

# St Paul's Parish Church, Shipley

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Shipley  
Registered charity no 1169596

## Annual Trustees Report for the year ended 31<sup>st</sup> December 2019



# **Annual Trustees Report for the year ended 31<sup>st</sup> December 2019**

The PCC is jointly responsible for writing and producing this report.

## **AIM AND PURPOSES**

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Henriette Howarth, to promote in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC has a specific duty to maintain our historic grade 2 listed church building. In addition it has a responsibility to support the Church of England Primary Schools located within the parish boundaries. Shipley Primary School (aided) and Wycliffe Primary School (controlled) are our local Church Schools. Both of these schools are BDAT (Bradford Diocesan Academies Trust) Primary Academies.

## **OBJECTIVES AND ACTIVITIES**

The PCC is committed to enabling as many people as possible to worship at St Paul's and to be part of the church community. Our services and worship, through prayer and scripture, music and sacrament, encourage and foster faith in practice. When planning our activities and services for the year, the PCC is mindful of the Charity Commission's guidance on public benefit and in particular, the supplementary guidance on charities for the advancement of religion.

St Paul's church vision statement is:

We are a welcoming and inclusive Christian community who

- Worship the living God
- Love our neighbours and our world
- Share the good news

All our activities and services are guided and inspired by our faith in Jesus who we believe calls us to put our faith into practice in our daily lives. As a church community we offer prayer and worship, pastoral care, mission and outreach, hospitality and a variety of activities which help people of all ages in our parish to flourish.

To facilitate this work it is important that the church grounds and the fabric of the church building are continually maintained and developed.

## **ACHIEVEMENTS AND PERFORMANCE**

2019 has been a fruitful as well as challenging year in the life of the church as we continue to develop as a congregation and grow in our commitment to one another and the community. We believe that the people of Shipley have benefited from all our activities.

### **MINISTRY TEAM**

It is a key priority to develop all leadership in the church, especially given the number of services and activities taking place and the part-time nature of the vicar's post. In 2019, Henriette Howarth had to take leave from the month of September because of family circumstances. The church wardens Anne Luxton and Matt Stoney gave extra time and support to the church community at this time. The Reverend John Butler, associate priest, was able to take on many of the priestly tasks and duties, with the help of visiting priests. John's generous time commitment to St Paul's was made possible by his recent retirement from his post of school business manager. It is a tribute to the health of St Paul's church and God's goodness that the church continued to grow and flourish even in the absence of the incumbent.

The Reverend Colin Judd (retired), reader Chris Clough; director of music, Thomas Dixon and director of music for children and young people, Rachel Hesselwood are valued members of the ministry team. Jenny Titchmarsh is our church administrator, who has revolutionised our communications and on-line presence. The commitment of our church officers, particularly church wardens, Anne Luxton and Matt Stoney, treasurer Chris Wontner-Smith and PCC secretary Jean Titchmarsh is invaluable and contributes to the flourishing of our church community. We are grateful for the many people who take responsibility for different groups and activities within the church and who exercise leadership within their professional and volunteering roles in the wider community. We look forward to seeing many more lay members grow in confidence and become leaders within the church and community.

### **VOLUNTEERS**

Before we list some of our activities which express our vision and strategy and show what church life looks like in Shipley and how it benefits the community, we publicly thank all the volunteers who work very hard to support St Paul's mission and ministry. Many people contribute hugely to the life of the church in seen and unseen ways. All the small and bigger contributions and all acts of service count. The church, and therefore Shipley, would not be the same without them. Thank you all!

### **WORSHIP**

We aim to offer a variety of worship services reflecting the diversity within the St Paul's congregation. Through our worship, we glorify God and we connect with people in the parish. Our regular weekly and monthly services provide a constant rhythm of prayer and worship, guided by the lectionary and liturgical calendar. We mark the Christian festivals and reflect on the Bible together and its meaning for us and the world in which we live. Some services were especially well attended and were highlights in the year: the Easter service, Harvest service, Remembrance service, followed by an act of Remembrance in Crowgill Park, and all our Christmas services. It is during these services especially when we are aware of the importance of St Paul's as a parish church where many people are welcomed and feel at home.

