



**The Parish of  
Harpenden St John**

**MEETING PAPERS**

**FOR THE**

**MEETING OF THE PARISHIONERS**

**AND THE**

**ANNUAL PAROCHIAL CHURCH MEETING**

**On Sunday 30<sup>th</sup> April 2017**

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## **AGENDAS**

### **MEETING OF PARISHIONERS**

*to be held on Sunday 30<sup>th</sup> April 2017  
in Church at 11:15am*

- 1 Apologies for Absence
- 2 Minutes of the Meeting of the Parishioners held on 24<sup>th</sup> April 2016
- 3 Matters Arising
- 4 Election of Churchwardens

### **ANNUAL PAROCHIAL CHURCH MEETING**

*to be held on Sunday 30<sup>th</sup> April 2017  
in Church following the Meeting of Parishioners*

- 1 Apologies for Absence
- 2 Minutes of the APCM held on 24<sup>th</sup> April 2016
- 3 Matters Arising
- 4 Electoral Roll
- 5 Churchwardens' Report
- 6 Secretary's Report
- 7 Treasurer's Report
- 8 Report from Deanery Synod
- 9 Election of representatives to Deanery Synod and the Parochial Church Council
- 10 Appointment of
  - i) Sidesmen
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**ST JOHN'S CHURCH, HARPENDEN**

**Minutes of the Meeting of Parishioners**

**held on Sunday 24th April 2016**

**in the Church**

The meeting opened with prayers.

**Present** - 56 members of the congregation were present.

**1. Apologies for Absence**

Pat Alexander, Margaret Charlston, Carol Cooke, Brian & Elizabeth Coventry, Helen Davies, Jonathan Holt, Paul Jessop, June Jones, Jo Klein, Maureen Lacey, Ian Richmond, Liz Swinscoe

**2. Minutes of the Last Meeting**

Adoption of the minutes of the Meeting of Parishioners held on Sunday 26<sup>th</sup> April 2015 was proposed by David Nye, seconded by James Hillman and carried unanimously. The minutes were then signed by Nicholas as a correct and accurate record.

**3. Matters Arising**

There were none.

**4. Election of Church Wardens**

Two nominations had been received prior to the meeting:

**Mary Jean Pritchard**, proposed by Elizabeth Brown and seconded by Liz Sergeant, and

**James Hillman**, proposed by John Jones and seconded by June Jones.

In the absence of any other nominations, Mary Jean and James were elected unanimously to serve as church wardens for the year 2016/2017.

The meeting closed at 11.20 a.m.

**ST JOHN'S CHURCH, HARPENDEN**

**Minutes of the Annual Parochial Church Meeting**

**held on Sunday 24th April 2016**

**in the Church**

**1. Apologies for absence**

Members present and apologies for absence were the same as for the Meeting of Parishioners.

**2. Minutes of the last APCM**

Adoption of the minutes of the meeting held on Sunday 26<sup>th</sup> April 2015 was proposed by Matt Barter, seconded by David Nye and carried unanimously. The minutes were then signed by Nicholas as a full and accurate record.

**3. Matters Arising**

There were none.

**4. Electoral Roll**

The Electoral Roll Officer, Neil Middleton, delivered the Electoral Roll Report. This year, the electoral roll was merely updated, following the complete revision in 2013.

The revised Roll has been completed and displayed in church since Thursday 31<sup>st</sup> March. It has 233 entries.

Of this number:

- 151 are female
- 82 are male
- 99 are not resident in the Parish
- 134 are resident in the Parish

The number on the Roll is just two entries lower than last year, when there were 235 people on the Roll. There have been five deaths, five new applications and resignations from the roll.

No questions were raised but Neil encouraged those in the parish not currently on the electoral roll to consider joining.

Adoption of the electoral roll was proposed by Mary Jean Pritchard, seconded by Lauryn Awbrey and carried unanimously.

Nicholas thanked Neil for undertaking this work as Electoral Roll Officer

## **5. Churchwardens' Report**

The report was circulated with the paperwork for the meeting, and had been delivered verbally to the PCC at the last meeting. There were no comments or questions.

## **6. Secretary's Report**

The report was circulated with the paperwork for the meeting and no queries were raised.

## **7. Treasurer's Report and PCC accounts**

Steve Creasy ran through the main points of his report and the PCC accounts for 2015. He provided an overview of money coming in and going out and explained the financial position at the end of the year.

The Financial Statements had been circulated with the paperwork for the meeting, after being adopted at the last PCC meeting in March.

### **Summary of Accounts:**

**Income** - Total income for 2015: £197,000

**Expenditure** - Total outgoings for 2015: £209,000

**Deficit for the year** - £12,000

**Key points:** At the end of last year there had been a surplus of £14,000 and this year there was a deficit of £12,000 – a difference of £26,000. This was largely due to increased expenditure on a number of specific items

- Repairs and renovations to Linwood Road Property to make it lettable (redecorating, new boiler, new carpets) - £8000
- Hall Repairs – new boiler and redecoration to hall and committee room - £3000
- Sundry Expenses – Branding and new St John's logo - £3000
- Upkeep of services – new service booklets and hymn books - £5000

There were also some items of income which were different between 2015 and 2014 but these generally netted off. For example, in 2015 we had income of £6k from the rental of Linwood Road, but in 2014 we had £5K of income from the Art Fair and the Autumn Fayre.

The balance sheet shows net assets (assets less liabilities) of £201,000 as at 31 December 2015. This is £12k lower than the funds of £213k we had at the beginning of 2015, due to the £12k deficit generated in 2015.

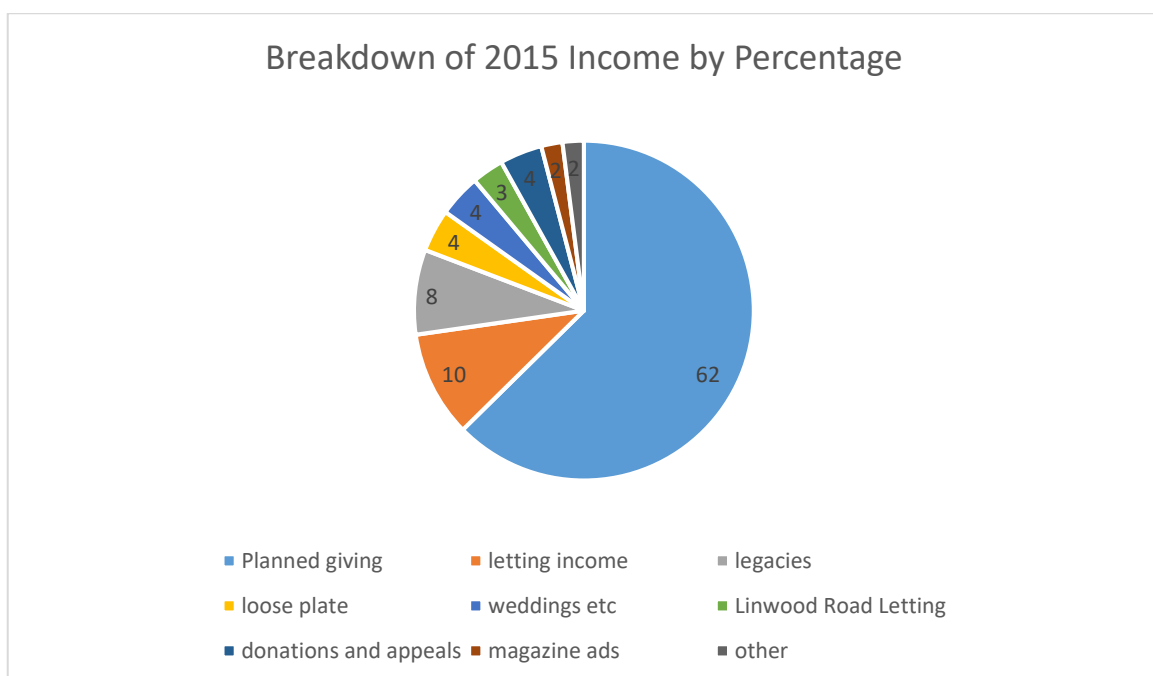
Liabilities, which amount to £16,000, are our creditors, those to whom we owe money e.g. utilities and donations payable to our outside giving charities.

Assets can be broken down into

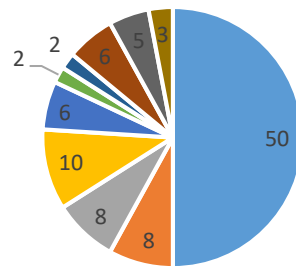
- £135,000 cash in the bank,
- £68,000 property (Linwood Road valued at £64,000 but worth much more and the church hall valued at £4000. These are both just balance sheet values)
- £14,000 debtors, those who owe us money (e.g. HMRC for Gift Aid rebate)

Other points to note:

- Planned Giving is expected to increase by approximately £10,000 p.a. following the recent stewardship campaign in the autumn of 2015.
- We are budgeting for a deficit of £8000 for 2016 but a legacy of £15,000 has already been received, so we may achieve a surplus balance by the year end. Legacy income cannot be budgeted for but now that we no longer have the benefit of the Ted Ward bequest, it should be noted that we are dependent on legacy income to balance the books and avoid a deficit balance. There was no significant fundraising in the last financial year.



## Breakdown of 2015 Expenditure by Percentage



- Parish Share
- Church running costs and maintenance
- Outside charitable giving
- staff costs
- Linwood Rd refurbishment
- Magazine printing
- Weddings and Funerals
- other
- Hall running costs and maintenance
- Upkeep of services

Steve urged those purchasing goods online to use Easy Fundraising. Last year this had raised £1700 from 34 members of the congregation. This has now increased to a total of £2500 from 40 people. It is very easy to donate when any online purchases are made, all that is required is a quick visit to the Easy Fundraising website, registering St John's as the chosen charity for donations and then downloading the Easy Fundraising tool bar. On each purchasing occasion, be it John Lewis, Amazon, Hotel Chocolat, holidays, flights etc. a quick click on the toolbar to activate the donation and a percentage comes to St John's at absolutely no additional cost to the purchaser.

Once again, this year, the accounts had been independently examined by Michael Coleby, as the income and expenditure in the year did not exceed £250,000.

Adoption of the accounts was proposed by Matt Barter, seconded by John Jones and carried unanimously.

Thanks, were expressed by Nicholas to Steve Creasy to whom we owe a great debt for employing his time and expertise in managing the finances of the church so well and for presenting the accounts in such excellent order. Nicholas also expressed his gratitude to Michael Coleby for the time and commitment he gives to his role as Independent Examiner of the accounts.

### **8. Report from Deanery Synod**

The report had been prepared by Elizabeth Brown and was circulated in advance with the meeting papers and there were no further questions.



## 9. Election of representatives to the Parochial Church Council

Those whose term of office expired this year were Tim Davey, Ginny Cooper, Jonathan Holt and Sarah Poppleton. In addition, James Hillman having been elected church warden, had vacated his elected space on the PCC. There was therefore a total of five vacancies.

