

DIOCESE OF CHELMSFORD

***THE PARISH OF ST. LUKE
MOULSHAM LODGE***



**ANNUAL PAROCHIAL CHURCH MEETING
SUNDAY 22ND APRIL 2018**

AGENDA, MINUTES AND REPORTS

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**ST LUKE'S ANNUAL PAROCHIAL CHURCH MEETING WILL BE HELD
AT
ST. LUKE'S CHURCH, GLOUCESTER AVENUE,
ON SUNDAY 22ND APRIL 2018
FOLLOWING THE MORNING SERVICE**

Helen Field – PCC Secretary

Any other Business must be notified to the PCC Secretary
at least three days prior to the meeting.

AGENDA

Opening prayer by the Chairman, followed by apologies for absence.

ANNUAL VESTRY MEETING

1. Minutes of the Annual Vestry Meeting 2017
2. Election of Churchwardens

ANNUAL CHURCH MEETING

1. Minutes of the Annual Church Meeting held on 23rd April 2017
2. Matters arising from the Minutes
3. Churchwarden's Report
4. Report on the Church Electoral Roll
5. Annual Report of the Parochial Church Council
6. Audited PCC Accounts
7. Report on the proceedings of Deanery Synod
8. Elections:
 - Election of Representatives to Deanery Synod
 - Election of Representatives to the PCC
 - Appointment of Deputy Churchwardens
 - Appointment of Lynchpins
9. Appointment of Sidesmen
10. Appointment of Independent Examiner
11. Reports on Church Activities/Organisations
12. Any Other Business
13. Chairman's closing remarks
14. Prayer and close

ANNUAL CHURCH MEETING

1. Minutes of the Annual Parochial Church Meeting for 2016

The Minutes of the Annual Parochial Church Meeting held on 24th April 2016 were signed by the Chairman as a correct record.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. Churchwarden's Report

Dave Thomas referred the meeting to his report in the booklet. He reported that he has tried to keep the fabric of the church in good condition. His main concern as Churchwarden has been the worship, ensuring there have been people to take the services. He feels the lay led services have been great and that the congregation has enjoyed the different style of services this has led to. He said it is important to keep the worship going through the vacancy.

4. Church Electoral Roll

Janette Tadman as Electoral Roll officer reported an error in her report; Kathleen Stock passed away but had not been taken off the roll. Therefore the number on the Electoral Roll stands at 67, not 68 as reported.

5. Annual Report of the Parochial Church Council

This report is written by the PCC Secretary and PCC Treasurer and is sent to the Independent Examiner along with the Financial Statements of St. Luke's for his approval.

Helen Field had nothing further to add to the Review of the Year and there were no questions raised by the meeting.

6. Audited PCC Accounts (On coloured sheets in booklet)

Mike Thomas, Treasurer, referred the meeting to the Accounts. He said in 2016 there had been a surplus of £1318 of income over expenditure. £3000 was transferred to the Fabric Fund for maintenance costs this year. Therefore there is a deficit of £1682. There has been a slight drop in planned giving but a slight increase in other giving. Donations to charity were generous in 2016; we supported eight different charities raising a total of £1685, something we should be proud of:

| | |
|----------------------------------|------|
| Christian Aid | £116 |
| Water Aid (Easter) | £154 |
| Mission to Seafarers | £62 |
| Kiriribu (Harvest) | £481 |
| Barnardos (Christmas) | £216 |
| Crisis (Christmas) | £285 |
| Little Havens (Crib Service) | £210 |
| Children's Society (Christingle) | £161 |

We have received a generous legacy from Joan Church in 2016. This is now in a separate bank account. We are in a good financial position but will need to be careful as the Finance Committee has recommended a deficit budget for this year of £1700.

Dave Thomas thanked Mike Thomas for his work as Treasurer and said it was encouraging to see we are in a good financial position.

7. Deanery Synod

There was nothing further to add to the report and no comments from the meeting.

8. Elections

i) Election of Representatives to Deanery Synod

Vanessa Syce has served for three years so is now stepping down. Hilary Selwood was co-opted on to Deanery Synod in June 2016. The following nominations were received:

| | |
|----------------|---|
| Hilary Selwood | Proposed by Janette Tadman Seconded by Dave Thomas |
|----------------|---|

| | |
|------------|---|
| Elaine Law | Proposed by Lucy Bubb Seconded by Janette Tadman |
|------------|---|

All present were in favour of these nominations; Hilary and Elaine are therefore duly elected as our Deanery Synod representatives.

ii) Election of Representatives to the PCC

St. Luke's is entitled to elect nine representatives to the PCC. The following nominations have been received:

| Candidate | Proposed by | Seconded by |
|------------------|--------------------|--------------------|
| Helen Field | John Smith | Dave Thomas |
| John Smith | Helen Field | Richard Field |
| Sue Davies | Richard Field | Helen Field |
| Brenda Hudson | Sue Davies | Helen Field |
| Mary Marshall | Helen Field | Elaine Law |
| Maxine Buck | Mary Marshall | John Smith |
| Mike Thomas | Helen Field | Richard Field |
| Mike Tadman | Sharon Thomas | Hilary Selwood |
| Louise Whitehead | Lucy Bubb | Helen Field |

All present were in favour of the above nominations. The above named were therefore all duly elected to serve as members of the PCC. Dave Thomas commented it is good to see so many on the PCC again and that over the last year people have stepped forward and taken on responsibilities to spread the load, particularly since Canon Carol left. He feels sure the new PCC will do the same. He said it is good to have new members who have come on the PCC for the first time.