### 9.45am service

The music for this service is supported by the choir and organist. We celebrate Holy Communion at this service, apart from the 2<sup>nd</sup> Sunday of the month which is a Sunday Together service. The new audio visual system has been used increasingly throughout the year to enrich the service. The children meet in the Faithbuilders group for teaching and activities.

### 11.30am Sunday Xtra service

This service is informal and interactive in nature and the worship music is mostly contemporary from the screen. Lay leadership and participation is very much encouraged. A small steering group, led by Bev and Mark Allison make sure the vision for this service stays alive. Children's activities are offered during the service because of the increasing number of families attending.

### 8.00am Holy Communion

This simple Holy Communion service, sometimes with the Book of Common Prayer rather than our usual Common Worship liturgy, takes place every 2<sup>nd</sup> Sunday of the month.

### Wednesday Holy Communion 10.00am

This simple Eucharistic service has an average attendance of around 13 people. The service and refreshments afterwards provide valuable weekday worship and fellowship. A handful of people do not usually attend any other services at St Paul's.

### Evening services

Throughout the year we have held a bi-monthly Taizé style service, a bi-monthly Choral Evensong service and two healing services. These services attract people who do not usually attend other services at St Paul's.

### Messy Church

This alternative or fresh expression church service is an important way to connect with local families with young children who might not feel comfortable or confident to come to more traditional church on Sunday. The craft and food take place in the Narthex (the room at the back of church) and the teaching and songs in the church. This year we had two Messy Church events on Saturday afternoons: before Easter and before Christmas.

### Occasional services

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. We baptised 1 person, held 1 thanksgiving service and celebrated 2 weddings. We conducted 6 funerals of which 4 were held in church and 2 at the crematorium. In November we held our annual memorial service where those who passed away in the preceding year were remembered and family members were prayed for.

There is a big team of people who contribute to the worship services every week: the choirs, the sound team, those who do intercessions, prayer ministry team, those who read, preach, serve, assist, teach the children, arrange flowers and those who clean the church to make sure the church is always ready to gather for worship. The sides persons and coffee servers ensure that people are made welcome. We welcomed a number of quality visiting preachers in 2019.

### Adult Choir

The choir continues to support worship at St Paul's, particularly at the 9.45 Holy Communion services. Several new members joined this year. Members show an enthusiasm and willingness to try a wide range of material. It has been good to sing with friends from St Peter's church on Ash Wednesday, and Shipley Baptist Church at our carol service. In September we welcomed the Friends of Bradford Cathedral to our evensong. We raised money for our link diocese in Sudan by singing carols at Morrison's and at our summer concert for the Bradford-based charity Beacon which works with refugees and asylum seekers.

### Junior Choir and Churpies

Under the leadership of Rachel Hesselwood, with support of Sarah Haigh and Thomas Dixon, Junior Choir and Churpies continue to flourish. The membership has remained at about 20 members altogether in Junior Choir and 6 Churpies with roughly a third of the children being regular attenders at St Paul's, a third from other local churches and a third with no connections to churches. Sunday Together services remain Junior Choir's most regular commitment at St Paul's, but they have also contributed to Taizé and evensong services, the Harvest and Remembrance services. In the run up to Christmas, the children were involved in the Christingle service and many other Christmas services, with the carol service, as usual, being a particular highlight. The Christmas concert raised over £400 for Girlguiding and the Food Bank. The Christmas carol singing in Shipley Market raised £460. Junior Choir supported Heaton Churches Together in their Pentecost Praise event and enjoyed joining with other choirs in the area for a RSCM festival at the Cathedral.

The link with Formations Care Home has continued to develop this year, singing regularly at the care home. In May a concert took place at St Paul's for Mental Health Awareness week, raising over £350 for the Cellar Trust. The residents from the care home enjoyed being involved too!

Socialising together continues to be an important aspect of Junior Choir and Churpies. It has been lovely this year to see some of the older children helping and supporting the younger ones. Special thanks go to the children's parents for their continued commitment and the children for making Thursday evenings so joyful and spirit-filled.

