

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 31st December 2020



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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

2020 has been a year as no other in the life of the church as the majority of the year, from 23rd March was impacted by the Covid-19 (Coronavirus) pandemic and various lockdowns. On the one hand this severely restricted the church's activities and gatherings, on the other hand it helped us to reflect on who we are as a church especially in a time of crisis and how we can express our faith and be present in the community in new ways, relevant to the times we live in. At the time of writing this report (April 2021), the UK is slowly coming out of the latest lockdown but the future remains uncertain and the effects of the pandemic will be felt for many years to come.

MINISTRY TEAM

It is a key priority to develop lay leadership in the church, especially given the number of services and activities usually taking place and the part-time nature of the Vicar's and Associate Vicar's posts. In 2020, Henriette Howarth was still on leave for the first 3 months, because of family circumstances. Her return to work coincided with the start of the first national lockdown. The churchwardens Anne Luxton and Matt Stoney and Associate Priest John Butler, together with the PCC were a strong team leading the church during the time of Henriette's absence.

The Reverend Colin Judd (retired), Reader Chris Clough; Director of Music, Thomas Dixon; Director of Music for children and young people, Rachel Hesselwood; Lay Pastoral Minister Susan Wood are valued members of the ministry team. Jenny Titchmarsh is our excellent church administrator who helps the church to communicate effectively with the congregation and wider community. The commitment of our church officers, particularly churchwardens, 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. This year we have been particularly aware of the incredible contributions those working in health, education and other key services make to society and the pressures they have been under during the pandemic. We look forward to seeing many more lay members grow in confidence and become leaders within the church and community.

VOLUNTEERS

Before we list 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. Due to Covid restrictions some people have had to step back from their tasks and roles, and others have stepped forward to take up new roles. 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

Through our worship, we glorify God, we connect with people in the parish and we provide a constant rhythm of prayer and worship, guided by the lectionary and liturgical calendar. Traditionally our corporate worship has mainly taken place in the church building. During the first 3 months of 2020, St Paul's offered the usual variety of worship services reflecting the diversity within the St Paul's congregation. During the lockdowns however we were all challenged to worship in new ways without a physical meeting place.

Lockdowns and closure of church building

The Prime Minister announced on Monday 22nd March the first national lockdown. Churches were requested to close their buildings and not even clergy or churchwardens were allowed to

enter them. This marked a big shift in the way the church expressed its worship. We emphasised straight away that even though the church building was closed, the church (community) wasn't closed and worship would continue in other ways. Our first online service was 'broadcast' via YouTube on Sunday 29th March. See paragraph below for an overview of our online services.

The first lockdown came to an end on Wednesday 15th July, when we opened the building to the public for the first time since March for personal prayer. Sunday 16th August saw the re-opening of our church building for public Sunday worship. The second national lockdown was announced in early November and our church building closed again for public worship from Sunday 15th November. We were able to re-open the building again on Sunday 6th December until a third national lockdown was announced on Monday 4th January, with our church building closed till Palm Sunday 2021.

Risk assessments and Covid regulations

Each time the building was re-opened and public prayer and worship resumed, risk assessments needed to be written and approved by the PCC and Covid health and safety measures needed to be put in place. The three main safety regulations involved: wearing of face masks, sanitisation and physical distancing. A big thank you to John Butler for doing all the risk assessments and the churchwardens Anne and Matt and Jackie Butler for ensuring the church building was Covid secure and fit for public worship. We produced a short YouTube video 'Tour around St Paul's Church Building' to explain to people what to expect when they came back into the building.