Five nominations to serve as members of the PCC for the next three years had been received prior to the meeting.

<b>Carol Cooke</b>	proposed by	Julia Smith	seconded by	Katie Barter
<b>Jacky Dodd</b>	“	David Nye	“	Emma Bresslaw
<b>Sarah Poppleton</b>	“	James Hillman	“	Liz Sergeant
<b>Liz Swinscoe</b>	“	Mary Jean Pritchard	“	Liz Sergeant
<b>Stephen Whiting</b>	“	Margaret Creighton	“	Emma Bresslaw

There were no other nominations so a ballot was unnecessary and the five nominations for the PCC were presented to the meeting ‘en bloc’, proposed by Heather Nye and seconded by Moira Carrington. The meeting unanimously elected the fore-named nominees to serve in the capacity and for the term specified above.

The terms of five existing members of the PCC will expire in 2017: Matt Barter, Margaret Charlston, Pat Hudis, Ian Richmond and Tom Venner.

### 10. i) Appointment of Sidesmen

The list was available for perusal. Adoption of all the names was proposed by Moira Carrington, seconded by Derek Curran and agreed unanimously. The list of names would be displayed on the porch noticeboard.

Nicholas advised the meeting that there was a shortage of sidesmen for the 8.00 a.m. service and any volunteers for this would be much appreciated.

### ii) Appointment of Independent Examiner

Due to the financial limits, the PCC accounts will not require an auditor. Under the Charities Act, the PCC can appoint an Independent Examiner. Roger Carter proposed that Michael Coleby be appointed as the Independent Examiner for 2016. This was seconded by Moira Carrington and agreed unanimously.

Nicholas thanked Michael for continuing to undertake this responsibility.

## 11. Parish Centre Project

Matt Barter delivered a brief presentation to the meeting to provide an update on the progress being made towards planning a new Parish Centre to replace the existing church hall. He reported that the project was gathering momentum and that the consultation process with the various church groups and other hall users was well under way. The committee would present its findings to the PCC before the summer holidays and subject to gaining PCC approval would then spend the summer developing the non-technical design brief – an important document containing all basic wants and needs but without a specific design. This would then be taken to the PCC at its first meeting in the autumn, following which discussions could commence with architects and the technical stage would follow with surveys etc. At this time, it would also be necessary to establish in tandem a fundraising drive. The congregation were asked to start thinking about the finance that would be required and to consider how we can all independently play our part to ensure that the new centre can be provided for.

A number of questions were raised regarding the project: whether and when we would have to consult the DAC, what we would do to provide for our regular hall users during the hiatus that a rebuild would necessarily involve and how we would ensure they return to us and what considerations would be made regarding an increased need for parking? Matt responded that it was too early to definitively answer all of these questions as much depended on the final brief and plans. The DAC would however be consulted once PCC approval of the plans was given and when discussions were underway with planners and local residents.

## 12. Any Other Business

- **Group Reports** – 10 reports had been submitted this year from different groups, these had been made available prior to the meeting.
- Thanks, were expressed to Steve Howard for his work in the garden around the church.
- It was reported that floor tiles in the Lady Chapel need pointing - Fabric Committee to be advised.
- A request that the sound system be improved was aired - Fabric Committee to be advised.
- In response to a question, Nicholas confirmed that work was underway to redesign the St John's website.

## 13. Vicar's Report

*Before delivering his address, Nicholas thanked Margaret Creighton for all her work and dedication as churchwarden for many years at St John's. He remarked that her knowledge of and contribution to parish life was immense. She was presented with a gift and bouquet. Margaret replied very graciously saying that she had received far more than she had given in her role and that it had been a pleasure to work with Nicholas and Mary Jean.*

*“A Lent hymn, in a Prayer Book I use most days, begins *Most Merciful Creator Lord* and then carries on *You search our hearts you read our thoughts, you know our weakness and our faults...**

Well, after over two years here it is not only our Creator Lord but you who know my weaknesses and my faults. And so, to all whom I have offended, forgive me and pray for me. Anyone who is a presbyter in the Church of God is only too well aware that he or she is a clay vessel into which the Lord, out of his gracious generosity, has poured his treasures, and that we, alas, are never worthy of our calling.

The Church Wardens Report always contains a long thoughtful list of thanks to specific people who keep St John’s flourishing. To which I naturally add my own thanks.

There are people whom I wish to thank, not simply because it is courteous, but because we share in ministry together. Ministry in the Church of God is always a shared endeavour so my sincere and grateful thanks to Margaret and Mary Jean whose insights, suggestions and thoughts have been of invaluable to me. We have met most Monday mornings over the last two years and in a relaxed way have sought to discern what is the Lord asking of us here. Margaret is stepping down today after many years of devoted service to St John’s. I am enormously grateful to her for her unfailing support and encouragement in my time here.

I also am immensely grateful to Emma, James, Matt and Steve, who along with Margaret and Mary Jean, make up the Standing Committee where, after a short Bible Study, and a glass of wine we have spoken about all manner of things pertaining to life in the parish. Matt is stepping down as deputy Church Warden and we are appreciative of all his work on our behalf over many years. Jane Donati has agreed to take over the role of deputy Church Warden and she will bring with her a great deal of experience and expertise. I also wish to thank all who serve on the PCC, you give up precious time and energy to serve on the PCC committees and the bi-monthly meetings; without this commitment, many things we have accomplished over the last couple of years would never have seen the light of day.

Last but not least, I should like to thank my colleagues in the Presbyterate: Mary and Julia, and my other colleagues who are Readers Lauryn, David and David. We are, I am sure, delighted that David Halsey has been recommended to train for assistant ministry as a presbyter. Please hold David, Celia, Hugh and Giles in your prayers as the next couple of years is going to be challenging for them all. In a parish, it is important to acknowledge that everyone’s voice counts and in the arduous process of discernment it really does make perfect sense to put aside time to pray and to listen attentively to God and to each other.

In the first two centuries of Christianity, theology was based in experience. Words that were later taken to refer to things that are outside the realm of experience were originally attempts to talk about things that the followers of Jesus were experiencing. For example, when Paul wrote about justification by faith, he was not talking about getting right with God by believing in Christ, but getting your life straightened out by trusting that what Jesus taught is true. When the Acts of the Apostles talks about being saved through baptism, it does not just mean washing away sin by going through a ritual, but being rescued from selfishness by being immersed in a caring community. We know how difficult that

movement from the old order of sin to the new order of grace actually which is why Paul's Letters to the Corinthian Church are so invaluable for us today.

We know only too well that today baptism is no guarantee that people remain Christians, we are aware of those who left the church sometimes becoming agnostics or atheists, Buddhists, Jews or Muslims. All too often Confirmation has become a rite of passage not into deeper communion with Jesus Christ but rather the door through which many opt to leave formal Christianity. There is a growing gap between theology and experience. The sacraments we celebrate are not only disconnected from people's everyday lives, but they are also often disconnected from people's experience of worship.

Is there a way through this current confusion? There is, but it is neither a dogmatic reassertion of the past nor a freefall into cultural relativism. We need to rediscover what is essential to the Christian way of life, reinvent ways to ritualize that, and reformulate what those rituals mean in terms that are faithful both to the teachings of Jesus and to the experience of living in accordance with them. We have to work more diligently at building bridges into people's lives.

As a parish, we are required to think more intentionally about how we engage with young families who come for Christenings. Last year I went on a training day called *Making a Splash*. I was surprised to learn that on an average Sunday 200, 000 people attend a Christening; and that they are primarily in the 18-45 age bracket. It will be something of a challenge. The recent publication of *Christian Initiation: Additional Baptismal Texts in Accessible Language* will encourage us to make our Christening services accessible to those who are not used to being in church; we have an obligation to think seriously not only about the texts we use but also about the way the whole rite is performed. As you know a liturgical rite consists of more than words: movement, action, silence and gesture are also of primary importance. Linked to this is the issue of welcoming families into St John's in a manner that is appropriate and friendly.

Most parishes write to children who have been christened for the first three years and then stop. Research suggests we ought to carry this on with this exercise and send an invitation to those who are 4 or 5 to come and see our Children's church. I have spoken with Celia and we will be sending a letter out to every family living in the parish who has had a child christened in 2011/2012, inviting them to come with their children to Children's church in September and to join us for our All Age Services. Our Children's church is a successful venture so let's continue to build on it.

After a lot of thought and prayer has taken place in the Mission and Evangelism committee as to how we minister effectively to our young teenagers. We have begun the process of advertising for a part-time Youth Worker to help us engage more successfully with this age group. We really do have an obligation to invest in their lives and provide them with the tools to assist them in their faith journey. We want them to be confident in their faith so they can move on from home and parish life to university or further training and into the world of work.

In the October half-term a large number of us are going to Lee Abbey for a parish weekend. It is not something that has been done here for a number of years, but we still hope to have and together encounter different styles of worship. There are still some places if anyone is interested.

I said last year that I wished to take a group away to Launde Abbey for a more silent form of retreat. We have been unable to organise this at a parish level this year, but we will attempt to organise this on a more deanery wide basis for either 2017 or 2018 but I will plan a Quiet Day for Advent this year so that those who are a little uncertain about stillness and silence can gain a sense of what it might be like.

The Christian life is actually built on a very simple idea that true happiness, true serenity, true contentment can only be found in God. We are committed to this place, and it is also a way of placing our trust in God rather than in our all too human attempts to manage our fix our lives. Stability in God contradicts the idea that we are somehow not good enough unless we have the next thing which is inevitably bigger and better. We are a people with foundations: one internal the other external. The Scriptures and the lives of holy men and women who have gone before us provide us with an internal foundation, a foundation grounded in language, memory and wisdom. But we also require an external foundation of the places where we live and work, the communities in which we invest ourselves. Being lovers and custodians of this place helps us to affirm the God-given goodness of this foundation. May we never cease to pray for one another, and may we always hold the sick – those on the pew sheet and those on the St Luke's Cell prayer list – before the Lord. “

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David Brown closed the meeting by thanking Nicholas on behalf of the parish: for being with us and part of us for another year, for his teaching which has made us think and for challenging us - which is not always comfortable but essential if we are to grow and play our part in the shared endeavour which is our parish. He especially thanked Nicholas for all his hard work put into Lent and Easter. The teaching opened new insights into the mysteries of God.

The meeting closed at 11.45 a.m.



## **St John the Baptist Harpenden - Electoral Roll**

### **Report for the Annual Parochial Church Meeting of 30<sup>th</sup> April 2017**

Since the compilation of the new Electoral Roll for the APCM last year:

- Seven new applications have been received
- Three Parishioners have resigned from the Roll
- Four deaths have been advised to me

Overall, this means there is no change in the number of entries on the Roll. There have also been ten changes to addresses etc of existing entries.

The revised Roll has been displayed in the Church from 18<sup>th</sup> April and has 233 entries on it.