### **PASTORAL CARE**

Pastoral care in church is extended in various ways. Church members look out for one another and pray for one another. When church members are in hospital, home bound or in nursing homes, we aim to make sure they are visited and supported by someone from the clergy team or the congregation and offered Holy Communion when desired. We have started the process of forming a pastoral care group and have had a few meetings so far with those who are already involved in pastoral care. The Diocese is running pastoral training courses. Both Susan Wood and Sheila Cudmore have now completed the Pastoral Assistant training Course.

### Care homes

We have a growing engagement with the care homes in our parish: Formation Care Home, Peaselands and Wellington House. A team of four people from church go across to Formation Care Home monthly to lead a half hour of worship and reminiscence in the lounge for

approximately eleven residents and a carer. Monthly Holy Communion services take place at Peaselands and Wellington House

### Church Dementia Group

The Dementia Support Group is for those who are caring for a relative with dementia and is a space where they can talk about their experiences and listen to others in a similar situation. Anne Greenwood has passed the leadership of the Group to Diane Greenwood and we thank Anne for her work with the Group over the last few years. We have met three times in 2019 but attendance at the meetings has been very low. There are plans to link in with the Dementia Friendly Shipley initiative. An off shoot of this may be to encourage St Paul's to become a Dementia Friendly Church.

### **PRAYER**

Prayer is the engine of all we do. Most of our church meetings and activities start with prayer. A small group meets every Tuesday for Morning Prayer. Most Sunday mornings prayer ministry is offered by a group of trained and dedicated members. We have held occasional extra evening prayer meetings.

### **GROUPS**

#### Meditation group

This group started during Lent and has continued ever since during term time. Around 10-15 people meet on Monday evening 8pm for an hour to reflect on a Biblical passage or other spiritual reading. The meeting is concluded with 20 minutes of silence. A few people join in from other local churches.

#### Home Group

St Paul's church has one home group that meets fortnightly on a Thursday night to study the Bible, share and pray together. There is space for more members and new groups!

#### St Paul's Younger Adults

This is a group of younger adults with no strict age criteria! We get together on a semi-regular basis for our Discussion Group, and also socialise together. We have a Facebook group which you can ask to join where we often organise social events and advertise the discussion group.

#### Book Group

The Book group has had 11 meetings and an average attendance of 8. We have had interesting discussions on all the variety of fiction and non-fiction books we have read. The more we differ in our opinions, the more interesting the discussion. One thing we all agree on though is that the Book Group has introduced us to books we would not otherwise have read and that is a good thing. We are grateful for the boxes of books that Bradford Library provide for us. Anyone who enjoys reading is welcome to attend the Book Group.

### Pilgrim Course

The Pilgrim Course is a resource published by the Church of England, looking at our individual Christian journey. The course consists of eight modules, and during the year we studied Module 1 – Turning to Christ, and Module 2 – The Lord’s prayer. Each module consists of six sessions comprising prayer, readings, watching a brief video and plenty of discussion, washed down with tea, coffee and biscuits.

Each module has had approximately 20 members signing up for it, and average weekly attendance has been about 12. In view of its popularity amongst those who attend, and the desire for fellowship, the group decided to meet almost every week, undertaking modules of the course about three times a year, and doing other, home-made study between Pilgrim modules.

### **WORK WITH CHILDREN**

St Paul’s is in contact with a large number of families and children in Shipley, through Junior Choir, Messy Church, the schools, toddler group and the uniformed groups.

### Schools

We have responsibility for two church schools in our parish. Henriette Howarth is ex officio on the Governing Body for Shipley Primary School, Esther Dixon was a foundation governor up until the summer. John Butler has an ex-officio post on the Governing Body of Wycliffe School where he is the vice chair. Both schools became academies in 2018 and joined the Bradford Diocesan Academy Trust.