Onsite services in the church building

When the building re-opened again for public worship on the 16th August, we changed our worship pattern. We used to have a weekly 9.45am Sunday worship including Holy Communion (apart from the 2nd Sunday of the month), a weekly 11.30am informal Sunday Xtra service, a monthly 8.00am Holy Communion service and a monthly evening service (Taizé or choral evensong). In Covid times we decided to only have one Sunday morning service onsite at 10.30am. These services were very different from before, for example numbers were limited, singing was not allowed and Holy Communion was given only in one kind with a wafer, until December when the Church of England guidelines allowed us to dip the wafer in the wine. Highlights were the Harvest Festival, All Saints service including the lighting of candles for lost loved ones and Christmas. During Advent and on Christmas day we were able to sing a few carols outside. In the services onsite, we have used more screen based worship resources instead of hymns and songs. We are blessed to have such a good AV system which we providentially installed a couple of years ago. Mark Allison has been a star and has, with help from a few others, loyally operated the system. The AV team desperately needs new members!

Online services via YouTube

We started our St Paul's YouTube Channel with an online message by Henriette Howarth which had more than 600 views. Our first on-line service was on Sunday 29th March, a short Holy Communion service which was live-streamed on YouTube from the vicarage and which Henriette can still remember as a nerve wrecking experience. Quite soon the Worship Planning

Group decided to pre-record services and upload them as videos on YouTube. These pre-recorded videos allowed us to add quality music and other digital resources. The choir under Thomas and Rachel's leadership started to produce digital hymns and songs, which Rachel Hesselwood skilfully put together. Throughout 2020 we uploaded almost 40 worship services, missing out only an occasional Sunday.

Highlights were services for: Palm Sunday, Good Friday, Easter, Pentecost, NHS 72nd Anniversary (5th July) with testimonies by NHS workers from within our congregation, Harvest Festival (11th October), All Saints service including a memorial of loved ones, Remembrance Day, Christingle, Carol service jointly with the Shipley Baptist Church, Children's Nativity and Christmas. In the weeks when services were taking place in the building as well the number of views were slightly lower but overall we maintained a high number of views -anything between 100 and 200. Views don't give an accurate indication of 'attendees' as some people may watch a service for only a few minutes, other views may include more than one person if a family or couple are watching together.

The online services have been described as a lifeline by many congregation members. They helped people to feel connected to St Paul's church and they enabled new people to connect for the first time with St Paul's. A few housebound congregation members who had not been able to attend St Paul's even pre-Covid, due to ill health or old age were now also able to connect.

During the weeks and months when the church building was closed, there was a weekly coffee and chat on Sunday mornings via Zoom to try and simulate Sunday morning refreshments.

Sunday Xtra

It was hard to re-place the informal Sunday Xtra service with anything on-line as this service in particular includes families with children, and is reliant on the informal interaction with refreshments to create a welcoming atmosphere. Mark Allison produced weekly Sunday Xtra services with links to contemporary worship and other resources. Sunday Xtra held a couple of Zoom services and held one onsite service.

Weekly e-mails and postings

We have been very aware of people who were not able or willing to access services on-line for a variety of reasons. From 29th March onwards every effort was made to send out, via e-mail, by post or hand-delivered a Church News sheet, service booklets and prayer/worship resources. The church website was updated on a weekly basis to include worship resources.

Tuesday Morning Prayers and Weekly Reflections

We uploaded around 40 Tuesday Morning Prayers on YouTube. In October we changed the name to Weekly Reflection. These received anything between 30 and 50 views a week. Lay people contributed to these as well as the clergy and reader.

Wednesday Holy Communion 10.00am

This simple Eucharistic service with an average pre-Covid attendance of around 13 people provides valuable weekday worship and fellowship. Whenever the church building was open

this year, this service was resumed initially without Holy Communion as a personal prayer space but eventually as a Holy Communion service.

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. This year we haven't had any baptisms or confirmations. We celebrated one wedding. We conducted eleven funerals of which four were held in church followed by a crematorium service and seven were held just 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.

Contributors

There is a big team of people who contribute to the worship services every week. Many congregation members have made recorded contributions and have even overcome their technology fears or camera shyness by sending in contributions for the online services co-ordinated by Henriette. Others have continued to do readings, prayers and talks in the onsite services. Flowers and other displays have still been arranged for special services in the building. The cleaning has continued to happen. The choir has done an amazing job in continuing to shape a big part of the congregational worship. Everyone has been challenged to develop their technological abilities and as a church we have been more creative as a result which will hopefully continue.