Mike Thomas and Helen Field will be appointed as Treasurer and PCC Secretary respectively at the first meeting of the new PCC.

iii) Appointment of Deputy Churchwarden

Dave Thomas reported that Mike Tadman and John Smith have agreed to be Deputy Churchwardens and they will be appointed at the next PCC meeting. He thanked them for stepping forward and thanked Vanessa Syce and Lucy Bubb for their work in this role.

iv) Appointment of Lynchpins

Three nominations have been received for the positions of Lynchpins:

| Candidate | Proposed by | Seconded by |
|------------------|--------------------|--------------------|
| Dave Thomas | Hilary Selwood | Janette Tadman |
| Richard Field | Dave Thomas | Sharon Thomas |
| Vanessa Syce | Helen Field | Ali Price |

The meeting was in favour of all three candidates; they are therefore duly elected to serve as Lynchpins for one year.

9. Appointment of Sidesmen

Dave Thomas reported there are currently 7 people on the Sidesmen rota:

Maxine Buck
Jane Chambers
Helen Field
Richard Field
Catherine Gravelle
Maureen Smith
Louise Whitehead

Janette Tadman and Anna Wood came off the rota during the year. Dave then thanked everyone for serving as Sidesmen, stressing how important this role is as Sidesmen are the first people visitors to the church meet. Dave asked those at the meeting to consider becoming a Sidesman as it would be good to have more on the rota.

10. Appointment of Independent Examiner

Dave Thomas reported that Tony Weatherley is happy to continue as our Independent Examiner for this year. He expressed our thanks to Tony and said we would be sending him a gift to show our appreciation.

11. Reports on Church Activities/Organisations

The meeting were directed to the reports in the booklet. The following comments were made:

Lynchpins Report

Richard Field explained that Lynchpins are representatives of each of the parishes in the South West Chelmsford Churches Mission and Ministry Unit (SWCCMMU) – St. Mary's and Church of the Holy Spirit, Widford, St. Michael's Galleywood, St. John's, Moulsham and St. Luke's. He said being part of an MMU has been very helpful and supportive during our vacancy.

Richard reported that we are now sharing expertise across the MMU, particularly with regard to finance. Until 2017 each parish was asked to pay what is known as the parish

share or purse. The amount due was based on a formula to cover clergy, Diocesan and other costs, together with a small amount to support parishes who are unable to pay their share. From 2018 a sum of money will be requested from the MMU (not each parish) and this larger sum will then need to be shared out among our parishes. This year (2017) we are in transition, moving to a more complicated process with an expectation that as an MMU we will be self-funding. However, this will be a challenge, as in 2017 three parishes are forecasting they can make a full payments whilst, St. John's, cannot. This is not a problem this year but may be an issue in the future. It should be noted that St. John's have an old building and an old church organ which needs repairing, while we make our parish share because we have commercial income from our hall lettings. St. John's have made big strides to improve the percentage they pay each year towards their purse.

The Finance Advisory Group (FAG), a group of treasurers and other people interested in church finances from across the MMU, meets to look at the information coming from the Diocesan Office, discuss share arrangements and improve financial management. Our MMU volunteered to be a financial pilot in 2017 to gain early experience and we recognise that while we need to think about St. Luke's, we need to think about other parishes as well.

Richard asked for prayers for FAG as they carry this work forward. He said people should see either Mike Thomas or himself if they are interested or would like more information on this matter.

Dave Thomas emphasised that being part of the MMU brings us many things, help with worship, evangelism, etc. and we have enjoyed sharing with the other parishes.

12. Any Other Business

Richard Field thanked Dave Thomas for his hard work as Churchwarden in very difficult times during Canon Carol's sabbatical and since she has left. He has been supported by Vanessa Syce and, more recently, Lucy Bubb. He has never complained and remained cheerful; we are very lucky to have had him in this role. Richard joked that it is taking four people to replace him! He also thanked Sharon Thomas for her patience during this time.

The meeting showed its appreciation to Dave with a round of applause.

13. Chairman's Closing Remarks

Dave Thomas said we are heading for exciting times and there is a lot to look forward to. We should be getting our new priest at some time this year and we have the building project to take forward which will provide increased resources for us. Commissioning of the MMU will be taking place in May and further outreach events are planned.

Dave said there are so many people doing so many things such as flowers, supplies, gardening, cleaning, etc. He thanked everyone for their support over the year.

The Meeting closed with prayer at 12.00 pm
Bring & Share Buffet Lunch followed

ST. LUKE'S CHURCH, MOULSHAM

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 30TH APRIL 2018

Address: Gloucester Avenue
Chelmsford
Essex
CM2 9DT

Correspondence address: As above
Email: enquiries@stlukemoulsham.co.uk

Diocese: Chelmsford

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission.

The appointment of PCC members is governed and set out in the Church Representation Rules and all church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

PCC members who have served from 1st May 2017 until the date of this report are:

| | | |
|--------------------------------------|--|---|
| Incumbent: | Revd Gemma Fraser | Chair (from September 2017) |
| Churchwardens: | Lucy Bubb Richard Field | Vice Chair Vice Chair |
| Representatives on Deanery Synod: | Elaine Law Hilary Selwood | |
| Lay Representatives | Maxine Buck Sue Davies Helen Field Brenda Hudson Mary Marshall John Smith Mike Tadman Mike Thomas Louise Whitehead | Secretary (moved away November 2017) Deputy Churchwarden Treasurer |

REVIEW OF THE YEAR

The PCC met formally on 9 occasions in the year. In addition, an extraordinary meeting was held in December 2017. The Council are grateful to Revd Stephanie Gillingham and Revd Gemma Fraser for attending the meetings in June and July 2017 as clergy support while we were still in vacancy. We were delighted to welcome Gemma as our new vicar in September 2017.

St. Luke's PCC met with St. John's PCC in April 2017 to discuss and agree the joint Parish Profile for use by applicants for the vacancy.