Both members of the clergy lead collective worship once a term in both schools. Both schools have come into our church building in 2019 for Easter, Harvest and Christmas services. Church members Chris Clough, Jean Titchmarsh, Carolyn Rhodes, Jane Clough and Mike Wragg, are part of the Open the Book team taking assemblies in Wycliffe Primary School. The Zephaniah Trust, co-ordinates the cycle of stories and organises the relevant props/costume box for that week’s story. The team leads a Wednesday morning assembly for the whole school usually every other week during term-time. The aim is to bring Bible stories alive for the children.

### Faithbuilders

Faithbuilders is the children's group which runs during the 9.45am Sunday service (except Sunday Together) during term time a mix of children of all ages, exploring a passage from the Bible in lots of different ways. The group enjoys spending time together, building things, making crafts, making (and eating) food and growing closer to God. The children chose our name - and our aim is to build our faith together.

### Toddler Group

Toddler Group meets every Monday morning in term time to provide play facilities for pre-school children and a meeting place for their (grand) parents and carers. This year has been very busy with many local families dropping in. The regular team of Anne, Jackie, Jean and Diane with Revd. John Butler providing clergy support have worked to provide improved

facilities; safer drinking mugs, new play equipment and healthier snacks for the children. A Christmas nativity was the highlight of a successful year.

### Uniformed Groups

St Paul's continues to offer hospitality and leadership to the First Shipley Rainbows, Brownies and Guides. All three groups are thriving and offer a huge variety of activities and experiences to local girls. The three groups, joined by the 1<sup>st</sup> Shipley Scouts took part in the parade at St Paul's on Remembrance Sunday.

1<sup>st</sup> Shipley Rainbows has 20 girls and a strong leadership team. Rainbows have continued to do a range of activities both in and out of the meeting place. We took part in church services such as Mothering Sunday and Harvest. This year, we embraced the new Guiding programme, completing the First Aid, Reflect and Explore skills builders and lots of Unit Meeting Activities around the themes of Be Well, Have Adventures, Take Action, Know Myself, Express Myself and Skills for My Future. We have maintained our links with Formations Care Home through posted communication and sending things rather than weekly meetings in the Care Home this year.

First Shipley (St Paul's) Brownies, a group for girls aged 7 to 9 meets each week during term time. Apart from regular activities the group does adventurous activities and goes along to special events, day trips, sleepovers, camps and holidays. The girls try new things by following the topics in our six programme themes - Know Myself, Express Myself, Be Well, Have Adventures, Take Action and Skills for My Future. The girls are encouraged to work on their own at home towards interest badges in their own time, choosing topics and skills they are interested in. This year we have awarded badges in baking, collecting and charities.

First Shipley (St. Paul's) Guides, a group for girls in the ages of 10 to 14. We follow exactly the same programme as Brownies and Rainbows, but as they get older, they move into more challenging activities. They have badge books which they take home to complete interest badges in subjects that they are interested in. This year we have awarded Interest badges including Upcycling, Natural Remedies and Mixology where they made non- alcoholic cocktails.

### **MISSION AND OUTREACH**

Mission and outreach are high on our agenda and we work hard to be a blessing to the local community and the world.



### Foodbank

St Paul's has continued to collect food items for donation to the local Foodbank at its annual Harvest Festival and we have maintained a donations basket throughout the year. A few members of our church family give their time to serve as regular volunteers at the Shipley Foodbank. During the year we have continued to issue Foodbank vouchers to those in food poverty, in total we issued 18 vouchers during the year. When clients visit to collect a food parcel from the Foodbank they get an opportunity to have a drink, a sandwich, and to have a conversation with the friendly staff. In addition St Paul's has continued to offer food parcels this year, which have been provided by the Bradford Metropolitan Foodbank. At the beginning of the year we were issuing about 3 food bags each week. By the end of the year this had risen to about 8 bags each week. We have issued more than 250 food bags in 2019. Several Foodbank clients also now attend Saturday Café and Thursday Lunch Club.

### Shipley Area School Uniform Bank

St Paul's Church is an official donation and referral point for the Shipley Area School Uniform Bank. The School Uniform Bank aims to reduce the financial burden on local families, whilst also promoting recycling and re-use, by collecting and re-distributing school uniforms and associated items to those experiencing financial hardship in the local area.