Adult Choir

The past twelve months have seen unexpected challenges, but, thanks to the technical brilliance of Rachel and her assistants, and the enthusiasm of choir members, we have negotiated our way through them! During the first lockdown, we began choir rehearsals via Zoom. These can't fully replicate face to face practices, but it has been lovely to spend time catching up with each other, rehearsing music for online services, and singing hymns and songs that reflect the seasons of the Christian year. It has been especially good to welcome back former choir members who have moved away, who have been able to connect with us during online practices.

A key role of the choir over lockdown has been to help with recording music that can be used in St Pauls' online worship and, more recently, in face-to-face church. I have been so impressed by people's willingness to persevere with this: it isn't easy to sit alone, with headphones, a backing track, and online sheet music, and record! Since Advent, it has been exciting to incorporate both organ music and outdoor singing as the church has begun to reopen.

My thanks, as ever, go to the members of choir for their support and enthusiasm, to Sarah Haigh for her help during Zoom rehearsals, and to Rachel for everything she has done over the past year to enhance the musical life of church.

Thomas Dixon, Director of Music

Junior Choir and Churpies

After years of following the same pattern, 2020 was a very different year for Junior Choir. We started the year preparing for our annual spring concert, which sadly never happened due to

Covid. The vast majority of the year has been spent virtually. Junior Choir have continued to contribute, recording various hymns, songs, readings and prayers for services. The children's commitment has been phenomenal and they've adapted well to a different way of doing things. Our weekly rehearsals continued, but via Zoom. We did a mixture of learning new music, singing old favourites and playing lots of music-themed games. One silver lining has been that some ex-members of Junior Choir have been able to join our rehearsals. Christmas time was a real treat, with Junior Choir meeting up face-to-face for the first time since the pandemic hit to do some recording for the carol service and nativity. It was really wonderful to be together and we had around 15 young people. Even though it was different having masks on and social distancing, the sound was great and it was a heart-warming experience to sing together again.

Rachel Hesselwood

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 pastoral team. During the lockdowns face-to-face visits were not possible but efforts were made to connect with people by any other possible means of communication. The church notice sheet (now called Church News) has been delivered or posted to more than 20 addresses of those who are not on e-mail. In Advent the pastoral team delivered a Christmas gift to each church household, including a Christingle pack for the children.

Pastoral Team

In September Susan Wood was commissioned as Lay Pastoral Minister. She is now in the final year of the Diocesan Lay Pastoral Ministry course. Sheila Cudmore is in the first year of the same course. We are in the process of establishing a pastoral team.

Care homes

Due to Covid restrictions no visits could be made to the care homes in our parish for the most part of 2020.

PRAYER

Prayer is the engine of all we do. The Tuesday Morning Prayer went online in April as a pre-recorded video by different members of the congregation. A new prayer group started on Thursday mornings on Zoom, coordinated by Sheila Cudmore. The prayer chain is still operating via WhatsApp, looked after by Marion Cummings.

GROUPS

Meditation group

This Monday evening group, convened by Henriette Howarth, continued on Zoom from the start of lockdown. Anything between 10 and 20 people have been meeting weekly to reflect on

a Bible passage or spiritual reading and to learn about Christian meditation. The meeting is always concluded with 20 minutes of silence. A few people join in from other local churches. This group has offered much peace and stability during the stress and uncertainty of the pandemic.

Faithchat group

This Wednesday evening group was established at the start of lockdown as a Zoom Bible study group, partly to replace the home group that was now no longer able to meet. Initially led by Henriette Howarth and Matt Stoney, the group discussed many different biblical themes and passages. The conversations helped the participants to cope with the pandemic and to experience some companionship in a time of isolation. During Advent this group expanded and attracted more members for a four week Advent course.

