indisposed. She will be able to cover Monday evenings and Sunday services, but some of the other weekday services will be likely to slide.
- 13.3 We are getting a curate (deacon) in July, but they won't be able to celebrate mass. They will however be able to preside at weddings and baptisms, administer reserve sacrament and preach.
- 13.4 Unfortunately Fr Regan will be gone in the middle of May, but Fr Hugh is available to help and Mtr Annette is also talking to the Bishop and Archdeacon. Mtr Annette herself will be away on leave in August.
- 13.5 Mtr Annette updated the APCM on Fr Jonathan, saying he is currently away from London and recuperating. When he is back, he will welcome visitors, but may not return to duties for some time. The advice has been 6 weeks rest initially, but this may well be months.

13.6 Chris Boustred thanked Annette for holding everything together.

13.7 Mtr Annette thanked everyone for their support.

14 Any other business

14.1 No other business was discussed.

15 Closing prayer and blessing

15.1 Mtr Annette gave a closing prayer and blessing at 12.30pm.

Minutes of the PCC Meeting – 28th April 2019

In attendance: Jilly Morris, Harin Perera, Paria Keshtkar, Christopher Boustred, Carrie Reiners, Antony Edwards, Geoffrey Shaw, Rob Marshall, Nadia Ouled-Zaoui, Robert Cox, Clare Fuller, Mtr Annette Fritze-Shanks, Diana Malzer

1 Apologies for absence

Apologies were received from Fr Jonathan Kester

2 Election of PCC officers for the coming year

2.1 Mtr Annette Fritze-Shanks noted that this meeting was required to elect the officers of the PCC. The following were re-elected:

- Clare Fuller – Secretary
- Rob Marshall – Treasurer
- Diana Malzer - Electoral Role Officer
- Mtr Annette Fritze-Shanks – Safeguarding Officer

2.2 In addition, Robert Cox as Churchwarden was duly elected vice-chair.

3 Appointment of the PCC Standing Committee

3.1 Mtr Annette confirmed that the Standing Committee will remain as the vicar, the two churchwardens, the treasurer and secretary.

4 Appointment of the PCC Safeguarding Policy for the coming year

4.1 The Safeguarding Policy, as previously circulated and laid out on the parish website, was approved

5 Date of next meeting

5.1 The next meeting was agreed to be June 10th June 2019 at 7.30pm for mass.

Signed as a true record of the proceedings:

Signed:

Date:.....