### Saturday Café/ Place of Welcome

The Saturday Cafe has gone from strength to strength with around fifty people coming in every week to enjoy a coffee or tea and a dainty morsel together with friendly conversation. Becoming 'a place of welcome' has encouraged new people to come along and the cafe is buzzing. We have an amazing team of workers who give their time to prepare, serve and clear away each Saturday morning but to keep the cafe running smoothly we do require more volunteers as it can become too much for too few and some of the team have retired because of this.

### TLC (Thursday Lunch Club)

The monthly TLC has continued to thrive in 2019. We have averaged attendances of over 50 per session which has pushed us to the limit of the kitchen capacity and of our volunteers. On top of feeding people at TLC we have provided additional "meals on wheels". We have benefitted from having new round tables, new chairs and the new fridge/freezer. Our main challenge into the future is to find more (younger) volunteers.

### Use of the building

Slimming World and a local self-help group are using the building during the week, which helps to establish relationships with the local community. The church is also rented out for concerts.

### Social media

St Paul's launched its new-look website in May 2019. Our social media channels are Facebook, Twitter and Instagram and they are used to reach a wider audience in the local community.

### Global Mission

Throughout 2019 St. Paul's has generously supported a number of charities, both through specific fund-raising events and collections, and with our corporate giving. In addition to the splendid fund-raising by the Junior Choir (see above), St. Paul's congregation enthusiastically supported Christian Aid week and raised £1,981 through door-to-door collections, donations and a cake sale. St. Paul's members donated a further £175 to The Children's Society, and £165 to support the Disaster's Emergency Committee's hurricane appeal. A coffee morning for MacMillan Cancer Support raised £496, and collections at special services amounted to £175 for The Children's Society, and £115 for Jubilee Outreach Yorkshire.

During 2019, St. Paul's also contributed £800 to support our link with the Diocese of Sudan; £800 to the Church Mission Society, £800 to Christian Aid and £1500 to Tear Fund.

### Mothers' Union

Mothers' Union is a global, volunteer movement. United in our diversity and living out our faith, we support individuals and families to transform their lives. Membership is open to men and women. Monthly gatherings include worship and raise awareness of topics of concern. Members are found volunteering in all church activities, as well as working for different organisations in the community. We raise money for MU local and worldwide projects

### Fairtrade

We continue to be a Fairtrade church and seek ways to encourage people to be Fairtrade in their spending and consumption

### **ECUMENICAL RELATIONSHIPS: SHIPLEY CHRISTIANS TOGETHER**

We held our usual pattern of meetings and events such as the Week of Prayer for Christian Unity, Lent study groups, Holy Week events, Christian Aid Week and we shared in Pentecost Praise in Lister Park with the churches of Heaton, Gillington and Manningham. We participated in the switching on of the Shipley Christmas lights during Advent and have continued our on-going ministries with Cuppacare, the Market Stall and Bradford North Foodbank.

Alongside this we held four exploratory evenings looking at the social, educational, community and policing needs of greater Shipley. These were distilled and reflected on at a Vision Day held in Cottingley on 2 March. Out of this day a series of priorities emerged as our developmental programme for the coming years. A vital discussion continues to take place about the shape, structure and membership of Shipley Christians Together as we have explored the possibility of becoming a CIO (Charitable Incorporated Organisation). At a meeting on 19 November the PCC agreed unanimously to support that SCT becomes a registered charity. We also organised hustings for the 2019 General Election.

### **DEANERY SYNOD**

St Paul's currently has three PCC members at the Aire and Worth Deanery Synod. This provides the PCC with an important link between the parish and the wider deanery and diocesan structures of the church. The Synod met three times in 2019.