As in previous years, sub-committees - Finance Committee, 4th Sunday Worship Team, Evangelism Enabling Team - met regularly throughout the year, reporting back to the PCC for discussion and approval if necessary. Our Deanery Synod representatives and Lynchpins also reported back to PCC. Standing Committee either met or corresponded by email prior to each PCC meeting to agree the draft minutes and agenda.

Throughout the year the PCC has discussed and dealt with the many matters concerning the day to day running of St. Luke's. The congregation are reminded that the Minutes of each meeting are displayed on the 'Rotas' noticeboard once they have been approved and signed at the subsequent meeting.

The following is a summary of the major discussions held and decisions made by the PCC during the year:

Deanery Synod Matters

Elaine Law and Hilary Selwood, as representatives for St. Luke's at Deanery Synod meetings, have reported back to the PCC throughout the year. The Minutes of their meetings have been circulated to PCC members and displayed on the noticeboard with the PCC Minutes.

Serving with Accountability

In 2015 the PCC, at the request of the Archdeacon, had discussed how as a church we are 'serving with accountability', looking at nine different areas of ministry. The congregation were also asked to contribute to these discussions and our response was sent to the Archdeacon. The PCC reviewed our responses in 2016 and were encouraged by what we had achieved over the year. In 2017 we were asked to continue the review process and our responses were submitted to the Diocese in November 2017.

Project Planning Group

Please refer to this item in Churchwardens' Report - Fabric (p.18)

Scout Hut Lease

Please refer to this item in Churchwarden's Report – Fabric (p.17).

Data Protection (GDPR)

The General Data Protection Regulation (GDPR) will come into effect in May 2018, replacing the Data Protection Act 1998, and since January the PCC has looked at the implications for St. Luke's. Mike Tadman agreed to lead on this.

Motions agreed and passed at PCC meetings:

June 2017

- The following appointments were agreed:
 - Lucy Bubb and Richard Field, as Churchwardens, to chair PCC meetings during the vacancy;
 - Lucy Bubb, Richard Field, Mike Tadman and John Smith to be Vice Chairs of PCC during the vacancy;
 - Mike Thomas to continue as PCC Treasurer;
 - Helen Field to continue as PCC Secretary;
 - Mike Tadman and John Smith to be Deputy Churchwardens;
 - Hilary Selwood to be PCC member of Standing Committee.
- Scout Hut lease: agreed to accept the new lease and that Dave Thomas should continue to see this through.

July 2017

- Agreed an increase in the cleaner's wages.
- Increase in hall lettings rate (excluding uniformed groups) agreed.
- Increase in hall lettings rate to uniformed groups agreed.
- Agreed to support Kiriribu for our Harvest giving and to give donated food to CHESS.

September 2017

- Revd Gemma Fraser's first PCC meeting; she was appointed Chair of PCC.
- Richard Field, Lucy Bubb and Mike Tadman appointed Vice Chairs of PCC.
- Agreed to change our energy provider following a review.
- Agreed to increase our parish share payment by 4.13% pending future discussion.
- Agreed that our plans to improve access to the church (ramp) should go to our architect.

October 2017

- Agreed to go ahead with Shenstones Architects, at agreed fee.
- Confirmed our agreement to pay increase in parish share as previously agreed.
- Agreed Christmas giving: Crisis at Carol Service, Little Havens at Crib Service, Children's Society at Christingle service.

November 2017

- Agreed to donate £50 to a charity who had hired the hall for this amount for a fundraising event.
- Agreed to put aside £600 to provide administrative support for Gemma for six months.

December 2017 (Extraordinary Meeting)

- Meeting called to discuss serious issues with gas and electricity supplies at St. Luke's Church.
- Agreed to appoint one of contractors to test and make repairs if needed to gas supply; clarification to be sought from the contractor about what work is intended.

December 2017

- Agreed to run the Wednesday morning communion service once a month for a three month trial period, with the offer of a communion service at St. John's held every Thursday.
- Agreed that the exceptional costs incurred with the loss of gas supply, gas pipe investigation and repair and electrical system testing and repair, be charged to our general fund balance (reserves) rather than our revenue account.
- Agreed to accept the Budget for 2018.
- Agreed to start the process of organising a full re-wire, seeking advice, developing a specification and inviting tenders.
- Agreed that those groups whose sessions had been cancelled due to the gas problems should get a refund deducted from their next invoice.
- Agreed that a monetary goodwill gesture should be offered to Little Acorns and Trudi Osborne.

January 2018

- Agreed to raise money for CHESS during Lent and Easter.
- Agreed that a £5000 donation received should be moved from the General Fund to the Legacy Fund.
- Sue Davies agreed to become a Lynchpin.

February 2018

- Agreed that Helen Field be Safeguarding Officer for St. Luke's (along with Sue Davies) to replace Hilary Selwood who has stepped down from this role.
- Agreed to go ahead with one of the quotes for a fire risk assessment.
- Agreed that no changes are made to our current rates of pay to the organists who play at our services, guidance would be offered to Rita Roscoe about the rate for new organists, and we would actively seek new organist/pianist support for our worship.
- Agreed to accept the new Data Privacy Notice.

March 2018

- Agreed the on-going issues with the scout hut lease should be put in writing to Archdeacon Elizabeth as a matter of urgency.
- Agreed to accept the cheapest quote for an independent fire consultant to carry out a fire risk assessment.
- Agreed to accept a quote for £420 for a structural engineer to assess the car park wall and agreed that Standing Committee could approve an increase in this sum up to a maximum of £800 to allow for assessment of the garden wall.
- We agreed in principle to engage Revd Gemma's father, who has experience as a facilities manager and engineer, to assist and support us on some of our current building issues. A fee will be negotiated based on expenses and an hourly rate – the rate to be paid will be agreed by Standing Committee with an overall cap of £1000 for this support.
- Agreed the following should be proposed as Lay Assistants at Holy Communion for authorisation by the Bishop: Sue Davies, Helen Field, Richard Field, Mike Tadman and Louise Whitehead.
- Agreed the current individuals actively fulfilling the Lay Assistant role should continue: Lucy Bubb, Maxine Buck, Hilary Selwood and Dave Thomas.