Of the 233 entries:

- 154 are female and 79 are male (this is an approximation)
- 129 are resident in the (ecclesiastical) Parish and 104 are not

Neil Middleton  
Electoral Roll Officer  
21<sup>st</sup> April 2017



**The Parish of  
Harpenden St. John**

**The Annual Report  
of the  
Parochial Church Council**

*presented  
to the*

**Annual Parochial Church Meeting**

*on*

**Sunday 30<sup>th</sup> April 2017**

**ST JOHN'S CHURCH, HARPENDEN**  
**PAROCHIAL CHURCH COUNCIL MEMBERS**  
**2016 – 2017**

<u>Vicar</u>	Nicholas Anderson	
<u>Churchwardens</u>	James Hillman Mary Jean Pritchard Margaret Creighton	(Co-opted member)
<u>Deputy Churchwarden</u>	Jane Donati	
<u>Readers</u>	David Nye Lauryn Awbrey David Halsey	(Diocesan Synod) (Diocesan Synod)
<u>Permission to Officiate</u>	Anne Edwards	(Diocesan Synod)
<u>Diocesan Synod</u>	Elizabeth Brown	
<u>Deanery Synod (2014 - 2017)</u>	Elizabeth Brown Helen Davies Mary-Jean Pritchard Michael Readman	
<u>Secretary</u>	Emma Bresslaw	(2015 - 2018)
<u>Treasurer</u>	Steven Creasy	(2015 - 2018)
<u>Council Members</u>		
	Matt Barter	(2014 - 2017)
	Margaret Charlston	(2014 - 2017)
	Carol Cooke	(2016 - 2019)
	Jacky Dodd	(2016 - 2019)
	Jane Donati	(2015 - 2018)
	Pat Hudis	(2014 - 2017)
	Paul Jessop	(2015 - 2018)
	Tracey Kennedy	(2015 - 2018)
	Sarah Poppleton	(2016 - 2019)
	Ian Richmond	(2014 - 2017)
	Liz Swinscoe	(2016 - 2019)
	Tom Venner	(2014 – 2017)
	Stephen Whiting	(2016 - 2019)



## CHURCHWARDENS' REPORT 2016 – 2017

Our annual report sets out the major activities and developments over the past year. We would like to begin by thanking our deputy wardens, Margaret Creighton and Jane Donati. Margaret offered to stay on as an ex officio member of the PCC for one year to ensure the smooth transition of the churchwardens' team; she has given many years of faithful service on the PCC and in more than one term as churchwarden, and we have benefited enormously from her experience, her pastoral skills and good humour.

We are also grateful to the other members of the Standing Committee, Emma Bresslaw, our secretary, and Steve Creasy, our treasurer. Emma keeps meticulous records of all the essential administration of the PCC, takes minutes and ensures that our meetings are run according to the often-complex rules of the Church of England.

Steve has once again this year efficiently and professionally managed our budgets, accounts and finances. It is a considerable task and he undertakes it willingly and with characteristic attention to detail and utter competence. The way in which he presents the accounts is always clear and understandable. We must also thank Tony Armstrong, who is our Stewardship Recorder, as well as counting, recording and banking our collections each week.

Nicholas has continued to lead us tirelessly and quietly, supporting all that we do as churchwardens and ensuring that all the work of the parish is underpinned by prayer. He takes almost all our services, and has continued a tradition of holding morning and evening prayer on weekdays (open to all the congregation). He also introduced night prayer during Advent and Lent. We are delighted that James Brown will be joining Nicholas as curate in July and look forward to supporting James in his ministry.

We were pleased to learn that David Halsey, one of our Readers, had been accepted to train for the ministry; we are actively supporting David during his training, though, understandably, the demands of training on top of a full-time job mean that he has had to step back from his commitments in the parish. The other Readers, David Nye and Lauryn Awbrey, continue to offer support to Nicholas.

Our worship is also enhanced by the music at St John's. Roger Carter has directed the music for more than 40 years, ably supported by the choir, who particularly excel on occasions such as our community carol service. The now well-established Junior Choir also continues to flourish and has delighted us with some beautifully sung anthems at the monthly all-age services. Grateful thanks go to Terry Charlston, who generously gave of his time to cover Madeleine Venner's maternity leave, thus ensuring the continuity of the Junior Choir.

On a gloriously sunny weekend in May we opened our doors to the parish and local community when we held an Open Day on the Saturday, followed by a special service of Songs of Praise, hosted by the BBC's Pam Rhodes, on the Sunday. On the Saturday, visitors were treated to guided tours round the church, flower-arranging demonstrations, and organ recitals and in the church hall there was a barbeque and various displays from our church groups. Our Songs of Praise was led by a larger-than-usual choir and ensemble of musicians drawn from the congregation.

Continuing on the theme of parish outreach, one of the biggest developments in the past year has been our exploration of what to do with the current hall, which has reached the end of its useful life. We have been very fortunate to have had a small, dedicated steering group who have consulted carefully with existing hall users, the local community, and representatives from the local council and the church advisory body and have carried out extensive research into the experiences of other churches who have redeveloped their hall. In November, the steering group presented a detailed report on their findings, outlining several options for the hall. After careful consideration, the PCC agreed to commission a feasibility study to establish what might be possible for a new parish centre. A firm of architects has been appointed to produce this study, and we will look forward to exploring their findings, and continue to seek God's guidance on how we can use our facilities to further our mission in the parish.

Alongside the exciting, future-focused activities, the day-to-day work of the parish continues. The church and the existing hall require ongoing maintenance, whether that is to do with the heating, leaks, light bulbs needing replacement, we are fortunate to have a team of dedicated individuals who take pride in our splendid building and in the maintenance and repair of our hall and grounds. We are particularly grateful to David Christian and the members of the Fabric Committee and to John Jones, who responds to many emergency calls in relation to the hall.

Thanks also go to Lynn Dolby, who has stepped down after many years of quietly ensuring the supplies of coffee tea and biscuits were kept topped up for our Sunday morning coffee time. The many volunteers who make and serve the coffee are also among the unsung heroes and heroines of the congregation; we are aware that some churches aren't able to offer coffee every week as help is not forthcoming so we don't take that help for granted.

At the APCM last year, Jonathan Holt stepped down from his role as editor of the magazine, with particular responsibility for the production and control of print; the magazine is an important tool for us in our outreach, being delivered free to every home in the parish. Jonathan's contribution was invaluable. Rob Newby has relinquished his role of ensuring the magazine is distributed to the team of co-ordinators and then to those who deliver; we are grateful to you all. We are delighted that Steve Whiting has stepped forward to take over the distribution.

Our children and young people are an important and valued part of our community. Junior Church has been run for the past five years by Celia Halsey, but with changes to her family and work commitments, Celia decided to step down at the end of 2016. Her final nativity service was a brilliant way to end her time, and a tribute to Celia's dedication and creativity. A new group of parents, led by Naomi Burnett has now taken over the running of Junior Church and we look forward to seeing how they will grow and develop in this new phase.

At the other end of our age spectrum, the very popular Tea at Three, which takes place in the hall once a month, continues to provide companionship, refreshment and entertainment to older members of the wider community. Again, we are grateful to the volunteers who collect and bring people each month, bake cakes, entertain, wash up, etc., all under the leadership of Margaret Creighton.

Our policy of charitable giving has been maintained and our financial commitment to Embrace, the Church Urban Fund, Christian Aid and the St Albans and District Food Bank has continued. A cash collection at Harvest went to the Bishop's Harvest Appeal and collections at our Christmas services went to Crisis at Christmas. Our thanks to all who continue to contribute items to the Food Bank and to those who deliver them on a regular basis.

And finally, please be assured that we are most appreciative of all the support we have received over this past year from everyone who gives of their time and talents to support the work of St John's. Whether or not we have mentioned you by name in this report, we know who you are and we thank you.

**Mary Jean Pritchard**

**James Hillman**

## **PCC SECRETARY'S REPORT 2016-2017**

### **The objective of the PCC**

The aim of the PCC is "to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical" [PCC(Powers) Measure 1956].

### **The organisation of the PCC**

St John's Parochial Church Council met six times in 2016– 2017 (start of May – end of April) in May, July, September, November, January and March. Attendance at meetings was approximately 80% of the maximum possible number of 25.

Prior to each PCC meeting, a Standing Committee meets to draw up the agenda of items to be discussed. Approximately two weeks before a meeting, all PCC members receive the agenda, the minutes of any sub-committee meetings that have taken place since the last meeting and any briefing documents for items under discussion. Within two weeks of a PCC meeting, minutes of that meeting are circulated to all members and a copy placed on the noticeboard in the porch.

The PCC devolves much of its work to sub-committees and all members of the PCC are invited to sit on one committee all of which meet on a regular basis (or liaise electronically). The sub-committees are: Communications, Mission & Evangelism, Ministry & Worship, Pastoral and Fabric. Each committee has a chair and secretary and operates within agreed terms of reference, produces written minutes and bring proposals to and provide updates at all PCC meetings. This year a new sub-committee has been formed, comprised of both PCC members and co-opted members from the congregation to focus on the development of a new Parish Centre. The PCC also receives updates from the members of the Deanery and Diocesan Synods.

### **Volunteers**

A large number of group activities take place at St John's, led by volunteers of remarkable talent and commitment. A brief overview of the range of our activities is given here but many groups publicise the details of their activities either in the parish magazine, on the website or in our e newsletter. The spiritual well-being of the children in our parish is met in the crèche, Junior Church, and Youth Group as well as the affiliated Brownie pack. We anticipate even more activities for our young church members once James Brown, our new curate, joins us in the summer. The Fellowship and Study group have continued to meet. Mothers' Union is active in the parish, Dorcas meet to sew together and the Flower Guild to beautify our church. A group of volunteers organise Baptisms and St Luke's Cell meet to pray for the sick. St John's Visitors go out into the parish and visit those in need of support. They also, together with other members of the congregation, host the very popular T@3 once a month, to provide companionship and refreshments for the elderly or lonely.

### **May 2016**

- Mary Jean Pritchard was appointed to act as Lay Vice-Chairman.

- Emma Bresslaw and Steve Creasy were appointed as PCC Secretary and Treasurer respectively.
- The Health & Safety Policy with minor updates was presented to the PCC, these were approved and the revised policy adopted.
- The success of the recent Open Day and Songs of Praise was recorded
- The Parish Centre Committee reported on its progress in canvassing the views of the existing Hall users as part of a wider consultation process
- The Child Protection and Safeguarding Policy was reviewed and adopted.
- The PCC were asked to consider issuing an inclusivity statement. It was agreed that we should approach this together with the Parish of Harpenden and some members of the PCC agreed to attend a workshop on Human Sexuality at St Nicolas' Church.
- It was agreed to purchase a new organ for the Lady Chapel using funds from a generous legacy.
- David Halsey has been accepted for training for Ordination from September and will therefore have to take a back seat in his role as a Reader owing to a raft of new commitments.

### ***July 2016***

- Jane Donati and Margaret Creighton were appointed as deputy churchwardens (this should have been dealt with in May)
- The revised Terrier and Inventory was presented for approval and accepted
- Matt gave a Power Point presentation on the Parish Centre project now that the consultation stage was nearly completed. A draft non-technical design brief was circulated and an approximate timetable proposed for the next year.