In February, in Harden, Rev Simone Bennett (Deputy Director of Education for the Diocese of Leeds) delivered a presentation entitled 'Education: Opportunities, Challenges and Partnerships'. In June Ven. Dr Andy Jolley, Archdeacon of Bradford gave a presentation based

on the document, *Helping our churches to flourish*, a strategic planning toolkit for parishes, benefices and deaneries in the Diocese. The toolkit, based on the five-year strategy for the Diocese of Leeds, *Maturing in Christ*, also contained the five strategic goals which would guide diocesan progress until 2024. The October meeting which was held at Cottingley, took one of these diocesan goals as its topic for the meeting. Sharon Bavington led Synod in looking at nurturing lay discipleship. Future meetings will look at some the other diocesan goals and explore how the parishes can work together in achieving them

## **CHURCH BUILDING**

The building group consists of the clergy, wardens, Chris Clough and Meredith Woode who have continued to oversee the works being done in the building and grounds.

In January 2019 the contractors completed phase 2 (north side) of the roof project and associated works, and the balance of the contracted costs certified by the project architect was paid, apart from the 2.5% retention withheld for one year awaiting receipt of the Final Completion Certificate issued in January 2020. To enhance the public awareness of St. Paul's heritage the project also developed a virtual tour of the church, allowing exploration of the church at a distance. The tour shows a 360° view from the top of the tower, views within the church. The dedicated website is accessible from the main church website. The total project costs were just over £250,000 and we are grateful for the generous grants from the Heritage Lottery Fund (now the National Lottery Heritage Fund), the Yorkshire Historic Churches Trust and the All Churches Trust. We also thank our members, friends and visitors for their gifts made which covered the balance of the costs, mainly through our 'Sponsor a Slate' appeal.

At the start of the roof work, two organ sections were removed for protection and to create working space. As part of a separate project, some of this was taken offsite for restoration. However, delays to the roof works because of severe weather conditions, meant that the organ builder had to reschedule the St Paul's organ reinstallation around other contracted work. This work commenced in early February 2019 and was fully completed in July 2019. The removal of large wooden organ pipes revealed that the floor and joists had been touching the east wall and damp rot had occurred. This was examined by the architect and work was done to repair the damage and make the floor capable of bearing the considerable weight of the pipes. A commercial cleaning company was employed to 'deep-clean' parts of the church.

Once the roof project and organ restoration were completed, the installation of the new audio visual system took place. Now in regular use, St. Paul's has a modern permanently-sited system of a projector, a drop-down screen hinged to fold away when not in use, a series of relay screens and speakers at strategic points and a console to control the entire output. The installation included Wifi equipment, a new circuit for the power requirement and each power point is fitted with surge protection.

Electrical work included the ongoing replacement of lamps and, where necessary, fittings to LED. We also commissioned the work for a new switch board to resolve the mystery of the flickering lights. As far as it is possible to know the flickering has stopped. The installation and payment were concluded in 2020.

The central nave aisle carpet was replaced as was the Narthex carpet. New tables and chairs were purchased with the help of local community grants. The south vestry was refurbished, re-carpeted, new electric circuits installed and it is now the Parish Office. A new signboard was erected at the main entrance to the churchyard, the nearby wall was rebuilt (after having been demolished by an out of control car) and the second of two donated benches fixed in the church grounds.

Many members of the church were involved in these projects and we give our grateful thanks to all of them. We are grateful too to Ana and Melinda, who keep the building clean.

### **HIRSTWOOD BURIAL GROUND**

There were, unusually, no burials of ashes during 2019. The Garden of Remembrance is maintained by a part-time gardener, Matt Stoney. The Garden of Remembrance is well used as is evidenced from floral tributes left, particularly around Christmas and Mothering Sunday.

Small acts of vandalism had subsided until the week of the 75<sup>th</sup> anniversary of the end of WW2 when all but 3 of the Commonwealth War Graves were desecrated. This sparked a great deal of media attention. The War Graves Commission had the plots tidied and temporary plaques placed within a day of the damage happening and all the stones were replaced in a very short space of time. A successful working party was held in September removing some of the undergrowth. Our thanks are due to members of the church, dog walkers who regularly walk through the graveyard, Hirst Wood Regeneration Group, local councillors and local residents who turned out for the day. A multi-agency meeting took place bringing together community reps, councillors, council officers, the police and the Burial board. Suggestions were made as to how vandalism and theft might be prevented. Some of those have been implemented but others would prove costly and are on hold. It became evident following that meeting that the Council would require a detailed planning application if saplings were to be removed or trees taken out to prevent over growth – due to the scope of the Tree Preservation Order covering the whole of that area of Hirst Wood. This is a work in progress since a detailed map of all existing trees is required.