- Agreed the following as Lay Assistants for Home Communion: Maxine Buck, Hilary Selwood and Anna Wood.
- Agreed that Mike Tadman should take over as Electoral Roll Officer after the APCM as Janette Tadman had asked to step down from this role.

Financial Review

During 2017, general fund receipts totalled £56,287 and general fund payments totalled £63,179, giving a net deficit of £6,892 compared to a £1,682 deficit in 2016.

However it should be noted that reported expenditure for 2017 includes a transfer of £1,317 to the Fabric fund to allow for future expenses in the maintenance of the Church and its Halls in 2018. This amount was calculated as a % of income received from Hall Lettings in 2017. Also included in the reported expenditure is an amount of £3,231 relating to costs incurred for the Heating issues and Electrical work we had in Nov/Dec.

Congregational giving and income tax recovered from Gift Aid has continued to be a substantial source of income to St Luke's, totalling £27,901 which is a reduction on the previous year. The other main source of income is from our hall lettings, £26,864. Both of these sources combined, fully fund our parish share which is the amount we have to pay towards clergy stipends and other central costs.

In 2017, St Luke's paid its full parish share of £39,477.

St Luke's has continued to support other charities and organisations through a number of appeals, of which £1,876 was collected throughout the year. All collections except an amount of £12 in the year have been paid out to the respective Charities. The £12 will be paid out in 2018.

This is the second year running we have reported a deficit and as a result the General Fund has decreased from £12,470 in 2016 to £5,578 as at Dec 17. The unforeseen costs for Heating & Electrical work mainly contributed to this decrease but we are optimistic that we don't envisage a repeat of these costs. The Fabric Fund has a balance of £487 as at the end of Dec 2017 and it was agreed by PCC and the Finance Committee to continue to transfer 5% of Hall Lettings received each month into the Fabric Fund to allow for any future maintenance expenses without impacting the General Fund. The PCC has set a deficit budget for 2018 of £8,225 and is taking a cautious view about future giving.

The PCC has continued to be supported throughout the year by the Finance Committee; Lucy Bubb, Dave Chambers, who is also the Giving Officer, Richard Field and Mike Thomas. The Committee meets on a regular basis to discuss financial issues affecting St Luke's.

Reserves Policy

It is PCC policy to maintain a balance in the Current Account where possible, (which equates to at least approximately one months' parish share payment). This was achieved throughout the year.

The Fabric fund is retained to meet the cost of maintaining and improving the fabric of the church building and halls. At the end of 2017 there is a balance of £467.

It was our policy to invest funds with the Church of England Deposit fund. As at 31st December 2017, the balance of the Deposit Fund was £111,185.

My thanks go to the Finance Committee and the team of Sunday counters. The Finance Committee would also like to thank Helen Field for the duty of banking the money weekly.

Report prepared by Helen Field (PCC Secretary) and Mike Thomas (Treasurer).

Priest in Charge's Report

Revd Gemma Fraser reports ...

It's been an eventful year at St Luke's!

The 1st January 2017 was the first day of your vacancy as Canon Carol moved on to pastures new in Hearne. At that stage I was working alongside you as Assistant Curate and I was incredibly impressed as to how well you all managed the vacancy, not only did you continue with things already happening but you continued to develop. You worked hard on writing the Parish Profile and in doing so were honest about your strengths but also the challenges that you were facing. The vacancy created an opportunity for building closer relationships with St John's, something we all continue to benefit from, as well as the wider MMU.

At the beginning of the year, had you asked me whether I would be applying for the post here I couldn't have answered either way but the more time I spent with you all and with people in this community, the more I felt God telling me that this was where I was being called to serve. I applied in April, was interviewed in May and licenced in August, that's not a bad turnaround!

I began on the 1st September with an aim of getting to know people, listening to stories and learning the ropes both within the church and out in the community! I am very grateful to everyone for their patience as I asked endless questions about what we do and why we do it. Bear with me as we may not be done with the questions quite yet! It's been a rollercoaster first few months! We've had some lows; encountering what felt like one issue after another with the building. The gas leak meant that we were without heating for weeks, a huge challenge not just for us as a church but for our hirers; Little Acorns, Trudi, our uniformed organisations, the choir among others. The gas leak revealed major issues with our electrical system, the urgent issues were resolved but we are having to plan for a complete rewire.

The high points however have been wonderful. Christmas services, being part of the best Churches Together group that I've ever encountered, building relationships in our local schools, getting St Luke's on Facebook and seeing the response and seeing how much God is already at work, in the lives of individuals but also in the life of St Luke's as a whole.

Stephanie and I have been supporting the team at St Michael's, this has been Sunday morning services, occasional offices and wedding and baptism preparation. The last few months of the year sadly saw a lot of funerals but it is an enormous privilege for me to be able to walk with people at such a time and offer care and support.

I want to say thank you to everyone for helping me to transition into this role so smoothly. Thank you to those working with me in ministry and leadership, we have an amazing team. Thank you for being such a wonderfully welcoming community, committed to serving even when things are challenging, thank you for your openness to God and each other. I am very much looking forward to the next 12 months together and so excited to see what God has planned!

REPORT ON DEANERY SYNOD

Elaine Law and Hilary Selwood report ...

The Synod met 4 times, in June, September, November and February.