St Paul's Younger Adults

This group has been meeting semi-regularly over Zoom for Bible study sessions, at the moment focussing on the Gospel of Mark. The sessions are designed to be stand-alone so people can join as often or as little as they are able. We also had our Christmas curry over Zoom and enjoyed catching up with each other. The meetings are usually posted on Facebook, if you're not in the Facebook group or would prefer e-mail please speak to Rowan Reily.

Book Group

Despite the upheavals of 2020, the Book Group has continued to run and our numbers have remained steady at 13. For the first two months we met as usual at Alison and Ron's house. We did not arrange to meet in March because of Lent activities and our April meeting was by email which did not work particularly well. We started Zoom meetings in June and although, sadly, several members could not cope with Zoom, an average of seven of us met each month to talk about the books we were reading. From September onwards we went back to having a box of books from the Library Service. Ron and Alison delivered them to those who wanted to read them or people collected them (all socially distanced and masked, of course). People who did not join us for the Zoom meetings sent their comments to Alison to share with the rest of the group. It was good to be able to keep the Book Group running and it was so good to meet people briefly, either over Zoom or when books were delivered.

WORK WITH CHILDREN

St Paul's is usually 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. This contact has been reduced severely during the pandemic.

Schools

We have responsibility for two church schools in our parish. Henriette Howarth is ex officio on the Governing Body for Shipley Primary School. 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. This had to be online in 2020. The Wycliffe Open the Book team recorded one virtual assembly. The Zephaniah Trust, has continued to serve the schools onsite and online throughout the year with worship assemblies and special events, mainly online. Sadly the schools have not been able to come into our church building in 2020 for Easter, Harvest and Christmas services.

Faithbuilders

Faithbuilders is the children's group which usually runs during the 9.45am Sunday service (except Sunday Together) during term time. Since the start of the pandemic this group hasn't met.

Toddler Group

Toddler Group usually meets every Monday morning in term time to provide play facilities for local pre-school children and a meeting place for their (grand) parents and carers. The group closed in March due to Covid and has been unable to meet since.

Uniformed Groups

St Paul's offers hospitality and leadership to the First Shipley Rainbows, Brownies and Guides. All three groups have not been able to meet physically since March but are still thriving, offering a variety of activities and experiences to local girls.

1st Shipley Rainbows started the year with 18 girls and a leadership team of Sarah, Rachel and Marian, plus three brilliant young leaders (Tilda, Martha and Jodie). In the first few weeks of the year, when meetings were face-to-face, we looked at our heritage and completed our 'Reflect' and 'Family Tree' badges. We made a swift movement from face-to-face meetings to Zoom meetings straight away when lockdown was announced, and have met on Zoom for the rest of the year. We completed various badges - animal lover, book lover, construction, network, live smart and more and have done creative things. A few of our girls moved up to Brownies but we haven't had new girls starting yet as they prefer to start when we're back to being face-to-face. In 2021, we're looking forward to a virtual inter-generational project with Formations Care Home.

First Shipley (St Paul's) Brownies, a group for girls aged 7 to 9 meeting each week during term time. It has been a difficult but interesting year for Brownies. At lockdown we didn't begin online meetings straight away as we were waiting for things to return to normal. Guides began on Zoom first, led by Sarah Haigh, and after a while the Brownie leaders followed their example. We had a healthy number of Brownies, but Zoom was very unpopular and some

didn't join. We have recently had some girls from St Peter's Brownies joining us as they are not running meetings. The most notable meetings have been yoga, origami, decorating eggs, making pom-pom Easter chicks and making mug cakes. We've marked International Women's Day, Thinking Day and Remembrance Day, we've done bird watching and decorated stones with positive messages. We've awarded lots of badges including the Virtual Brownie badge. We have kept in touch with the Brownies who have come to meetings and those who haven't, and delivered activity packs all around Shipley at Easter and Christmas, along with badges they have earned. Our older girls have gone up to Guides and we've had a steady stream coming from Rainbows. We still have about 20 girls on our register. The leadership has remained the same.