There was further storm damage to trees, repair of a grave damaged in 2018 and treatment of Japanese knotweed, all of which incurred costs in addition to the gardening.

The board's duty in law is to maintain the burial ground in a safe state; the board confirms that it will continue to do its best to maintain the area in a reasonable standard and condition. The cost of third-party liability insurance is included in the PCC's premium.

This year income has been £1,493 less than expenditure (2018 £1,016 excess expenditure) there being no interment (2018 1). £1000 was withdrawn from the historic investment reserves.

## **FINANCIAL REVIEW**

Our voluntary income in 2019 has increased again in the year, by nearly £6,000. As reported elsewhere in the annual report, there have been some significant repair and renewal costs incurred during 2019. Accordingly, following the decision to pay the parish share in full again, the PCC determined to defer part of our mission giving to future years, in the hope that our share will significantly reduce under a revised diocesan scheme.

The Briggs legacy was partly committed to our new audio-visual system, which cost £20,000, of which depreciation of £5,000 came from the designated reserves. As a result, the accounts show a deficit in the year of about £7,000 on unrestricted funds, reducing our undesignated reserves to £4,700, plus £53,700 designated (of which £15,000 is committed).

The works on the second part of the roof project and latest major phase of the organ refurbishment were fully completed during the year.

Our free reserves stood at about £42,000 at 31 December (including the remainder of the legacy).

## **RESERVES POLICY**

The PCC has determined that, in addition to restricted funds raised for specific purposes, we should aim to limit unrestricted reserves to about three months regular expenditure, currently £25,000. Any excess will be designated for future major property repairs and renovation.

## **SAFEGUARDING**

The PCC reaffirmed its commitment to our safeguarding policy in May 2019 (a copy of this is available in the Narthex and also on the website.) As part of the policy the PCC endorses the House of Bishops policy statement 'Promoting a Safer Church' The PCC confirmed the appointment of Alison Haigh as Parish Safeguarding Officer. The Parish Safeguarding Group (Rev H Howarth, Rev J Butler, Matt Stoney, Deborah Penfold and Alison Haigh) have met on a couple of occasions to review our compliance with national and diocesan requirements and are working to ensure all relevant policies and procedures are up to date.

All staff and volunteers in roles which involve working with children or vulnerable adults are recruited according to the House of Bishops Safer Recruitment Practice Guidance. For those in eligible roles this includes St Paul's undertaking checks with the Disclosure and Barring Service (DBS). New volunteers all have appropriate checks and several volunteers have had their DBS clearance renewed.

If you have any immediate safeguarding concerns these should be raised with social services or the non-emergency police number (101). For general advice or non-urgent concerns please contact Alison Haigh by email at [safeguarding.stpaulsshipley@gmail.com](mailto:safeguarding.stpaulsshipley@gmail.com).

## **RISKS MANAGEMENT**

The trustees have identified the major risks to which the charity could be exposed and have continued to work on systems, procedures and policies to manage those risks.

During 2019 we have: appointed a church health and safety officer, reviewed our insurance policies, revised and updated our health and safety policy, updated our fire risk assessment, devised and adopted new discipline and grievance Policies, and adopted a new lone-working policy. During 2020, the Trustees intend to review procedures to ensure that these policies and procedures are fully implemented.

## **STRUCTURE, GOVERNMENT AND MANAGEMENT**

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Shipley is a corporate body established by the Church of England, operating under the Parochial Church Council Powers Measure. The PCC is a registered charity and members of the PCC are Trustees of the Charity. The method of appointment of PCC members is set out in the Church Representation Rules. All members of the congregation are given the opportunity 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.