The main business of the June meeting was a talk by Steve Kersey who is Children's and Families Advisor for the Diocese, who talked about doing a Children's Family Ministry Audit which included asking children about what they think about church and God. He had various leaflets and question cards which could be used.

The main business of the September meeting was an explanation of 'The Role of Deanery Synod within the wider context of Church of England Governance' by Robin Stevens. He explained how the synodical system works and made what could have been a very dry subject interesting and amusing.

The November meeting was a service at Great Baddow at which the Revd Tim Ball from Great Baddow was licensed as Area Dean for the Chelmsford South Deanery.

In February there was a power point presentation by Revd Capt Peter Allen on the Evangelism Enablers course for which he is responsible. It gives encouragement to anyone with a passion for evangelism but does not really know how to go about it by taking part in four meetings over a year and sending them out on various placements .

We were told that the commissioning of the Compass Group MMU which includes most of the other parishes in the Deanery had recently taken place, and we were also told about a discussion taking place (at present at a very early stage) about whether the Cathedral should remain a parish church - many other cathedrals aren't.

Further details of all these meetings are in their minutes, which we can show to anyone who is interested.

REPORT ON THE CHURCH ELECTORAL ROLL

Janette Tadman reports ...

As of the 8th April 2018 the Electoral Roll stands at 68 members, 37 of these members are resident in the parish and the remaining 31 are non-resident. The roll is due to be completely renewed in April 2019.

The Data Protection Act 1998 restricts availability of personal data and I can assure all parishioners that the only part of the Roll that is made public is a list of names on the Roll. Copies of the full Electoral Roll (which includes postal addresses, email addresses where applicable and telephone numbers where provided) are held by Church Officers; a copy is also kept in the safe in the Sacristy. This information will be used for direct personal communication only and will not be divulged to outside bodies or persons.

CHURCHWARDENS' REPORT

Report on the Church Fabric *Richard Field reports ...*

2017/18 has proved a challenging year regarding the Church and Halls. The combination of the age of our buildings, years of adaption and changes in regulations has led to a significant amount of work being needed. Of particular note was:

- Temporary termination of our gas supply at the end of November due to the discovery of a gas leak in the men's toilets. Thankfully the leak was repaired relatively easily with no-going issues other than needing to pressure test the system each year.
- Significant problems with our electrics, discovered as a result of completing a five-year Periodic Electrical Inspection. We are in the process of letting a contract for a full rewire and upgrade of our electrics to include emergency lighting, LED bulbs etc.
- Failure of a number of devices as a result of PAT testing electrical appliances. These have been repaired, destroyed or replaced.
- Two accidents in our car park involving people falling over the wall adjacent to the large hall. We have since improved safety signage, and are taking advice from a structural engineer as to how we might reduce the risk of future falls.

I would like to thank everyone who has helped me over the last six months, including those who lent us electric heaters, bought and moved heavy propane canisters, managed the space heater etc. I would also like to thank hall users who managed to survive December on very low levels of electricity – we only blew the master fuse on one occasion! In amongst all this upheaval day to day running of the Church and halls continue, and I am grateful to Larry and others for their continued work in keeping the gardens and car park tidy and maintained.

On a positive note the outcome of our five-year independent review of our property (Quinquennial Review) was good, requiring us to address a small number of relatively minor issues. We also passed our three-year food hygiene survey, as a result of which we have now introduced disposable towels in the kitchen.

The next nine months will see considerable maintenance/development work at St Luke's following which we will introduce a system to ensure that future inspections, reviews and servicing take place as required.

In addition to what has largely been responsive maintenance work we have completed a number of internal risk assessments associated with the property. We have also appointed an independent consultant to undertake a Fire Risk Assessment as required where Pre-School Children are in attendance. This assessment will be completed in April 2018.

Scout Hut Lease

Over the last two and a half years we have been trying to agree a new lease for siting and access to the Scout Hut. This is a torturous process that involves four sets of solicitors who appear to be struggling to bring this to a conclusion. This is proving very

expensive to St Luke's – we have so far incurred legal costs of just over £3000. Over this time the Group Scout Leader, ourselves and the Chief Executive of Chelmsford Diocese have tried numerous times to move things along with some limited success.

At present it is unclear as to what the current delay is but we suspect it rests with the Diocesan Board of Finance – accordingly, with PCC approval I have informed the Archdeacon that we will deduct all future legal fees from our parish share until we can be assured that they are not the cause of this delay. This matter has proved very frustrating which we will continue to try to bring to conclusion without further delay or cost.

Project Planning Group

The Project Planning Group comprises myself, Hilary Selwood, Dave Thomas, Mike Tadman and Revd Gemma. We have met on a number of occasions over the year to progress two projects; installing a ramp to the main Church entrance and building work that will involve combining the old kitchen and sacristy and extending this to provide two additional toilets, kitchen facilities and a new sacristy/meeting space.

With regard to the ramp we have consulted the congregation and commissioned an architect to prepare drawings. We have also consulted the Diocesan Disability Advisor and are due to meet with Dave Facer in early May to produce the final specification which will then form the basis of an application for a Faculty and Local Authority Planning permission. We will be seeking grant support and hope that work will be completed in autumn 2018 or spring 2019.

The building project has been paused until January 2019 while we attend to essential maintenance and the ramp project. During the year the Project Planning Group met to discuss the building project and consult the congregation. Members of the Project Planning Group and PCC have visited two Churches that have extended their premises and/or use their premises in ways that are similar to our thoughts for the future. The visits to Christchurch in Southend and the Orchards in Meadgate proved very interesting and worthwhile, and when the Project Group starts work on this again the first stage will be to apply our learning from the two visits to our design. Realistically, the building project is unlikely to be complete before Autumn 2020 as significant planning activity is required, Faculty and Local Planning Applications made and grant applications to be submitted.