### ***September 2016***

- Parish Centre project update with plenty of opportunity for debate and discussion. It was acknowledged that the PCC and congregation need to "catch up" with the committee and agreed that a shared vision needs to be understood.
- Safeguarding training was arranged
- Compline would be said daily throughout Advent

### ***November 2016***

- The PCC budget for 2016 and the estimate for the full year of 2016 were discussed and the 2017 budget was presented to the meeting for approval by Steve Creasy. The PCC unanimously approved the 2017 budget.
- Parish Centre project update: - the PCC had been circulated with a draft Option Appraisal Document and Design Brief. There was an opportunity again for debate and discussion. The PCC agreed to proceed with Option 4 and the Standing Committee were authorized to proceed to the next stage and incur the necessary costs in order to instruct architects to carry out a feasibility study and prepare draft plans.
- It was agreed to adopt and publish the Inclusivity Statement prepared by the Parish of Harpenden

### ***January 2017***

- Work was ongoing on the new website.
- Parish Centre project update: – 2 firms of architects had been shortlisted. The PCC approved the Options Document and also the governance principles. The proposed timetable and fundraising principles were also discussed and agreed.
- A new curate, James Brown, has been appointed to join us in July.
- Advent and Christmas services were reviewed
- Nicholas outlined planned services for Lent and Holy Week
- Planning is underway in conjunction with Wheathampstead Deanery for a number of parish retreats and away days

### ***March 2017***

- The Annual Financial Report and Churchwardens' report were presented for approval prior to the APCM
- Parish Centre Update – MEB Designs Ltd have been appointed as architects to carry out a feasibility study. Governance and the composition of working groups was considered further.
- It was decided to match funds raised by the congregation for the famine crisis in Africa.

### **PCC Policies**

- The Health and Safety policy and the Child Protection & Safeguarding Policy are both reviewed annually. They are available for viewing on the website.
- Paul Bedding is available to advise and monitor our use and storage of data within the church, with regard to the Data Protection Act.

**Emma Bresslaw**



**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF  
HARPENDEN ST JOHN  
REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2016**

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The Parochial Church Council of the Ecclesiastical Parish of Harpenden St John is registered with the Charity Commissioners for England and Wales  
(Charity no. 1131603)

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

### AIM AND PURPOSES

The Parochial Church Council of Harpenden St. John (the PCC) has the responsibility of cooperating with our vicar, 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 and Church Hall.

### VICAR

The vicar during 2016 was Canon Nicholas Anderson.

### OBJECTIVES AND ACTIVITIES

The PCC is committed to enable as many people as possible to worship at our church and to become part of our parish community at St John's. The PCC maintains an overview of worship 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, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific 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 and Hall.

### ACHIEVEMENTS AND PERFORMANCE

#### *Worship and Prayer*

All are welcome to attend our services. St John's is a Church of England parish which has traditionally described itself as liberal-catholic but has always had been willing to embrace other traditions. We seek to enthuse those who have a deep and well established faith and those who are new to faith. During the year, we introduced a new musical setting, *The Lincoln Setting* by Malcolm Archer. Our creative arts tradition was put to good use in May when we held a Parish Open Weekend which closed with *Songs of Praise* led by Pam Rhodes.

The Eucharist lies at the core of our worship, it both manifests and engenders the faith of the Church. It speaks both to us and for us. It is an event of the Church which is for the life of the world. It is from here that our mission to the parish flows. Common Worship allows us to use a variety of forms. In our monthly All Age Eucharistic Service we have continued the practice of ensuring that each is carefully prepared and free standing.

There is also an 8.00 a.m. Parish Communion service each Sunday with a short homily. Evensong is sung (BCP) on most Sundays. Morning Prayer and Evening Prayer is said most week days in the church. During Advent Night Prayer was said in the Lady Chapel at 8.00 pm. There have also been occasional Taizé services during the course of the year.

A Parish Weekend was held during the first weekend of the October half-term, this took place at Lee Abbey, with a good age-range of parishioner participation.

*Faith and Light* continued their practice of holding a short service in church in the afternoon on the first Sunday of the month.



# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

The Junior Church continued during the year using material provided by *Scripture Union*. As is customary they prepared a Nativity Play to replace the Liturgy of the Word on the Fourth Sunday of Advent. The children are mainly aged between 4 and 11. The monthly social club for children over the age of 11 continued during the year.

We continue to host a number of Christmas Carols services involving the Scouts and local schools. This year Councillor Nicola Linacre, Mayor of Harpenden Town, attended our community Carol Service along with members of the various groups who use the parish hall during the year. We began our Children's Christmas Service in a local Public House, *The Carpenter's Arms*, recounting the Christmas Story en-route to church.

Ash Wednesday is observed with a Parish Communion in the morning and the evening. Other festivals are usually moved to the appropriate Sunday. Holy Week is observed with daily evening services.

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. During 2016 we celebrated 12 baptisms and 5 weddings, and held 15 funerals and memorial services in our church.

### *Diocesan and Deanery Synods*

Members of the PCC sit on both deanery and diocesan synods. This provides the PCC with an important link between the parish and the wider structures of the church.

### *Pastoral Care*

Members of the ministry team and other members of the congregation visit those in the parish who are sick or need support. *Tea at Three*, meets on the last Friday afternoon of each month and continues to grow in strength and meets a real pastoral need among the elderly.

St John's church hall also hosts '*Faith & Light*', a non-denominational support group for people with learning difficulties, their families and carers and the Daylight Club, a social club for adults of working age with physical disabilities.

### *Mission and Evangelism*

Helping those in need is a demonstration of our faith. Once again, the usual PCC policy of donating 10% of normal income to outside charities was implemented, which include the *Church Urban Fund, Embrace, Foodbank and Christian Aid* for 2016. In addition, we donated the collections of services over Harvest and Christmas to charity.

Our parish magazine is distributed quarterly to every household in the parish free of charge and is available at Church. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that may help develop our knowledge and understanding of Christian faith in the 21<sup>st</sup> century.

### *Ecumenical Relationships*

There are currently two other churches within the parish, Southdown Methodist Church, with whom we have some links. There is some sharing of resources during Holy Week, and during August we joined them for a Prayer and Praise Service. There is also a newly established African Pentecostal Church which began meeting this year in the Harpenden Trust building in Southdown.

The church is also a member of Churches Together in Harpenden. There are ten monthly meetings of the clergy and four ecumenical evening services, one of which is a United Nations Service, led by members of their organisation. In Advent we held an ecumenical Advent Carol Service for the second year running.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

### FINANCIAL REVIEW

Total income during 2016 was £210,253 (2015 £196,937), an increase of £13,316 from the prior year. The largest contributor to this income was donations to the planned giving scheme of £128,754 (2015 £121,994) including the tax reclaimed.

Total expenditure during 2016 was £187,279 (2015 £209,211), a decrease of £21,932 from the prior year. The largest item of expenditure was the parish share of £104,089 (2015 £102,737). Expenditure in 2016 included £7,000 for a chamber organ to be used in the Lady Chapel which has been funded out of a legacy received during 2016.

Expenditure in 2016 includes £15,957 for donation by the PCC to charities (2015 £17,295). Our planned missionary giving of 10% of our stewardship income and open plate collections to outside charities in 2016 was £13,900 (2015 £13,050).

The net of the total income and total expenditure for 2016 is a net surplus of £22,974 (2015 net deficit of £12,274). Therefore, total net assets as at 31 December 2016 of £224,266 are £22,974 higher than total net assets as at 1 January 2016 of £201,292. Total net assets are represented by general, designated, and restricted funds.

General funds increased by £35,449 from £15,967 as at 1 January 2016 to £51,416 as at 31 December 2016. This increase consists of a transfer of £20,000 from the designated legacy fund to general funds, and an increase of £15,449 relating to all other general funds.

Designated funds decreased by £12,092 from £180,271 as at 1 January 2016 to £168,179 as at 31 December 2016. This decrease consists of a decrease in the legacy fund of £11,900, a decrease in the flower guild fund of £76, an increase in the organ fund of £1,215, and a reduction in the church hall fund of £1,331 relating to a non-cash depreciation charge. The £11,900 decrease in the legacy fund consists of legacy income of £15,100, less £7,000 for the cost of the chamber organ and less £20,000 for the transfer to general funds.

Restricted funds decreased by £383 from £5,054 as at 1 January 2016 to £4,671 as at 31 December 2016.

### OUTLOOK FOR THE FUTURE

The financial position of the PCC as at 31 December 2016 is relatively healthy. However, in recent years we have relied on legacy income to cover certain running and repair costs of the church and the church hall. We carried out a successful stewardship campaign towards the end of 2015 which resulted in an increase in planned giving donations which benefited 2016. We have ambitions for a new parish centre which will require specific and significant fundraising. The PCC has currently made only limited financial commitments to the project in advance of fundraising. The timing, extent and cost of the work will ultimately be determined by the success of the fundraising activity which is expected to commence in the near term.

### RESERVES POLICY

The PCC seeks to operate on a balanced budget basis but periodically sets aside such amounts as it deems prudent to meet anticipated abnormal expenditure. Such amounts are held in designated funds and are represented by bank balances and accounts receivable within the general assets of the PCC. It is the policy of the PCC to hold in general reserves at least the equivalent of two months of general running costs, which is currently approximately £30,000.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. At St. John's the membership of the PCC consists of the vicar, the ministry team, churchwardens, and those elected by members of the congregation who are on the electoral roll of the church. All 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. The full PCC meet six times during the year. The Standing Committee, a smaller committee made up of the vicar, the Churchwardens and Deputy Wardens, the Secretary and the Treasurer, also meet six times a year. The PCC has a number of subcommittees responsible for aspects of the running of St. John's, including the Communications Committee, Fabric Committee, Ministry and Worship Committee, Mission and Evangelism Committee, and Pastoral Committee, which provide regular updates to the full PCC meetings.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

### ADMINISTRATIVE INFORMATION

St. John's Church is situated on St. John's Road, Harpenden, Hertfordshire. It is part of the Diocese of St. Albans within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission, number 1131603.