### **PCC MEMBERSHIP**

#### **Ex Officio**

Incumbent: Reverend Henriette Howarth (Chair)  
Associate Priest: Reverend John Butler  
Churchwarden: Anne Luxton  
Churchwarden: Matt Stoney (also Deanery Synod)  
Deanery Synod: Meredith Woode (elected 2017)

#### **Elected members (Trustees) at 31 December 2019**

Alison Haigh	Elected 02.04.17	Deanery Synod
Meredith Woode	Elected 02.04.17	Deanery Synod
Rachel Hesselwood	Elected 02.04.17	
Susan Wood	Elected 02.04.17	
Chris Clough	Elected 29.04.18	
Chris Wontner-Smith	Elected 29.04.18	Treasurer
Julia Marema	Elected 24.03.19	
Jean Titchmarsh	Elected 24.03.19	Secretary
Mark Allison	Elected 24.03.19	
Jackie Butler	Elected 24.03.19	
Sheila Cudmore	Elected 24.03.19	
Rowan Reily	Elected 24.03.19	
Ian Stevens	Elected 24.03.19	

#### **Elected members serving at 1 January 2019 who have since left:**

Deborah Penfold (till 24.03.19)  
Tim Penfold (till 24.03.19)  
Penelope Woode (till 29.01.19)  
Rachel Griffiths (till 07.05.19)

Given its wide responsibilities the PCC has a number of sub groups or committees.

#### **Standing Committee:**

Clergy, churchwardens, treasurer, secretary and PCC nomination Mark Allison

#### **Hirstwood Burial Ground Board**

Vicar, Churchwardens, Secretary Tony Hesselwood, Hugh Firman

**Worship planning group:** Henriette Howarth, Thomas Dixon, Rachel Hesselwood, Chris Clough, Mark Allison, John Butler, Deborah Penfold  
**Building group:** Meredith Woode, Chris Clough, Churchwardens, Clergy  
**Finance group:** John Butler, Chris Wontner-Smith, Meredith Woode  
**Parish Safeguarding Group:** Henriette Howarth, John Butler, Matt Stoney, Deborah Penfold and Alison Haigh.

**Other roles of responsibility:**

Church Administrator Jenny Titchmarsh  
 Gift Aid Secretary Meredith Woode  
 Safeguarding Officer Alison Haigh, assisted by Deborah Penfold  
 Health & Safety Officer John Butler  
 GDPR Officer John Butler  
 Electoral Roll Officer Mike Wragg  
 Children & Youth Diocesan Representative Rachel Hesselwood

**ELECTORAL ROLL**

The electoral roll now stands at 118, compared to 116 last year. Of these 36 are male and 82 female. The number resident in the parish is 46 while 72 are non-residents.

**CHURCH ATTENDANCE**

Average Attendance in 2019

	<i>Total</i>	<i>Adults</i>	<i>Children &amp; Young People</i>
APPROXIMATE average attendance in a typical week	98	81	17
Average Sunday 9.45am HC attendance in a typical week	64	57	7
Average Sunday Xtra attendance in a typical week (includes 12 adults who also attended 9.45am service)	33	24	9
Average Sunday Together attendance in a typical month	62	51	11
Average Wednesday HC attendance in a typical week	13	13	-
Average care home communicants in a typical month (Wellington House = 8, Peaselands = 5)	13	13	-
Average private home communicants in a month	3	3	-

#### Attendance at special services in 2019

	Total	Adults	Children & Young People
Easter Day	139	114	25
Remembrance Sunday Service	255	195	60
Carol Service	250	203	47
Crib Service	185	130	55
Christmas Eve Service	75	75	-
Christmas Day Service	99	83	16

The St Paul's worshipping community consists of around **176** people (**140** adults and **36** children/young people) who attend at least once a month and call St Paul's Church their home church.

#### **ADMINISTRATIVE INFORMATION**

St Paul's Church, Shipley is part of the Church of England Diocese of Leeds in the Episcopal Area of Bradford and the Deanery of Aire and Worth. The address is:  
St Paul's Church, Kirkgate, Shipley, BD18 3EH.

**Reverend Henriette Howarth (Chairman)      7th July 2020**