Report on Worship (including 2nd and 4th Sunday services)

Lucy Bubb reports ...

During 2017, even though we were in vacancy for eight months of the year, we were able to maintain our established pattern of worship: weekly mid-week communion; and on Sundays, Holy Communion on 1st and 3rd Sundays, and non-Eucharistic services on 2nd and 4th Sundays. We were very fortunate to have a pool of priests, both from within South West Chelmsford Churches and from elsewhere in the Diocese, to ensure that this pattern continued. We have also been lucky to have support for our worship from both our pool of organists and our flexible and friendly music group!

The lay leaders involved in the 2nd and 4th Sunday services (Lucy Bubb, Richard Field, Revd Bridget Jenkinson, Mike Tadman, and Dave Thomas) have gone from strength to

strength and have been ably assisted by Chris Fawcett and Louise Whitehead. Each leader has their own style and so no two services are ever the same! All those involved have appreciated the feedback from the congregation, both in terms of what has gone well and also where improvements have been made – please do continue to give feedback and, of course, pray for those leading that they are able to confidently share God's word to those to come to the services.

It has been interesting to review the average attendance figures at Sunday services across the month: 1st – 38; 2nd – 30; 3rd – 44; and 4th – 28; Revd Gemma and the lay leaders would be interested in your reflections on this too, so please do talk to us. In addition to our regular services, we have also been fortunate to join together both with the congregation at St John's, for example, at the Christian Aid service at St John's in May 2017 after our Big Brekkie, and also across South West Chelmsford Churches on 5th Sundays as well as at the monthly afternoon/evening services. The latter have involved a variety of different types of services including Taize, Worship and Praise, Interactive prayer, and Choral Evensong. These are always preceded by tea, cake and chat – please do come along to these services, which are always advertised in the newsletter.

Since Revd Gemma joined us, there has been a regular pattern of Morning Prayer at 9.15am, Monday – Thursday taking place at various places including St Luke's. We are fortunate to have such a variety of services available to us and can give thanks to God for his provision.

REPORTS ON CHURCH ACTIVITIES/ORGANISATIONS

BIBLE READING FELLOWSHIP NOTES

Elaine Law reports...

Several people have dropped out of the scheme recently, so that there are only 2 of us left. It is debatable whether it is worth carrying on.

EDWARD BEAR CLUB

Sharon Thomas reports...

The number of children attending Edward Bear this year has fluctuated between 3 and 17 children each week.

For the past 2 years we have had a young lady in her early 20s called Chloe coming most weeks with her care assistant Jane. Chloe has learning difficulties and was about to leave college and thought she would like to work with children. It was suggested by a mum who used to attend the club and now works in the college, that she could come to us. She was very shy at first but now joins in and plays with the children and talks to the mums. She also helps in the kitchen making the refreshments. So you could say Edward bear doesn't just help mums/carers and children but Chloe as well.

We had a Summer party and one at Christmas which was once again visited by the busy Father Christmas.

This year we lost two of our long serving tea ladies..Maureen as we all know moved out of the area and also Rita who has taken well deserved retirement from the club. I'd like to also to thank Hilary for all her help and the 2 new tea ladies..Brenda and Chris Troster. Also a very big thank-you to Trudi who also helps to runs Edward bear with me and steps in when I am away. We are also grateful to Dave who gets the toys out each week.

EVANGELISM

Revd Gemma Fraser reports...

St Luke's continues to be committed to a ministry of evangelism; sharing the good news of Jesus with those around us.

Over the last year we have run regular invitation events; these are fun sessions aimed particularly at children and families. We play games together, make crafts and share food and drink. There is a "God slot" where we sing worship songs (always ones the children can join in with and get excited about) and listen to a Bible story and/or a short talk. We invite families that have had children baptised at St Luke's as well as those in our local community. These are great events and we are currently looking at how to develop them further.

Gemma works with 4 of our local primary schools, offering Christian assemblies at least once a term as well as offering a Christian presence for staff and parents. Two of the schools bring the children in to church for special services 2 or 3 times a year. We host special services for two of the local nurseries too.

Our uniformed organisations are invited to major festivals throughout the year, attendance at Christmas was brilliant.

We continue to have volunteers on hand at Saturday coffee to talk to those attending. Evangelism starts with relationship and hospitality!

Our primary evangelistic outreach can be found in the everyday lives of our church family. Projects and events are wonderful but can only do so much, instead we share Jesus with those around us by the way we conduct ourselves, by the way we serve others, by the way we offer to pray with or for people, by the way we relate life to faith. At St Luke's we are committed to listening to God and continuing to grow in our faith so that we are equipped to share it with others.

FLOWERS

Mary Hoare reports...

Following the agreement by the PCC that artificial flowers can be used on appropriate occasions a stock supply has now been purchased. Some have already been used in the porch over the summer months to keep the church entrance welcoming. As usual the Christmas tree was purchased & dressed with white lights at the beginning of Advent in time for the Light Up a Life service that has traditionally been held at St Luke's for many years. Full decorations & the coloured lights were added on Christmas Eve. The tree was kept going until Candle Mass.

My thanks as ever to Mary M who helped with the floral displays for the Installation Service of our new vicar, Gemma, back in August. Also to Louise who now helps out by watering the 'real' displays once a week for me. Several of the congregation have continued their donations for flowers in memory of a loved one & this Easter there has been an excellent response for Easter Lilies.

HALL BOOKINGS

Brenda Hudson reports...

St Luke's Halls continue to be busy throughout the week with our regular hirers. Age Concern uses our Small Hall on a Thursday afternoon once every 8 weeks for their Toe-Nail Cutting Service. Bookings made through Age Concern. Saturday Coffee is held most Saturdays in the Small Hall between 11:00 and 12:00. Once a month on the first Saturday our local councillors hold their monthly surgery during Saturday Coffee. In the Large Hall our single bookings are mainly Children's Parties, Baptism Celebrations and Fundraisers. It has been a quiet year for Children's parties.

