



Writing the Trustees' Annual Report

This report gives you the chance to tell everyone the aims of the church and what you are doing to make them happen. You can share 'good news' stories and how people's giving made them possible.

As trustees the PCC is jointly responsible for writing this report, although often the PCC will delegate the drafting of it to the Incumbent, as Chair of Trustees, or to the PCC Secretary.

The following pages review the report section by section with a brief guidance note, followed by the example.



2010 Report and Accounts for the Parochial Church Council of St Emilion's Church, Barchester

Aim and purposes

Information required	What you need to include
Aims and purposes	Every Church of England church has the same aim: 'To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. You will need to show any buildings etc that the PCC is responsible for in the local situation.

St. Emilion's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Samuel Weller, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of St. Emilion's, The Green, Barchester.

Objectives and Activities

Information required	What you need to include
Objectives and Activities	How you are trying to fulfil the aims of the church for the benefit of everyone in the church and community. For example the PCC may have become aware that there are no daytime activities for families with small children and decided to try to meet their needs – this would be fulfilling pastoral and social aims.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Emilion. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission’s guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St. Emilion and the Church Centre Complex.

Achievements and Performance

Information required	What you need to include
Achievements and Performance	The church activities and how they have helped people. It helps to celebrate success and to think about what more can be done. You can say what hasn’t worked so well and tell people what changes have been considered. It is also the place where the church organisations can share their achievements for the year. If we continue the example above - the church may have started a toddler’s playgroup which has been successful with 15 children and 10 parents attending and two new families coming to church.

Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, evening prayers provide a quiet, intimate and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship such as that provided by the youth group within our parish.

This year we have been successful in welcoming more families into our church and have agreed a new style of Family Worship on the morning of the 3rd Sunday each month. This has meant that special arrangements have had to be made for baptisms and for welcoming the families at corporate worship on the 1st Sunday of each month. It is pleasing to be able to report that the new arrangements have been well received since they came into operation during September. They will be reviewed by the PCC after 12 months. In addition, a great deal of time and thought was spent during the year on making best use of the new services. Many have said how much easier it is to follow the services now that they are printed out in booklets.

All are welcome to attend our regular services. At present there are 173 parishioners on the Church Electoral Roll, 91 of whom are not resident within the parish. 18 names were added during the year and 9 were removed either through death or because they moved away from the parish. The average weekly attendance, counted during October, was 107, but this number increased at festivals and two Christmas carol services had to be held to seat all those who wished to attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God’s blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 25 baptisms and 15 weddings and held 26 funerals in our church this year.

Deanery Synod

Three members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church. This year the PCC has also focused its attention on the questions posed to parishes in the deanery about the most effective deployment of stipendiary and non-stipendiary clergy.

The Church Centre Complex

We want our church to be open to our community for private prayer. Unfortunately, since the theft of valuable church artefacts from St. Augustus Church, in the neighbouring parish, we have felt unable to leave the church open at all times for private worship. We are however pleased that a rota of parishioners has enabled us to open the church at weekends and for all public holidays in the past year.

The state of the nave roof has been causing concern for some time. After many years, during which routine maintenance has been carried out, a detailed report on its condition will be prepared by the architect at the next routine inspection in April 2011. We have already anticipated the need for major structural renewal, and it is our policy to make provisions from general income in the hope that an urgent appeal can be avoided.

The kitchen in the Church Hall was refurbished during August and the new environment meets the stringent health and safety requirements and allows us to continue the old people's luncheon club on Saturdays. 18 people regularly attend at our luncheon club, 12 of whom are parishioners. We were particularly pleased to be able to extend the services of our club to the members of the Barchester Green Methodist Chapel luncheon club when the death of Alice Luther, the main organiser of that club forced its closure.

During the week the hall is used by our mothers and toddlers group on Wednesdays. Fifteen children and their carers have been regular attenders at the mother and toddler group. During the summer the group organised two outings including older siblings during the school holidays. In July, twenty children and their parents went for the day to Longleat and later in the holidays we had the hottest day of the year for our family outing to New Milton.

The crèche runs in the hall on Tuesday and Thursday mornings. There are 12 regular attenders at the crèche which is organised by Sally Pincet, the council's peripatetic childcare co-ordinator who runs crèches at our church as well as at St. Augustus on Mondays and Wednesdays. She has a rota of volunteers from the parish who help her all of whom have been CRB checked. The crèche had an OFSTED inspection during the year and passed with flying colours.

Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Samuel Weller has visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital. Miss Finching has continued to organise a rota of volunteers to visit all who are sick or unable to get out for any other reason to keep them in touch with church life.

Mission and Evangelism

Helping those in need is a demonstration of our faith. The Mission and Evangelism Committee is to be congratulated on its fund-raising efforts. £1,350 was raised for the Southern Africa Famine appeal. It is good that these efforts on behalf of others can be combined with opportunities for fellowship.