First Shipley (St. Paul's) Guides, a group for girls aged 10 to 14. Under Sarah Haigh's leadership Guides have met on Zoom since the start of the pandemic. We sent a group of Guides up to Rangers at Northcliffe Church, and took on the 10-year-olds from Brownies. Guides seem to engage with online meetings better than the younger age groups, and they are happy to join in with discussions. We have been joined by Karen Kaur and her growing group of Guides from St. Peter's Church for joint sessions, with Karen and Sarah sharing the programme planning. In previous years we have had a close link and have spent many joint residential events together. We've done games, cooking, crafts, discussions, quizzes, exercise, relaxation techniques and various badges. We have kept in touch with all the girls by delivering Easter and Christmas packs with activities to do and badges that they have earned. We did a virtual Christmas sleepover which began on one evening for activities, then finished off the next day with more activities. The Guides were asked to sleep the night in a place that was different to their usual bed, whilst the leaders had the best night's sleep on a sleepover ever.

MISSION AND OUTREACH

Mission and outreach are high on the agenda of St Paul's Church and we try to be a blessing to the local community and the world.

Foodbank

During the Covid-19 pandemic the work of the local foodbank has been very important. We have continued to collect donations whenever possible, and delivered them to our local branch. Some of our church members have continued to volunteer at the local foodbank this year, whenever it was safe so to do. We have also continued to provide food bags to those in need. Because the church building was closed for much of the year, referrals to the Foodbank were made by phone and food parcels were handed out from the vicarage. We were able to distribute some special Christmas food hampers.

Saturday Café/ Place of Welcome

Saturday Café has also been greatly affected by the Covid-19 pandemic, and it was necessary to suspend the face-to-face sessions of Saturday Café from March 2020. Since then we have transferred to online operation, and Zoom meetings have been held roughly every two to three weeks. These meetings have been attended by 10-15 friends regularly, who have been

encouraged by being able meet together during this difficult time. However, it is not the same when you cannot share tea and cake together. When regulations permit, we hope to meet as a team to begin to prepare to re-start our weekly live café sessions as soon as it is safe to do so.

TLC (Thursday Lunch Club)

January was the only month in 2020 when Thursday Lunch Club was able to meet.

Ron Hamer and Alison Dennison who coordinated TLC for the last few years, have now stepped back from this role. They were thanked at our annual meeting in November. Sue and Ian Stevens have come forward as new coordinators.

Use of the building

All use of the building by external groups had to come to a halt in March.

Social media

Thanks to Jen Titchmarsh, the church administrator, St Paul's has been able to maintain and increase its on-line presence significantly. Our social media channels are Facebook, Twitter and Instagram and they are used to reach a wider audience in the local community. We regularly receive new enquiries through these channels.

Global Mission

Our church coordinator for global mission, Kate Butler, left St Paul's in September 2020 to start ordination training in Durham. There is still a vacancy for this voluntary post of mission coordinator. In May we introduced Andy and Kati Walsh to the congregation as new CMS mission partners, preparing to work in Brazil.

The restrictions on use of the building and on social gatherings have severely restricted our usual activities. We have however continued to honour the principle of tithing our voluntary income, and given over £8,000 to a range of International and local charities. This includes £1,700 each to the Diocese of Khartoum, to Christian Aid, and to CMS, and £1,500 to Tear Fund. Also included at a local level were the Bradford North Foodbank, Abigail Housing Trust, Zephaniah Trust, and Martin House Hospice.

Mothers' Union

St Paul's branch met three times early in 2020. We gathered for the Wave of Prayer, a service of Holy Communion with the Revd Colin Penfold and an evocative 'Tour of the Holy Land' with Sue and Ian Stephens which was followed by delicious Palestinian delicacies.