Our Regular Hirers are as follows: -

| | |
|-------------------------------|--|
| Little Acorns Pre School | Monday to Friday mornings and Monday and Friday afternoons in Term Time. |
| Edward Bear Club | Wednesday afternoons in Term Time. |
| Trudi Osborne School of Dance | Various times Mondays to Thursdays in Term Time. |

| | |
|----------------------------|---|
| Moulsham Lodge Camera Club | Monday evenings. |
| Rainbows | Monday evenings in Term Time. |
| Brownies | Tuesday and Thursday evenings in Term Time. |
| Guides | Thursday evenings in Term Time. |
| MLCT - Choir | Thursday evenings in the Church. |

For bookings or further details please contact Brenda on 01245 251589.

LYNCHPINS

Dave Thomas reports...

Lynchpin: something that holds the various elements of a structure together.
St Luke's Lynchpins: Sue Davies and Dave Thomas

The SW Chelmsford MMU holds a Lynchpins meeting around 6 times a year starting with communion and chaired by Stephanie or Gemma. It involves 2 or 3 people representing each parish within the MMU and looks at areas of cooperation between the various churches and their joint vision and vocation. This year we have planned joint services, looked at ministry and mission focus - what God is calling us to do, what each parish is doing with various age groups, community development, social isolation and a group coach trip to Ely.

By coming together we gain the experiences of our sister churches and are challenged to look at the broader responsibilities of our MMU. The fact that we have different traditions and worship patterns gives us a different outlook and I think adds to the richness of our joint services.

A special thanks goes to Stephanie for producing the minutes for our meetings.

MID-WEEK SERVICES

Revd Gemma Fraser reports...

Wednesday Communion

St Luke's has offered mid-week Communion every Wednesday for a long time. It is a wonderful opportunity to worship together, listen to the Bible and be nourished by the bread and wine. However towards the end of 2017 attendance numbers dropped very low and it was necessary to take a decision about the future of this service. It was decided that for the first 6 months of 2018 we will trial this service being held only on the first Wednesday of the month. There will be a study or time of reflection as part of the service and coffee afterwards, either in the church or at Greggs/ the pub. We will review in the summer of 2018.

Morning Prayer

Morning Prayer is said Monday through to Thursday across the MMU:

Monday 9.15 am at Gemma's

Tuesday 9.15am at Church of the Holy Spirit, Widford

Wednesday 9.15 am here at St Luke's

Thursday 9.15 am at St John's

This is a general pattern, please keep an eye on the notice sheet for any temporary changes, for example when Stephanie/Gemma are on holiday.

MUSIC AT ST. LUKE'S

Revd Bridget Jenkinson reports on the Choir...

Choir and music practice continues on some Friday evenings – a light-hearted finale to the working week. We practise the hymns and songs to be included in Sunday worship. We learn new songs for the sheer fun, or confusion, of it and also, at times, to help Sunday congregations to learn new songs too. We discover beautiful, meaningful hymns and songs in our hymn book as well as exploring the musical resources in other collections.

We have appreciated the opportunities to join with choirs from the other churches in the MMU for the joint services. These occasions are encouraging for those who can attend.

St Luke's choir members are a small, committed group. Sometimes the illness or family commitments of members reduces the number of people able to attend on Friday evenings so practices no longer happen every week.

We are very grateful to the guitarists in the music group for their strumming, plucking and harmonious support. Without their help we wouldn't laugh nearly as much!

Mike Tadman reports on the Music Group...

The music group has continued to provide musical accompaniment on 4th Sundays and some 2nd Sundays throughout the year. Although our number has become depleted following John Smith's move to Dorset, members of the music group remain enthusiastic, (even though our enthusiasm is not always matched by our talent!)

Praise through music remains a very important part of life at St Luke's and we would like grow our numbers and encourage other people to join us. So if you play an instrument to any level, or know of anybody who might like to join in, please let us know!

Rita Roscoe reports on Organists...

Like many smaller Anglican churches, and those of other Christian denominations, we do not have the luxury of a professional and resident organist. We do, however, enjoy the services of a dedicated group of players (some professional, some keen amateurs) who, although not members of our congregation, nevertheless willingly accompany our worship.

With our present pattern of worship, each visits St. Luke's every 4 - 6 weeks. All offer their services to other Christian churches, and we are therefore indebted to them for their time (which of course will include practice of hymns normally notified 4 - 5 weeks prior to the event).

Since the last APM the following have led us musically:

Michael Davis (also plays the piano)
John Kingham
Philippa Penkett
Alan Arnot
Rita Roscoe
Gillian Ward-Russell
Fay Hepworth
Paul Selwood

Although it would appear that having 8 organists on whom to call would be adequate, we do occasionally encounter "staffing" problems. To remedy this, we are:

- a) Liaising with other churches in the group
- b) Considering an offer to host an older school student (Grade 7+ piano) who might welcome the challenge and experience of playing in public at our 2nd and 4th Sunday services.

OCCASIONAL OFFICES

Revd Gemma Fraser reports...

PASTORAL CARE

Hilary Selwood reports...

The Diocese encourages each Pastoral Assistant to attend study days and recommends that we take time out for quiet days, retreats and regular support meetings.

I continue to enjoy visiting many people either at home or in hospital. It is a great privilege to be welcomed into homes, for a chat or to administer Holy Communion.

I would like to thank Maxine Buck for her continued support in this ministry.

The Moulsham Churches continue to take a service of Holy Communion to residents at Manor Lodge Care Home, which is a ministry that brings many blessings not only to them but also to us.