PCC members who have served from 1st January 2016 until the date this report was approved are:

#### Vicar

Nicholas Anderson

#### Readers

Lauryn Awbrey (also Diocesan Synod)  
David Halsey  
David Nye (also Diocesan Synod)

#### Permission to Officiate

Anne Edwards (also Diocesan Synod)

#### Churchwardens

Margaret Creighton (until April 2016)  
Mary-Jean Pritchard (also Deanery Synod)  
James Hillman (from April 2016)

#### Secretary

Emma Bresslaw (also Council member)

#### Treasurer

Steven Creasy (also Council member)

#### Council Members

Matthew Barter  
Margaret Charlston  
Carol Cooke (from April 2016)  
Ginny Cooper (until April 2016)  
Margaret Creighton (co-opted from May 2016)  
Tim Davey (until April 2016)  
Jacky Dodd (from April 2016)  
Jane Donati  
James Hillman (until April 2016)  
Jonathan Holt (until April 2016)  
Pat Hudis  
Paul Jessop  
Tracey Kennedy  
Sarah Poppleton  
Ian Richmond  
Liz Swinscoe (from April 2016)  
Tom Venner  
Stephen Whiting (from April 2016)

#### Deanery Synod Members

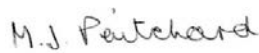
Elizabeth Brown  
Helen Davies  
Michael Readman

Trustees Report approved by the PCC on 15 March 2017 and signed on their behalf by:



Rev Canon Nicholas Anderson

Chairman



Mrs Mary Jean Pritchard

Churchwarden



Mr James Hillman

Churchwarden

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST JOHN HARPENDEN

I report on the financial statements of the PCC for the year ended 31 December 2016, which are set out on pages 7 to 17.

### Respective responsibilities of trustees and examiner

The PCC is responsible for the preparation of the accounts. The PCC considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Coleby F.C.A.

Date: 18 March 2017

74 Station Road  
Harpenden  
Hertfordshire  
AL5 4TZ

**PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Note	Unrestricted Funds		Restricted	TOTAL	2015
		General	Designated	Funds	2016	(Note 15)
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds:						
Voluntary income	2	135,156	15,100	1,520	<b>151,776</b>	152,217
Activities for generating funds	3	44,531	1,215	330	<b>46,076</b>	30,175
Investment income	4	467	-	-	<b>467</b>	488
		<u>180,154</u>	<u>16,315</u>	<u>1,850</u>	<b>198,319</b>	182,880
Incoming resources from church activities	5	<u>11,424</u>	<u>510</u>	<u>-</u>	<b>11,934</b>	14,057
<b>Total incoming resources</b>		<u>191,578</u>	<u>16,825</u>	<u>1,850</u>	<b>210,253</b>	196,937
<b>RESOURCES EXPENDED</b>						
Cost of church activities						
Missionary Giving	6	14,107	-	1,850	<b>15,957</b>	17,295
Parish Share	6	104,089	-	-	<b>104,089</b>	102,737
Fabric and Running Costs	6	22,920	8,331	-	<b>31,251</b>	54,630
Mission & Education	6	5,730	-	383	<b>6,113</b>	4,156
Staff Costs	6	22,491	-	-	<b>22,491</b>	20,433
Other Costs of church activities	6	6,792	586	-	<b>7,378</b>	9,960
<b>Total resources expended</b>		<u>176,129</u>	<u>8,917</u>	<u>2,233</u>	<b>187,279</b>	209,211
<b>Net incoming/(outgoing) resources</b>		15,449	7,908	(383)	<b>22,974</b>	(12,274)
<b>Transfers between funds</b>	12	<u>20,000</u>	<u>(20,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for year</b>		35,449	(12,092)	(383)	<b>22,974</b>	(12,274)
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds at the beginning of the year</b>		15,967	180,271	5,054	<b>201,292</b>	213,566
<b>Total funds at the end of the year</b>		<u>51,416</u>	<u>168,179</u>	<u>4,671</u>	<b>224,266</b>	201,292

The notes on pages 9 to 17 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

**BALANCE SHEET AS AT 31 DECEMBER 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	8	<b>66,331</b>	67,662
<b>CURRENT ASSETS</b>			
Debtors	9	<b>7,982</b>	13,747
Bank and cash balances		<b>163,056</b>	135,550
		<b>171,038</b>	149,297
<b>CURRENT LIABILITIES</b>			
Creditors payable within one year	10	<b>(13,103)</b>	(15,667)
<b>NET CURRENT ASSETS</b>			
		<b>157,935</b>	133,630
<b>TOTAL NET ASSETS</b>			
		<b>224,266</b>	201,292
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted income funds:			
General	11	<b>51,416</b>	15,967
Designated	12	<b>168,179</b>	180,271
Total		<b>219,595</b>	196,238
Restricted income funds:	13	<b>4,671</b>	5,054
		<b>224,266</b>	201,292

Prepared by:

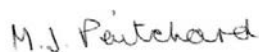


Steven Creasy  
Treasurer

Approved by the Parochial Church Council on 15 March 2017 and signed on its behalf by:



Rev Canon Nicholas Anderson  
Chairman



Mrs Mary Jean Pritchard  
Churchwarden



Mr James Hillman  
Churchwarden

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

### 1 ACCOUNTING POLICIES

#### *Basis of preparation*

The PCC is a public benefit entity within the meaning of Financial Reporting Standard 102 (FRS 102). The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

FRS 102 and the SORP (FRS 102) have been adopted for the first time in 2016. Their adoption has had no material impact on the financial statements and no previously reported amounts have been restated.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

There are no material uncertainties about the PCC's ability to continue.

#### *Funds*

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its general reserves as disclosed in the trustees' report.

Restricted funds represent income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

#### *Incoming resources*

Income and endowments are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the use of the resources;
- and inflow of economic benefit is probable; and
- the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are therefore generally recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies are accounted for when the PCC is legally entitled to the amounts due.

Rental income from the letting of the church, the church hall, and the property in Linwood Road is recognised when the rental is due.

Interest income is accrued.

All other income is recognised when it is receivable.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

## PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

#### *Resources expended*

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

The diocesan parish share is accounted for when due.

#### *Fixed assets*

Consecrated and benefice property is not included in the accounts in accordance with s.10 (2) (a) of the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). Such assets are not valued in the financial statements. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the statement of financial activities.

Complete cost information is not available for the Church Hall, so is included in the accounts at a deemed cost (estimated from the insurance valuation in 1968 when it was built, plus the cost of the extension completed in 1984) less depreciation to date. It is being depreciated at £1,331 per year.

The Linwood Road property is held at cost. The land element of the property is not depreciated in accordance with the applicable financial reporting standards. Whilst buildings are ordinarily depreciated, no depreciation is provided on the building element of the property as the currently estimated residual value of the property is not less than its carrying amount and the remaining useful life of the property currently exceeds 50 years, and therefore any depreciation charge would be immaterial.

At each reporting date an assessment is carried out of whether there is any indication that an asset should be written down (i.e. whether the carrying amount on the balance sheet is more than its recoverable amount). If there is no indication that an asset should be written down, it is not necessary to estimate the recoverable amount.



**PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

	Unrestricted Funds		Restricted Funds	TOTAL	TOTAL
	General	Designated	Funds	2016	2015
	£	£	£	£	£
<b>2 VOLUNTARY INCOME</b>					
Planned Giving:					
Gift Aid donations	94,132	-	-	<b>94,132</b>	91,905
Tax recoverable	23,550	-	-	<b>23,550</b>	23,371
Non gift aid donations	11,072	-	-	<b>11,072</b>	6,718
Other Tax Efficient Giving	-	-	-	-	473
Income Tax Recoverable on Other Giving	-	-	-	-	118
Collections (open plate)	4,681	-	-	<b>4,681</b>	6,352
Tax recoverable on collections	1,128	-	-	<b>1,128</b>	1,271
Donations, appeals etc.	593	-	1,520	<b>2,113</b>	7,009
Legacies	-	15,100	-	<b>15,100</b>	15,000
	<u>135,156</u>	<u>15,100</u>	<u>1,520</u>	<u><b>151,776</b></u>	<u>152,217</u>
<b>3 ACTIVITIES FOR GENERATING FUNDS</b>					
Church Hall lettings (non-church activities)	18,954	-	-	<b>18,954</b>	19,259
Church Hire	840	-	-	<b>840</b>	1,050
Fundraising Events	4,418	1,215	330	<b>5,963</b>	1,115
Linwood Road property lettings	15,840	-	-	<b>15,840</b>	5,834
Other Income and funds generated	4,479	-	-	<b>4,479</b>	2,917
	<u>44,531</u>	<u>1,215</u>	<u>330</u>	<u><b>46,076</b></u>	<u>30,175</u>
<b>4 INVESTMENT INCOME</b>					
Bank interest	467	-	-	<b>467</b>	488
	<u>467</u>	<u>-</u>	<u>-</u>	<u><b>467</b></u>	<u>488</u>
<b>5 INCOME FROM CHURCH ACTIVITIES</b>					
Flower Guild income	-	510	-	<b>510</b>	848
Income from Social events	-	-	-	-	712
Parish Magazine advertising	4,452	-	-	<b>4,452</b>	4,134
Fees for Weddings & Funerals	6,972	-	-	<b>6,972</b>	8,363
	<u>11,424</u>	<u>510</u>	<u>-</u>	<u><b>11,934</b></u>	<u>14,057</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

	Unrestricted Funds		Restricted	TOTAL	TOTAL
	General	Designated	Funds	2016	2015
	£	£	£	£	£
<b>6 COSTS OF CHURCH ACTIVITIES</b>					
Missionary and Charitable giving (also see note 7)					
Missionary societies	4,300	-	-	<b>4,300</b>	4,690
Relief and development agencies	5,775	-	895	<b>6,670</b>	6,450
Home missions	4,032	-	910	<b>4,942</b>	6,155
Secular charities	-	-	45	<b>45</b>	-
	<u>14,107</u>	<u>-</u>	<u>1,850</u>	<u><b>15,957</b></u>	<u>17,295</u>
Parish share					
Ministry Support Contribution	104,089	-	-	<b>104,089</b>	102,737
	<u>104,089</u>	<u>-</u>	<u>-</u>	<u><b>104,089</b></u>	<u>102,737</u>
Fabric and running costs:					
Church running costs	4,419	-	-	<b>4,419</b>	7,830
Church maintenance	2,863	-	-	<b>2,863</b>	4,170
Church installations	-	-	-	<b>-</b>	3,275
Depreciation of fixed assets	-	1,331	-	<b>1,331</b>	1,331
Organ/ piano tuning & maintenance	800	-	-	<b>800</b>	740
Grounds upkeep	35	-	-	<b>35</b>	2,621
Hall running costs	3,726	-	-	<b>3,726</b>	3,595
Hall maintenance	1,327	-	-	<b>1,327</b>	2,890
Hall major repairs and improv'ts	-	-	-	<b>-</b>	4,484
Linwood Road property upkeep	2,424	-	-	<b>2,424</b>	11,517
Upkeep of services	2,137	7,000	-	<b>9,137</b>	7,636
Parish Office Admin Costs	5,189	-	-	<b>5,189</b>	4,541
	<u>22,920</u>	<u>8,331</u>	<u>-</u>	<u><b>31,251</b></u>	<u>54,630</u>
Mission & Education					
Parish magazine	4,507	-	-	<b>4,507</b>	3,500
Education	1,223	-	383	<b>1,606</b>	610
Pastoral & Mission Action Plan	-	-	-	<b>-</b>	46
	<u>5,730</u>	<u>-</u>	<u>383</u>	<u><b>6,113</b></u>	<u>4,156</u>
Staff Costs					
Working expenses of incumbent	353	-	-	<b>353</b>	340
Assistant staff expenses	52	-	-	<b>52</b>	192
Wages and salaries	21,744	-	-	<b>21,744</b>	19,796
Social security costs	342	-	-	<b>342</b>	105
	<u>22,491</u>	<u>-</u>	<u>-</u>	<u><b>22,491</b></u>	<u>20,433</u>
Other expenses					
Flower Guild expenditure	-	586	-	<b>586</b>	890
Promotional and communications	2,316	-	-	<b>2,316</b>	3,360
Sundry expenses	1,094	-	-	<b>1,094</b>	1,400
Wedding & funeral fees to Diocese	3,047	-	-	<b>3,047</b>	3,740
Cost of social events	335	-	-	<b>335</b>	570
	<u>6,792</u>	<u>586</u>	<u>-</u>	<u><b>7,378</b></u>	<u>9,960</u>