The branch has 18 members and although some of us may be technologically challenged, individual members permeate all aspects of church life. We also undertake the work of prayer which supports the nurturing of faith and family life. Contacts have been through emails, local doorstep visits, cards, letters and telephone.

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

The SCT mission statement is:

SCT is a charity supported by a dozen member churches, working together in Shipley for the benefit of all, to bring about positive change.

It seeks to:

- provide opportunities for Christians from different backgrounds to work and grow together
- put our Christian values into practice and share them with others
- address poverty, loneliness and other social needs

This is done through:

- outreach projects and community involvement
- friendship and sharing
- partnership with other voluntary or statutory groups.

An important landmark in the SCT journey came in September, when a meeting formally created a new registered charity and elected nine trustees, including Henriette Howarth and Hugh Firman. Adam Carver, pastor of the Christian Life Church was elected as Chair and Mary Carroll as Treasurer.

At the beginning of the year, as part of Inn Churches, Shipley Baptist Church hosted a small group of homeless men, with volunteers from the Shipley churches providing good food, overnight accommodation and companionship. Despite the restrictions, which limited activities such as Cuppacare, Open the Book and Live@Costa, other projects including the Shipley Market Bible Stall and the Foodbank were able to adapt and continue. Online celebration services were held throughout the year and were well attended. Late in the year, in partnership with CAP (Christians Against Poverty) and as a result of generous financial support from several churches, including St Paul's, the Shipley Debt Centre was launched and a manager recruited. As usual, the year was rounded off with the Christmas meal for homeless, vulnerable and lonely people. This year, about 70 meals and Christmas gifts were delivered to homes around Shipley and Bradford by a team of volunteers from several churches.

DEANERY SYNOD

St Paul's currently has three elected representatives as well as our clergy who represent the parish at the Aire and Worth Deanery Synod. Deanery synod provides the PCC with an important link between the parish and the wider structures and governance of the Church of England. Over the course of 2020 only two meetings were held as a result of the pandemic. The first looked at ways of developing work with children and young people. Synod was addressed by five speakers who each described a project that they were involved with, giving some options as possible 'next steps' that parishes could explore to further develop work with this age group.

The second meeting was held via Zoom and was entitled, Re-imagining Ministry. Synod was shown two short video films which were part of a Diocesan webinar hosted by Robin Gamble entitled, 'Re-imagining the Church', which looked at new ways that the church can carry out mission and ministry, as the UK seeks to emerge from lockdown.

CHURCH BUILDING

2020 was a challenging year for our building, and for those who take care of it. In 2019 we consulted with the congregation, and with other users of the building, to establish what should be our priorities for improving the fabric of the building.

The priorities identified related to making the west end of the building more welcoming. In addition we became aware that restoration work would soon be needed on the great east window. We applied for a faculty to undertake works at the east and west ends of the building. This faculty was granted.

Due to the effects of the COVID pandemic, and to items identified below, there has been a delay in implementing the faculty. It is now expected that the approved works will be undertaken during 2021.

The final inspection of the roof works in 2019 was completed, remedial works carried out and the final bill (retention) was paid.

The lighting system has been afflicted for many years with lights flashing at random, despite many attempts to prevent this. The dimmer control panel, which appeared to be the source of the problem, has been replaced by a set of switches. This seems to have cured the problem. A set of spotlights has been installed in the south aisle to aid access to church when dark.

In August of 2020 we suffered a collapse of the cast iron water supply pipe. The most cost-effective method of effecting the repairs, was to install a complete new water supply. An emergency faculty was obtained, and, with the works now completed, there are no further problems. The new supply runs from a Yorkshire Water meter in the pavement to the east of the main gate, down the main path and enters into the SW corner of the Narthex. The piping in the choir vestry has been cut off.