I would like to thank Anna Wood for joining with us in this ministry.

Representatives of the South West Chelmsford Churches have met with Revd Stephanie Gillingham who is overseeing pastoral care within the group.

SANCTUARY AND SERVERS

Lucy Bubb reports ...

This is one area of the church where a lot goes on behind the scenes, which often goes unsung. A huge thanks to all those who maintain the altar linen, which when soiled, miraculously disappears and reappears, crisp and spotless! A huge thanks also to Janette Tadman, who acts as Sacristan, for taking care of the sanctuary supplies

(candles, wine, wafers etc) and for maintaining stocks. Our servers, Janette Tadman and Hilary Selwood, have continued to serve faithfully at all our communion services and coped admirably with the plethora of priests during our vacancy and we are extremely grateful to them. If you are interested in becoming a server, please do speak to Gemma or one of the Churchwardens as we would love to have a few more taking on this important ministry.

SATURDAY COFFEE

Louise Whitehead and Brenda Hudson report...

Saturday Morning coffee runs every Saturday from 11 – 12am. Brenda organises the rota. Currently on the rota are Brenda, Larry and Louise. Mary Marshall and Dawn have also offered to help. Louise's son Johnny helps with the serving and clearing away when Louise is present.

Helpers arrive at 10am to begin the set up ie organising the tables, chairs and flasks. Church cleaning is often tied in with Saturday morning coffee. Larry helps out every Saturday, which enables the second person to attend to the cleaning when possible. We are very grateful to Larry for this. During the snow Larry was clearing the paths with Mike, and Larry also litter picks and completes gardening on a Saturday morning whilst helping with the set up and serving.

Saturday Morning Coffee members also help out by folding the church newsletters as they sit and socialise. Numbers are around 6-8 people, who are regulars. Once a month the Councillors have a surgery at Saturday Morning coffee and numbers increase on these days.

There is good feeling of fellowship at Saturday Morning Coffee; other church members pop by to prepare services, do the gardening, clean the silver and arrange the flowers. All these people enjoy a Saturday morning hot drink. The ladies who hold the flower stall once a month will often come in for a drink.

Future ideas.

If we could get back to 2 people per Saturday on the rota rather than one and perhaps some more volunteers for cleaning, that would be a positive.

Open up Saturday morning coffee during special events/times of need. For example, during the snow a post was put on social media inviting all those who had felt isolated during the snowy weather to come to Saturday Morning Coffee, and toys/games were provided for children.

SIDESPERSIONS

Lucy Bubb reports...

By the end of 2017, there were six sidespersons on the rota as follows:

Maxine Buck
Jane Chambers
Helen Field

Catherine Gravelle
Janette Tadman
Louise Whitehead

During the year there were some changes to the rota with Janette Tadman re-joining and Richard Field and Maureen Smith coming off. I would like to thank all of our sidespersons for their service to St Luke's.

The role of sidesperson really is an important ministry as this is often the first person that any visitor will see so a warm and friendly welcome is vital. Fortunately at the beginning of 2018, a further three people joined the rota: Sue Davies, Chris Fawcett and Hilary Few – we can never have too many sidespersons!

SOCIAL MEDIA

Lucy Bubb and Mike Tadman report ...

November 2017 saw St Luke's starting to embrace the world of social media with the launch of our Facebook page: @stlukesmoulshamlodge. What an adventure it has been! We now have 71 'likes', which means that there are 71 people who are looking at the posts that we put on Facebook – we've tried to put something on every day, either something about life at St Luke's or sharing posts from other Facebook pages that we think are relevant. We have advertised Edward Bear Toddler Group, which has encouraged new children and families to come along, as well as events taking place, such as our Christmas services. We also created a Facebook page for our Posada at Christmas time so that we could see our Posada travelling around Moulsham Lodge and Tile Kiln.

More recently we have had a go at 'live streaming' a few of the Sunday sermons – this means that those who can't get to a service can watch either live or at a later date by going onto our Facebook page. We've had some great comments from those who have watched! If you haven't looked already, please do take a look at our page and encourage friends and family to do the same!

Our website is kept regularly updated – it's now possible to look at the weekly newsletter on-line as well as the services for the following month, including the type of service and who is leading. We have plans to make the website more user-friendly but we need to find someone to help us. If you know anyone who has website design skills, please point them in our direction.

UNIFORMED GROUPS

Sherry Wright, Group Scout Leader reports on the 11th Chelmsford St. Luke's Scout Group...

In August of last year, we replaced the main doors and windows with UPVC this has considerably improved the outdoor appearance of the Scout Hut and we are looking to replace the wooden doors to the front of the Hut this year. We also completely refurbished the kitchen in December which has not been upgraded in over 20 years.

The Group continued to keep high numbers in all Sections with 24 Beavers, 2 Leaders, Parent Helper and 2 ex Scouts who are working towards their D of E Bronze Award. The Beavers attended a Sleepover in May 2017 and we had 8 Beavers move up to Cubs in the Autumn.

The two Cub packs, Swazi and Zulus currently have 45 Cubs There are 2 uniformed Leaders and 1 Explorer Scout helping.

Both Packs ran 2 Camps during last year with good attendance at both. Due to work commitments, Ian Cook, the Scout Leader will be leaving at the end of this term, which leaves the Troop without a Leader. At the moment, a District Leader is helping run the Troop with help from me, but we must find some new Leaders to continue as we have 22 Scouts.

We have heard from the Scout Association that they are happy with the conditions in the proposed Lease and we look forward to this being completed very soon.

Last, but not least, we were all very delighted to welcome Revd Gemma and so far our Beavers and 2 Cub Packs have paid a visit to the Church to hear about the role of the Vicar and a visit is being planned for the Scouts in April.