During the above years the PCC employed an organist, church hall cleaner, and a parish office administrator (all part-time). There are no employees who received employee benefits of more than £60,000.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

<b>7 MISSIONARY AND CHARITABLE GIVING</b>	<b>2016</b>	2015
The missionary and charitable giving is made up of the following donations	£	£
Missionary societies		
Embrace the Middle East	<b>4,300</b>	4,690
Relief and development agencies		
St Albans & District Food Bank	<b>2,775</b>	4,350
Christian Aid	<b>2,820</b>	1,200
Mary's Meals	<b>225</b>	-
Bishops Harvest Appeal	<b>850</b>	900
Home missions		
Church Urban Fund	<b>3,015</b>	4,905
Church Mission Society	<b>225</b>	-
Bible Society	<b>225</b>	-
Mothers' Union	<b>175</b>	-
Soul Survivor	<b>175</b>	-
Church Army	<b>175</b>	-
Premier Church Communications	<b>175</b>	-
Crisis (collections from Christmas services)	<b>777</b>	1,250
Secular charities		
National Youth Orchestra	<b>45</b>	-
	<b>15,957</b>	17,295

<b>8 TANGIBLE FIXED ASSETS</b>	<b>Curate's House</b>	<b>Hall</b>	<b>TOTAL 2016</b>	2015
	£	£	£	£
Actual/ deemed cost:				
Brought forward at 1 January	63,888	48,299	<b>112,187</b>	112,187
Carried forward 31 December	63,888	48,299	<b>112,187</b>	112,187
Depreciation:				
Brought forward at 1 January	-	(44,525)	<b>(44,525)</b>	(43,194)
Charge for year	-	(1,331)	<b>(1,331)</b>	(1,331)
Carried forward 31 December	-	(45,856)	<b>(45,856)</b>	(44,525)
Carrying value at 31 December	<b>63,888</b>	<b>2,443</b>	<b>66,331</b>	67,662

The Curate's House at 2 Linwood Road was independently valued on 2 March 2010 at £380,000

<b>9 DEBTORS</b>	<b>2016</b>	2015
	£	£
Gift Aid Tax recoverable	<b>4,053</b>	7,122
Prepayments and accrued income	<b>3,638</b>	5,647
Other debtors	<b>291</b>	978
	<b>7,982</b>	13,747

<b>10 CREDITORS</b>	<b>2016</b>	2015
	£	£
Outside giving	<b>7,927</b>	8,300
Accruals and deferred income	<b>4,317</b>	5,397
Other creditors	<b>859</b>	1,970
	<b>13,103</b>	15,667

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

	2016	2015
	£	£
<b>11 GENERAL FUNDS</b>		
Brought forward at 1 January	15,967	37,146
Transfer from Legacy fund	20,000	-
Other movements in general funds	15,449	(21,179)
Carried forward at 31 December	<u>51,416</u>	<u>15,967</u>

	2016	2015
	£	£
<b>12 DESIGNATED FUNDS</b>		
The PCC operates seven Designated Funds:		
Organ - Reserve to fund future organ repairs	17,858	16,643
Legacies - Legacies received and spent	59,124	71,024
Flower Guild	414	490
St John's Players	700	700
Fabric - Reserve to fund future fabric repairs	23,752	23,752
Church Hall	2,443	3,774
Linwood Road property	63,888	63,888
	<u>168,179</u>	<u>180,271</u>

The movements on the Designated Funds during 2016 were as follows:

	Organ	Legacies	Flower Guild	St Johns Players
	£	£	£	£
Brought forward at 1 January 2016	16,643	71,024	490	700
Income	1,215	15,100	510	-
Depreciation	-	-	-	-
Expenditure	-	(7,000)	(586)	-
	<u>17,858</u>	<u>79,124</u>	<u>414</u>	<u>700</u>
Transfers between funds	-	(20,000)	-	-
Carried forward at 31 December 2016	<u>17,858</u>	<u>59,124</u>	<u>414</u>	<u>700</u>

	Fabric	Hall	Linwood Rd property	TOTAL 2016
	£	£	£	£
Brought forward at 1 January 2016	23,752	3,774	63,888	180,271
Income	-	-	-	16,825
Depreciation	-	(1,331)	-	(1,331)
Expenditure	-	-	-	(7,586)
	<u>23,752</u>	<u>2,443</u>	<u>63,888</u>	<u>188,179</u>
Transfers between funds	-	-	-	(20,000)
Carried forward at 31 December 2016	<u>23,752</u>	<u>2,443</u>	<u>63,888</u>	<u>168,179</u>

The PCC approved the transfer of £20,000 from the Legacy fund to the General fund on 17 March 2016.

The expenditure shown above paid out of the legacy fund in 2016 relates to the cost of a chamber organ for the Lady Chapel.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

**12 DESIGNATED FUNDS (continued)**

The movements on the Designated Funds during 2015 were as follows:

	<b>Organ</b>	<b>Legacies</b>	<b>Flower Guild</b>	<b>St Johns Players</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2015	16,193	65,214	532	700
Income	450	10,000	848	-
Depreciation	-	-	-	-
Expenditure	-	(4,190)	(890)	-
	<u>16,643</u>	<u>71,024</u>	<u>490</u>	<u>700</u>
Transfers between funds	-	-	-	-
Carried forward at 31 December 2015	<u><b>16,643</b></u>	<u><b>71,024</b></u>	<u><b>490</b></u>	<u><b>700</b></u>

	<b>Fabric</b>	<b>Hall</b>	<b>Linwood Rd property</b>	<b>TOTAL 2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2015	23,752	5,105	63,888	<b>175,384</b>
Income	-	-	-	<b>11,298</b>
Depreciation	-	(1,331)	-	<b>(1,331)</b>
Expenditure	-	-	-	<b>(5,080)</b>
	<u>23,752</u>	<u>3,774</u>	<u>63,888</u>	<u><b>180,271</b></u>
Transfers between funds	-	-	-	-
Carried forward at 31 December 2015	<u><b>23,752</b></u>	<u><b>3,774</b></u>	<u><b>63,888</b></u>	<u><b>180,271</b></u>

The expenditure shown above paid out of the legacy fund in 2015 relates to the cost of new service booklets and new hymn books for the congregation.

**13 RESTRICTED FUNDS**

The PCC accounts include certain Restricted Funds, where the monies can only be used for the specific purpose for which they were entrusted to the PCC. These monies are not at the disposal of the PCC for any other purpose, and represent:

	<b>2016</b>	2015
	<b>£</b>	£
Choir Fund	<b>3,671</b>	4,054
Education Fund	<b>1,000</b>	1,000
	<u><b>4,671</b></u>	<u>5,054</u>

The movements on the Restricted Funds during 2016 were as follows:

	<b>Education Fund</b>	<b>Choir Fund</b>	<b>Charity</b>	<b>TOTAL 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2016	1,000	4,054	-	<b>5,054</b>
Voluntary Income	-	-	1,850	<b>1,850</b>
Legacy	-	-	-	-
Expenditure	-	(383)	(1,850)	<b>(2,233)</b>
Carried forward at 31 December 2016	<u><b>1,000</b></u>	<u><b>3,671</b></u>	<u><b>-</b></u>	<u><b>4,671</b></u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

**13 RESTRICTED FUNDS (Continued)**

The movements on the Restricted Funds during 2015 were as follows:

	<b>Church chairs £</b>	<b>Education Fund £</b>	<b>Choir Fund £</b>	<b>Charity £</b>	<b>TOTAL 2015 £</b>
Brought forward at 1 January 2015	-	1,000	36	-	<b>1,036</b>
Voluntary Income	3,100	-	-	3,544	<b>6,644</b>
Legacy	-	-	5,000	-	<b>5,000</b>
Expenditure	<u>(3,100)</u>	<u>-</u>	<u>(982)</u>	<u>(3,544)</u>	<b><u>(7,626)</u></b>
Carried forward at 31 December 2015	<u>-</u>	<u><b>1,000</b></u>	<u><b>4,054</b></u>	<u>-</u>	<b><u>5,054</u></b>

**14 PAYMENTS TO TRUSTEES**

Members of the Ministry Team who were also members of the PCC (Rev Canon Nicholas Anderson and L Awbrey) were reimbursed working expenses totalling £405 (2015 £532).

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016  
(continued)**

**15 STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Unrestricted Funds		Restricted	TOTAL
	General	Designated	Funds	2015
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Incoming resources from generated funds:				
Voluntary income	131,238	10,000	10,979	<b>152,217</b>
Activities for generating funds	29,060	450	665	<b>30,175</b>
Investment income	488	-	-	<b>488</b>
	<u>160,786</u>	<u>10,450</u>	<u>11,644</u>	<b>182,880</b>
Incoming resources from church activities	<u>13,209</u>	<u>848</u>	<u>-</u>	<b>14,057</b>
<b>Total incoming resources</b>	<u>173,995</u>	<u>11,298</u>	<u>11,644</u>	<b>196,937</b>
<b>RESOURCES EXPENDED</b>				
Cost of church activities				
Missionary Giving	13,751	-	3,544	<b>17,295</b>
Parish Share	102,737	-	-	<b>102,737</b>
Fabric and Running Costs	45,027	5,521	4,082	<b>54,630</b>
Mission & Education	4,156	-	-	<b>4,156</b>
Staff Costs	20,433	-	-	<b>20,433</b>
Other Costs of church activities	<u>9,070</u>	<u>890</u>	<u>-</u>	<b>9,960</b>
<b>Total resources expended</b>	<u>195,174</u>	<u>6,411</u>	<u>7,626</u>	<b>209,211</b>
<b>Net incoming/(outgoing) resources</b>	(21,179)	4,887	4,018	<b>(12,274)</b>
<b>Transfers between funds</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for year</b>	(21,179)	4,887	4,018	<b>(12,274)</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds at the beginning of the year</b>	37,146	175,384	1,036	<b>213,566</b>
<b>Total funds at the end of the year</b>	<u>15,967</u>	<u>180,271</u>	<u>5,054</u>	<b>201,292</b>

## DEANERY SYNOD REPORT 2016-2017

Wheathampstead Deanery, one of the smaller deaneries in the diocese, covers the nine parishes and eleven churches in Harpenden and the surrounding villages. Deanery Synod is made up of parish clergy and parish lay representatives elected every three years according to the numbers on the electoral roll, together with members of Diocesan Synod (who are also thereby members of Deanery Synod and their PCC).