In September of 2020 a case of dry rot was detected in the choir vestry floor extending under the safe. This is thought to have been caused by the entry of water into the vestry area, during the period before the replacement of slates on the *north* side of the roof of the nave. Upon investigation the damage was quite localised. A faculty was obtained and the work (floor replaced and treated) was undertaken, the safe relocated to the clergy vestry, and the area reinstated. There have been no further problems in respect of this matter. Some painting needs doing.

The maintenance of the church grounds has been coordinated by Matt Stoney. He arranged five gardening sessions during lockdown, which were attended by small numbers but they tackled weeding and repointing some of the car park. There were another few days in autumn which Matt spent, with Jonah clearing leaves, weeding, planting lots of bulbs and also planting up some of the graves. A new banner saying Hope, Love and Faith replaced the old Saturday Café banner to the outside of the building in October. This was covered by a faculty already approved for the old banner. People from the community are making good use of the benches, regularly sitting there to enjoy the sunshine and the view of the church building and grounds. New volunteers are needed to help maintain the church grounds.

HIRSTWOOD BURIAL GROUND

There were two burials of ashes during 2020, one in the Garden of Remembrance and one in a family grave in the Burial Ground. 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 still occur.

The pandemic has been a mixed blessing. The preparation of a scale plan, showing the position of every tree, and possible works to make the Burial Ground more secure were on hold due to lack of funds. Because the Burial Ground is subject to business rates (even though Bradford Council give 100% relief) the Burial Ground received a Small Business Grant of £10,000 as announced by the Chancellor very early in the first lockdown. Due to restrictions and general caution no progress has been made. Since the balance sheet date we have had a request from Bradford Council for the repayment of this grant, on the grounds that it was paid as a grant to the hospitality and leisure industry rather than a Small Business grant and thus issued in error. We dispute that this was the case, and are in discussion with the Council over the matter.

There continues to be a steady flow of enquiries from folk searching for the graves of ancestors. 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 £9,770 more than expenditure (2019 £1,483 excess expenditure) there being two interments (2019 nil).

FINANCIAL REVIEW

The impact of the Covid pandemic has been quite dramatic on our income during 2020. Apart from the Telecoms mast rental, our income from fees, social events and use of church buildings fell from over £11,000 to only £3,000. Our voluntary income has fallen in the year, by £9,000, although it has been very encouraging that most of our regular congregation continued to contribute by one means or another. As reported elsewhere in the annual report, there have been some significant repair and renewal costs incurred during 2020, and we were unable to pay the full amount requested for our diocesan share, although we did manage to contribute £36,000, which is more than the calculated base figure. We did however honour our mission giving commitment, including some of that deferred in 2019.

The Briggs legacy has been partly committed to our new audio-visual system, which cost £20,000, of which depreciation of £10,000 to date has come from the designated reserves. In view of fears over the budget deficit for 2021, the PCC reluctantly decided to transfer a further £10,000 to general reserves in 2021, leaving about £28,000 as designated funds.

The accounts show a deficit in the year of about £4,700 on unrestricted funds, leaving our undesignated reserves at £5,000.

Our free reserves stood at about £43,000 at 31st 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 continues in its commitment to the safeguarding of all vulnerable or potentially vulnerable people. Safeguarding is a standing item on the PCC agenda, and PCC has complied with its duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice guidance. This compliance means that we have a suitably appointed Parish Safeguarding Officer, we follow the guidelines for Safer Recruitment, we display all the required information and contact numbers as detailed in the policy and have copies of the policy available in church. Training for PCC members and other leaders in church is mandatory and PCC has an agreed policy for dealing with allegations or suspicions of abuse.

RISKS MANAGEMENT

During 2020 the trustees have continued to review the major risks to which the charity could be exposed, and have also continued to review systems, procedures and policies to manage those risks.