Our parish magazine is distributed quarterly to all parishioners on the Church Electoral Roll and available at the Church Hall. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

Ecumenical Relationships

The church is a member of Churches Together in Barchester and of the Salisbury Interfaith Forum. We have held joint services on the fourth Sunday of every month with the Barchester Green Methodist Church and for the first time this year have joined with them both for our Lent courses and to run an Alpha course in the autumn. The Alpha course has led a number of people to attend other church activities and services. We have also worked with Barchester Green Methodist Church and Millfield Baptist Church to deliver a flyer to every home in the town advertising the Christmas services of all three churches.

Financial Review

Information required	What you need to include
Financial Review	<p>A brief explanation of how the money has come in and been spent. Explaining what has happened to the money straight after talking about the church's achievements helps people to see the links especially if you describe how giving was used.</p> <p>You also need to explain the 'Reserves Policy', the amount of money that the church is keeping for a 'rainy day' or future projects. (link for guidance on developing a reserves policy.) The Charity Commission understands the need for some reserves but the church has to remember that the money was given to do the work of the church and not just sit in a bank!</p>

Total receipts on unrestricted funds were £64,200 of which £42,000 was unrestricted voluntary donations, and a further £8,700 was from Gift Aid. Restricted donations of £5,800 were also received and are detailed in the Financial Statements. The freehold house at 36 Church Road continues to be let temporarily, which provided a gross income of £3,700.

The planned giving through envelopes and banker's orders increased by 8% and it was good to see the use of Gift Aid envelopes increased. Total income, including tax recovered but excluding the legacy, went up by only 3% compared with last year. This was partly due to the Christmas Bazaar not being held this year. We were grateful for a pecuniary legacy of £1,000 from the estate of Mrs Mary Rudge. £2,000 was set aside towards the cost of the much needed cleaning of the organ. The work was completed in time for Christmas.

£61,350 was spent from unrestricted funds to provide the Christian ministry from St. Emilion's Church, including the contribution to the diocesan parish share that increased by 12% in the year and largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations. We have to find more of the sum at St. Emilion's as the size of our congregation increased more compared with other churches.

The net result for the year was an excess of receipts over payments of £2,850 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £10,450 of which £5,300 has been set aside to meet the costs of cleaning and maintaining the church organ and is carried forward as a designated fund.

Reserves policy

Information required	What you need to include
Reserves Policy	<p>In this section the PCC needs to summarise its Reserves Policy, and to report where its reserves stand in relation to this policy, and action that the PCC will take to address any imbalance. In addition to cash balances, amounts payable to and by the PCC at the year end should also be included (e.g. Gift Aid claim made but not yet received, and bills received but not yet paid.)</p>

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £15,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £10,450 held on unrestricted (including designated) funds at the year end, together with the amounts payable to and by the PCC, was less than half of this target. It is the PCC's hope to increase this over time, as and when investment income recovers.

The balance of £17,050 in the Fabric restricted fund is retained towards meeting the cost of the nave roof repairs detailed above. It is our policy to invest £5,000 of our fund balances with the CCLA Church of England Deposit Fund, and the remainder in the CCLA Church of England Investment Fund.

Optional Information

Information required	What you need to include
Optional Information	This section can be used to thank people for example the volunteers and perhaps to give a special mention to someone for their work. (link to section)

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular we want to mention our churchwardens Mrs Allen and Mr Tapley who have worked so tirelessly on our behalf and Mrs Neckett who has helped us all to understand the church's accounts and its finances.

Structure, governance and management

Information required	What you need to include
Structure, Governance and Management	This is the information that we think we all know but not everyone does! The question is how is the church organised and who decides what? This is where you explain what the PCC is and how it is elected, its responsibilities, and any sub-committees that have been set up. It needs to include a brief note on any significant transactions with PCC members or closely related persons.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Emilion's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met six times during the year with an average level of attendance of 80%. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, mission and outreach and fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Administrative information

Information required	What you need to include
Administration	As the name suggests this is the basic information on the church: <ul style="list-style-type: none">• The address of the church.• Contact details• The legal standing of the PCC.• PCC membership for the year of this report (ex-officio, elected or co-opted)

St. Emilion's Church is situated in The Green, Barchester. It is part of the Diocese of Salisbury within the Church of England. The correspondence address is The Vicarage, Church Street, Barchester. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission.

PCC members who have served at any time from 1st January 2010 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Reverend Samuel Weller (Chairman)
- Reader: Mr Robert Sawyer
- Wardens: Mrs Arabella Allen
- Mr Mark Tapley Vice chairman

Elected members:

- Mr Frederick Trent representative on Deanery Synod
- Mr Peter Magnus Secretary, representative on Deanery Synod
- Mr John Fielding representative on Deanery Synod
- Miss Flora Finching (From 5th April 2010)
- Mrs Charlotte Neckett Treasurer
- Mr George Radfoot
- Miss Edith Granger
- Mrs Tilly Slowboy
- Miss Emily Wardle (Until 5th April 2010)
- Mr Mark Walker
- Miss Emma Haredale
- Mr Julius Handford (Until 5th April 2010)
- Miss Elizabeth Hexham
- Mr Ralph Nickleby (From 5th April 2010)

Approved by the PCC on 8th March 2011 and signed on their behalf by the Reverend Samuel Weller (PCC chairman)