It meets three times a year under the leadership of the Rural Dean and Lay Chairman, and provides a forum for discussion of current issues within the deanery and beyond, as it receives regular reports from Diocesan and General Synods. Synod meetings open with prayers led by the host parish which also has the opportunity to talk about its life and work. One soon realises the individual nature of every one of the parishes in the deanery. An Ascension Day service and Deanery Evensong in the autumn provide opportunities for us to worship in different churches across the deanery and to build relationships with other congregations.

Last February Synod heard about a major building project undertaken by St. Mary's, Redbourn in response to a growing church family, particularly young people. Mr. Jim May expertly guided us through the stages of consultation, getting planning permissions, funding and project management, all of which had been time-consuming but rewarding. Their experience may well prove helpful to other parishes considering works, large or small.

Updating our Deanery Mission Plan (MAP) was the topic for our next meeting held in the Palladian church of Ayot St. Lawrence on a perfect summer evening (do make a visit if you have never been). Synod members divided into groups to work on different strands and many useful suggestions were made to encourage parishes to work together and to communicate better.

Building on that meeting – and on Bishop Michael's visit (see below) – Canon Tim Lomax, Diocesan Director of Mission, came to speak on *Making New Disciples*, probably the most challenging part of Living God's Love, especially amidst today's rapidly changing culture and lifestyles. He encouraged us to seek ways to grow the faith of children and young people, to offer courses for enquirers and journey with other people in conversation, hospitality, worship and prayer, and to reach out and welcome those unconnected with church in new and different ways.

On 7<sup>th</sup> November, the deanery welcomed the Bishop of Hertford who spent a whole day with us (every deanery in the diocese has had a visit from one of the bishops). After visiting Sauncey Wood school and taking part in an RE lesson, he had lunch with the deanery clergy before meeting some of those engaged in pastoral visiting within the deanery. This was followed by a meeting with some of the young people who are involved with X:site. His day ended with an evening of Celebration & Thanksgiving held at St. Luke's school in Redbourn where over a hundred church members involved in the myriad activities of our local churches came together to hear an 'interview' with Bishop Michael and share experiences with one another. Bishop Michael thanked everyone who contributed to the life of the churches in our deanery and the evening ended with a joyful act of worship and a sense we had got to know one another a little better.

**Elizabeth Brown**  
**Deanery Synod Secretary**





**The Parish of  
Harpenden St John**

**GROUP  
REPORTS  
2017**



## 19<sup>th</sup> Harpenden Brownies

### Annual Report

#### April 2016 - March 2017

The 19<sup>th</sup> Harpenden Brownies and Rainbows continue to thrive with many more girls on our waiting lists.

The Brownies have challenged themselves with several badges this year. We gained our Brownie Traditions Badge and the St Albans Challenge Badge which involved climbing the Clock Tower in St Albans and Orienteering on No-Mans-Land. We also visited Tesco in Hatfield for a Farm to Fork session learning about our food.

Some of us had a great Pack Holiday when we joined with the 17<sup>th</sup> Harpenden Brownies for three nights away.

All this as well as our usual trips to the Gang Show, the Panto and carol singing, as well as playing games and singing and making things!



The Rainbows have been busy too despite having lost a leader (we are always looking for more regular help). They have done a variety of arts and craft and games and they have gained some badges too.

We had an exciting outing to Pets at Home in Hatfield where we learned a bit about caring for our pets.



**Snowy Owl**  
**(Linda Traynor)**



T@3 T@3 T@3

Tea at Three

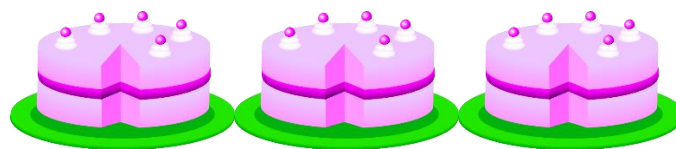
T@3 T@3 T@3

Tea at Three Tea at Three has continued to thrive over the last year and we are currently catering for approximately 36 people each month. What has turned out to be a successful formula of providing tea, freshly made sandwiches and home-made cakes, with the opportunity to catch up with old friends and make new ones will hopefully continue. We have been pleased to enjoy two special get togethers this year, one to celebrate the Queen's Diamond Jubilee and the other our Christmas special when carols were sung and presents distributed. These monthly gatherings are an important outreach into our local community as we aim to provide not only a pleasant and relaxed atmosphere for enjoying the company of others but also share God's love with all.

Huge gratitude is due to those who have contributed in any way. Tea at Three is held on the last Friday of every month in the Church Hall commencing at 3:00pm.

If you would like to help in any way, providing food, giving lifts or just coming along to chat, please let us know, or just turn up, you will be most welcome.

**Margaret Creighton**





## **St John's Visitors**

**2016 – 2017**

St John's Visitors, are a small group of people dedicated to caring for the sick, lonely, sad, and bereaved within the parish. We aim to share Christ's compassion with those we meet be that as a friendly 'good neighbour' popping in for a chat or to spend time listening to those who need to talk. Home Communion is available on request. Earlier this year, along with leaders of Junior Church, we attended a Diocesan presentation on Safeguarding where we were reminded of our duties towards vulnerable adults.

Our work is summed up in the words of our Visitors' Prayer:

*Loving Lord,*

*Teach us to be sensitive to the needs of others as well as to ourselves*

*Help us to listen to those who need to talk*

*To be silent with those who need a still presence*

*And to be practical with those who need to take action.*

*To weep with those who weep, to laugh with those who rejoice*

*To give food to the hungry, and to comfort the lonely*

*As Christ did.*

*Amen*

**Margaret Creighton**



## **Faith and Light**

**2016 – 2017**

Faith and Light has continued to meet monthly. We recently tried to figure out how long F&L has been running - nearest estimates are for more than 30 years!

Each meeting has a theme, a time for activities and worship, followed by a tea. For example, in February, the focus was on the New Year, around the theme of being a new creation in Christ. We made healthy snacks, practised and performed a gospel based drama and planted runner beans.

We are grateful to all the volunteers who provide tea and who play piano and guitar for our worship.

We need someone to coordinate the tea rota – please contact Lauryn on 624823 if you could do this.

As always, visitors are welcome, so do visit on the first Sunday of the month at 4 p.m.

**Lauryn Awbrey**

**Chaplain, Faith & Light**





## St John's Cleaners

2016 – 2017

Our beautiful church is kept clean and tidy by a dedicated band of ladies and men from the congregation. St John's really appreciates all that they do, and I would like to take this opportunity to say an enormous thank you to everyone who takes part.

The way it works is that the church is divided up into areas and each area has a rota of people who come, perhaps every 2 or 3 weeks, at a time of day to suit them. None of the jobs takes very long and all the equipment is provided. Some people find being on their own in church uplifting while others prefer to work alongside friends or partners.

We are extremely grateful to everyone who helps but are always looking for more people to take part as many of the people on the rotas are fast approaching, or have already reached, their 80<sup>th</sup> birthday and it is maybe time they could, if they wish, hang up their dusters!

If you feel you could help, please contact me, or Julie in the office, and we would be delighted to welcome you.

**Di Borthwick**  
**01582 763712**



## **Mother's Union Report: 2016 – 2017**

I was commissioned as Leader in April 2016 and put together a committee to set to work at once: Sue Chambers, Moira Carrington, and Maureen Lacey, agreed to be Minutes Secretary, Membership Secretary and Treasurer respectively and Gudrun Ledwith, Carole Cooke and Penny McMenemy, all of whom had been on the previous committee, remained. Hence the work of both the Secretary and Treasurer was considerably lightened. We got to work straight away on the programme already arranged by our retired Leader/ Secretary, Ann Peters, who again agreed to take on the challenge of programme planning although not on the committee. Sandra Cresswell continued in the role of coffee organiser and Pat Darwin as NEWSLINE distributor. I can't thank you all enough for the help you have given me over the year and also Brenda who has provided advice more times than I can remember!

We have 38 members starting 2017, as 3, Beryl Cooper, Margaret Gander and Betty Holdaway have been transferred to Prayer Circle Friends.

Our 8 evening speakers have all been interesting and inspiring but the highlight was Julia White who gave an audio-visual presentation entitled "The Life of Jesus in Art". We were pleased to welcome 8 visitors to this evening and the lecture was later reproduced in print for the Church Magazine. Our Diocesan President, Kim Wilkinson visited that evening for the second time this year in order to present a certificate to Moira Carrington on her attainment of 60 years as a member of Mothers' Union and a photo appeared in the Diocesan publication, NEWSLINE.

The average number of attendees at our evening meetings has been 19 and at Corporate Communion 6 although the final December number was 19 when sherry and mince pies were on offer. I have to sincerely thank the Vicar and Anneke who have invited us into the Vicarage on most Wednesdays for our coffee session. We have been privileged.

Our annual outing was to College Lakes near Tring on a beautiful day when we walked around the lake and observed the nature, particularly some very large orchids. This was followed up with a pub lunch, a garden centre visit and tea at a farm shop.

A Deanery Garden Party was held in my garden and we were joined by friends from St. Mary's Redbourn and Parish of Harpenden. An enjoyable afternoon was had by all and a good profit was made which was sent by the Deanery to the Big Summer Appeal.

Because the Church was being used as a polling station for the Referendum we held the Wave of Prayer at my house. Grace Barnes lent us her "Boom Box" and memory stick for the service so we were able to experience it as led by some of our Trustees. Afterwards we enjoyed a strawberry tea.

We have been able to aid the Church by making Mothering Sunday posies and helping the Vicar prepare the Seder meal and enjoying his explanation and tasting.

In the wider MU, members have attended the Deanery Lady Day Service at Redbourn, Songs of Praise at St. Mary's Kinsbourne Green, and the Vigil for the 16 days of Activism against Gender Violence at St. Nicholas. Members have also been to Barkway for a Prayer Meeting (an orienteering challenge to find!), Mothers' Union birthday celebrations at Letchworth and Winchester as well as Forums in Radlett and Bedford.

We have served coffee at Wesley's coffee shop to help to raise funds and Elizabeth Brown has also contributed with her fantastic honey sales - for which we thank her. I have enjoyed my first year as leader, although challenging at times, and I again sincerely thank those many members who have helped me.

**Julia Smith**

**ST JOHN THE BAPTIST CHURCH, AND SOUTHDOWN METHODIST  
CHURCH, HARPENDEN**

**ST LUKE'S CELL PRAYER GROUP**

**2016 – 2017**



St Luke's Cell prayer group, named after the 'beloved physician', has members drawn from St John's and Southdown Methodist churches. We pray for those in particular need of prayer – this includes those mentioned in the weekly pew sheet, and about fifty others for whom we are asked to pray including those with long-term illnesses, who live in the parish or are relatives or friends of people living in the parish. Every month each of us prays for a different group of about five people; the ages of those we pray for range from the very young to the very old.