Following the advice of the church health and safety officer, trustees have reviewed the operation of its lone-working policy and health and safety policy, both of which were revised and updated. The fire risk assessment continues to be reviewed, at least once each year. 2020 has been a year dominated by the COVID pandemic. The health and safety officer has drawn up risk assessments relating to: use of the building for worship, Holy Communion, weddings, funerals, baptisms, use of outside spaces, use of face coverings, singing in the church building or in outside spaces and use of the building for personal prayer. These risk assessments were all approved by the Standing Committee, which had been authorised by the trustees, to approve the management of the COVID risk. These risk assessments have been revised on a quarterly basis throughout the year, or more frequently as advice from the diocese, Church House, or HM Government has changed.

Trustees plan to review, and revise, if necessary, the discipline and grievance policies, and the fire risk assessment during 2021.

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.

The Annual Parochial Church Council meetings in 2020 were held on the 22nd of November on Zoom. These meetings, originally planned for April, were postponed because of Covid restrictions.

PCC MEMBERSHIP

Ex Officio

Incumbent: Reverend Henriette Howarth (Chair)

Associate Priest: Reverend John Butler

Churchwarden: Anne Luxton (Vice chair)

Churchwarden: Matt Stoney (also Deanery Synod)

Deanery Synod: Susan Wood, Sheila Cudmore, Matt Stoney, Alison Haigh

Alison Haigh (elected 2020)

Sheila Cudmore (elected 2020)

Susan Wood (elected 2020)

Elected members (Trustees) at 31st December 2020

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	
Ian Stevens	Elected 24.03.19	
Rowan Reily	Elected 24.03.19	
Michelle Rogers	Elected 22.11.20	
Jonathan Hall	Elected 22.11.20	

Elected members serving at 1st January 2020 who have since left:

Meredith Woode (till 21.1.20)

Rachel Hesselwood (till 22.9.20)

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.

Building group:

Clergy, Churchwardens, Meredith Woode, Chris Clough.

Finance group:

Clergy, Chris Wontner-Smith, Anne Luxton, Mark Allison, Chris Clough.

Parish Safeguarding Group:

Henriette Howarth, John Butler, Deborah Penfold and Alison Haigh.

Pastoral Team

Clergy, Susan Wood, Sheila Cudmore, Ian and Sue Stevens,
Anne Luxton.

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	Michelle Rogers
Pastoral Lay Minister	Susan Wood
Diocesan Synod member	John Butler
SCT Trustees	Henriette Howarth and Hugh Firman

The PCC met seven times during 2020 of which only two meetings were face-to-face. The standing committee met five times, with some decisions made via e-mail. The majority of the meetings focussed around questions to do with the pandemic and the delivery of worship services online and onsite. Bishop Nick suggested to all PCCs in the Diocese to reflect on the following questions:

1. What have we lost and do we want to remain lost?
2. What have we lost and do we want to regain?
3. What has been gained and needs to be developed?
4. What have we gained and can be let go of?

Here follows a snapshot of other issues discussed and agreed throughout the year:

- Acceptance of various guidelines and policies.
- Diocesan Strategy.
- Mission giving.
- New banner outside church building.
- Water supply
- Improvements to the building
- Improvement of church grounds by Matt Stoney.
- Diocesan Mission Grant received for development of streaming.

Every PCC meeting received updates from the various groups and committees.

ELECTORAL ROLL

The electoral roll stands at 118 the same number as last year, of whom 82 are women and 36 men. There are 44 residents on the roll and 74 non-residents.

CHURCH ATTENDANCE

Usually the Annual Trustees Report records figures for average church attendance and attendance at special services. We are not able to give these figures this year as the pattern of church attendance has been so variable throughout the year, with the church building closed

for public worship for extended periods. It is not possible for various reasons to give an accurate average number of people who have viewed our online services. Our informed guess is that more people have watched the online services than would usually have come to the church building but we have no way of determining whether these people are congregation members and what age group they are.

We usually also give the number of people who belong to St Paul's worshipping community. This is hard to establish because of the lack of face-to-face gatherings and activities.

What may give an indication is that at Christmas time we delivered 40 Christingle packs and presents to children and roughly 145 gifts to adults.

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.