Some of us attend the monthly meeting, at which we pray together for all these people, using a short service based on Common Worship in which we remember by name all those on the current list, their relatives and friends, and pray for those who work in the medical services in all its forms, and for the Church's ministry of healing. We meet on the second Wednesday of the month at 2.00 pm in St John's Vicarage.

We always welcome new members (including those who are unable to come to meetings), as well as news of people in need of prayer. Please contact us if you would like to know more or if you know of people you wish us to pray for.

**Michael Hughes**  
**01582 765576**





## St John's Fellowship and Study Group

2016 - 2017

During April and May, we looked at some of the Old Testament prophets: Isaiah, Jeremiah, Ezekiel, Nehemiah and Ezra, ending these weeks with a general look at the Psalms. When we met again in September – we usually meet in block of four, five or six weeks – we began reading John Pritchard's book "Living Jesus", which we found interesting and enjoyable, as well as challenging. There were 11 chapters, so the book kept us going until Lent.

In Lent, we used the material from EMBRACE "Moving to the Margins". Each chapter looked at the life of someone living on the margins today in the Middle East, with the first three chapters looking at Old Testament characters whose lives were lived at the margins, and the final three looking at a leper, Paul and Peter and the effect of Jesus on their lives.

During the year, several have gone to study days, talks at the Abbey, the last one being that of David Wilkinson on Science and Religion and the search for extra-terrestrial intelligence!

Each time we meet we enjoy our fellowship together, learning from one another as much as from the material used as the basis of each meeting.

**Anne Edwards**

**01582 767449**



## St John's Flower Guild

2016 – 2017



Although we have lost members through illness (we had 22 in 2013) our 14 remaining ladies have provided flowers in the sanctuary and Lady Chapel in accordance with the Church calendar.

At our recent meeting, we were happy to welcome two ladies from Southdown Methodist Church to help us as well as Abigail North.

For anyone who would like to remember a loved one who has died, or who would like to mark a celebration, we can do arrangements that can be put in the porch. This would also provide a welcome for people coming into the Church. A "Memorial Flowers" book is placed by the library at the back of the Church for people to sign.

In the past, a small income has come from weddings but this year there were only two so we are particularly grateful to the congregation for the generous donations at Easter and Christmas



Maureen Randall of All Saints Church has kindly agreed to give a demonstration of flower arranging suitable for use in church on Saturday 20th May at 10.30am - 12.30pm in St John's. This will be interesting to both novices and experienced arrangers.

Do come along and see how it's done!

**Elizabeth Curran**

**REPORT ON SAFEGUARDING AT ST.JOHN'S CHURCH, HARPENDEN**  
**prepared for the AGM 30th April 2017**

**The PCC of St John's has a duty to have '*due regard to guidance issued by the House of Bishops on matters relating to the safety of children and vulnerable adults*' (from Safeguarding and Clergy Discipline Measure 2016).**

**Policy**

The Diocese has now recommended that the PCC adopt two policy statements: one for Safeguarding Children and one for Safeguarding Adults when they are Vulnerable. An additional policy on Responding Well to Domestic Abuse, including practical guidelines, has also been recommended. The document, 'Promoting a Safe Church', will also be presented to the PCC. These will be reviewed at the next PCC meeting.

St John's has adopted the Church of England's 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England', 4<sup>th</sup> Edition, 2010, Church House Publishing. The Best Practice Guidelines produced by the Diocese of St. Albans are an appendix to this document, and displayed in the church and hall. They have been updated in September 2016.

The Church of England has also issued its 'Practice Guidance: Safer Recruitment', July 2016, and this details out the procedures for obtaining DBS checks for employees and volunteers, and referrals.

**Disclosure and Barring Checks**

*(Note: CRBs are now known as DBS)*

St John's subscribes to the CCPAS agency for DBS checks, which is recommended by the Diocese. All checks are now completed online, and identification documents checked by the Safeguarding Lead. A list of previous paper based checks has been obtained from CCPAS and cross-checked. Eleven new checks have been made for volunteers. There is a system to remind those with out of date checks to renew, if necessary.

A set of simplified instructions for obtaining DBS has been compiled.

**Safeguarding in practice**

There have been no reported incidents.

The focus now is upon safe working practices, record-keeping, risk –assessments, and ensuring everyone is aware of safeguarding procedures. A reduced 'crib sheet' and a similar wallet-sized card for response to any incidents are now available to those who work with children; the sheet is placed prominently in the church and hall.

Junior Church and Little Gems have undergone changes in personnel, but those involved are aware of the procedures in place to ensure safeguarding. Registers of attendees are kept; details of attendees containing essential information are kept in a file which is located in the office for Data Protection purposes. Rotas for leaders and helpers are in place. At Junior Church parents who accompany a new or nervous

child, or those who attend very rarely, the risk assessment is such that they would not be on their own with children as the activities take place in a large room, with appropriate supervision and team working. Little Gems is in a separate room but no doors are closed and two adults are always present. Systems are kept under review. Carol Cooke, the Deputy Safeguarding Lead is overseeing the procedures.

Faith and Light, attended by vulnerable adults, is run by Lauryn Awbrey who has both DBS and has undergone safeguarding training. About a third of attendees are accompanied by family members, and there is other adult supervision.

### **Induction and Training**

New regular adult helpers at Junior Church and Little Gems are inducted through 'shadowing' more experienced adults. Leaders meet several times each year to discuss logistics and practicalities of systems.

Training on Safeguarding for both Children and Adults who may be Vulnerable took place in October 2016 at St John's. Training sessions are now held by the Diocese in various locations; the first batch of these were oversubscribed, but as new dates are released, a list of these will be available for those in need of training.

**Jane Donati**  
**Safeguarding Lead**

## Vicar's Report 30<sup>th</sup> April 2017

Give us Lord of mercy, humble trust, that we can leap over the walls of hesitation and doubt, and dare to give our lives to your service.

One of the curiosities of this meeting is that the Warden's Report must be approved by the PCC as does the Treasurer's Report. Whereas I can choose to say something or nothing.

### A word of thanks

Mary Jean and James have already thanked a range of people, and I simply add my thanks alongside theirs. You would expect me add my own to the Standing Committee – **Mary Jean, James, Margaret, Jane, Emma and Steve.**

I wish to thank **Mary**, whose commitment to us is both astonishing and refreshing. To **Julia**, who has gone through a difficult time of bereavement. Having poured her heart and soul into delivering the Three Hours on Good Friday, has realised that the ministry the Lord has given her can still flourish.

The Readers, **David Nye** and **Lauryn**. It is a real commitment on David's part to come from his home in all weathers to join me for Morning Prayer two days a week.

Then there is **David Halsey** who has been sharing his journey to ordination with me, and what a fascinating and enriching experience it has been so far.

To members of the PCC, who give their time and expertise to ensure the smooth running of the parish. And then a word of thanks to those stepping down from the PCC; **Matt Barter, Margaret Charlston, Tracey Kennedy, Pat Hudis** and **Ian Richmond**, some of you have served the parish for many years. On behalf of everyone, our sincere thanks for your dedication.

I wish to thank the dedicated team who run Children's Church; **Carolyn, Naomi, Ellie** and **Emily Marshall.**

So, you can see, that when we pray for the Ministry Team it embraces quite a group of people who enrich our life as a parish.

Let me also thank **Julie Birkett**, in the Office, who is utterly committed to her work and to us as a Parish.

Finally, to everyone, who comes faithfully to services to pray, to welcome visitors, to acts as sides person, to read the Scriptures and lead our prayers of intercession, to **Roger** and **Madeleine** and all who sing in our two choirs, so that together we may give glory to God.

### Pattern of Service Times

I am aware that our service pattern on a Sunday and a Wednesday morning are rather early for some who because of age or chronic sickness find it nigh on impossible to come to our 9.30am service. This can be complicated if they are reliant on carers. They miss both worship and the fellowship of a Sunday morning. So, I intend to canvas your thoughts through an on-line poll for those of you who are

used to using electronic devices, and hard copies for those of you who don't. I wish to ask you "Should we remain with the current status quo, of 8.00am, 9.30am and 6.30 pm on a Sunday and 9.30am on a Wednesday morning or should we consider moving our service times to half an hour, three quarters of an hour later (or earlier, in the case of Evensong)". Either in May or July we will discuss the findings at PCC. If there are to be changes, these will be introduced in September.

### **Holy Land Tour Wednesday 7th - Friday 16th February 2018**

A pilgrimage to the Holy Land is a very special event in the lives of many Christians. An Embrace the Middle East Encounter Tour will give you the opportunity to visit places that would have been familiar to Jesus as well as those that have developed since, as a result of His life and ministry. You will meet with the 'Living Stones' – Christians who live and work in this beautiful but divided land and learn how they act as 'salt and light' in their communities. There will also be plenty of opportunity for worship and reflection and time for fun and relaxation too.

The tour will be led by Embrace's Regional Managers Su McClellan and Neil Graham who are both very familiar with the land and its people as well as the projects that Embrace supports in both Israel and Palestine.

### **Our new Curate**

In two months' time **James Brown** will be ordained a deacon in the Cathedral and will join us with his wife, Lan. He will be fizzing with energy, and will come among us with a wealth of pastoral experience already. Whilst it is true he will have things to learn here, hence the curacy, we should not forget that he will have been empowered by the Holy Spirit and licensed by the Bishop of St Albans as a minister of word and sacrament, there may indeed be times when what he says and does is both challenging and uncomfortable for us. It is salutary to remember that our Lord and Master was also a young man whose prophetic words and actions were found to be deeply alarming to many of his contemporaries.

### **A note on Prayer**

I wish to pick up on a remark in the Church Warden's Report about prayer.

The Revd Professor Sarah Coakley, in her gloomier moments, thinks that English Anglicanism has given up on prayer. It's not true of course, but her point is well made. As incumbents, today we're expected to be 'gifted' in leadership – a word noticeably absent in the NT accounts of ministry – 'energetic' 'good with young people and families', 'kind and respectful to the elderly,' 'efficient.' But prayerful? It is somehow assumed, but perhaps it shouldn't be. And if we lean too much towards secular models of efficiency and management there is the ever present danger of becoming 'practical atheists'.

Think for a moment of RS Thomas wonderfully evocative poem, 'The Empty Church';

Why, then, do I kneel still  
striking my heart on a stone  
heart? <sup>1</sup>

Interestingly, he provides a partial answer in another poem in the same collection entitled 'Adjustments':

Patiently with invisible structure  
[God] builds, and as patiently  
we must pray, surrendering the ordering  
of the ingredients to a wisdom that  
is beyond our own. We must change the mood  
to the passive....

In our frenetic and over-anxious world changing the 'mood to the passive' may be part of our corporate vocation. In this sacred space, we encounter the Lord of Glory, and discover a sense of who we are. So, when James comes among us, the most important thing we can offer, is to encourage and assist him in becoming a pastor who prays.

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<sup>1</sup> RS Thomas *Later Poems: A Selection* London: MacMillan 1983, p. 108