



The Parochial Church Council  
Of  
St Philip & St James  
Hucclecote

Annual Report and Accounts  
Year ended 31st December 2019



## **Priest in Charge Report**

What a blessing it is to be part of such a wonderful caring and supportive church congregation. I hope you will agree with me when I say that St. Philip and St. James church is a good place to be. Thanks for the way you as a congregation have committed to the vision, values and community of this church and have blessed us all with the generosity of your time, money and talents. We are so blessed in this church to be a community that enjoys coming together and spending time with each other. I believe we are growing together in our love for God. We are also growing in our love for each other and our love for the wider community God has placed us within.

This past year we have begun to take the step as a church into a deeper level of outreach, growing in our confidence in the saving power of our Lord Jesus and our confidence to share that Good news with others. We have focused on the simple but profound message of salvation, that 'God created' 'We rejected' 'God rescues' 'We decide' and have begun to encourage one another with stories of what God is doing in us and through us.

As I have mentioned before if we are to be successful in this great challenge, we will need to join together in prayer and action, this is why I want to encourage you all to see yourself as vital and key to our ministry here. God has called each of us to this place at this time to engage in his mission for Hucclecote. We all have so much to contribute, time, gifts, finance and most importantly prayer. We are all key to the success of the mission of this church, thank you for being a part of what God is doing here.

## **Mark Close**

## **Churchwarden Report**

2019 has been a year of encouragement for the church, and our thanks go to Mark for his leadership.

Mark introduced a period of studying the Gospel to spread the good word. This has both encouraged and inspired us to share our faith with others.

As churchwardens we meet with Mark most weeks to review the previous week, discuss how things went on the previous Sunday and to review the week ahead. We also support Mark in his day to day work in the parish.

The church wardens would, once again, like to thank our church treasurer Alison for her continued hard work and commitment to ensure that the church is in the best possible financial position.

The help and support received from our church family and volunteers is invaluable and greatly appreciated.

We would like to recognise the valuable work that our church administrator Liz Horton carries out to ensure that everything runs smoothly.

Our thanks also go to Rob for his work in keeping the site and buildings clean and tidy.

Finally we would like to thank everybody for their continued support and prayers as we carry out our duties as church wardens.

**Rhianydd Warren and Tom Brown**  
**Churchwardens, February 2020**

## TRUSTEES REPORT

### Administrative Information

St Philip & St James is situated in Larkhay Road, Hucclecote, Gloucester. It is part of the Diocese of Gloucester within the Church of England.

The correspondence address is:

Church Office  
Stone Building  
18 Larkhay Road  
Hucclecote  
Gloucester  
GL3 3 NS

Telephone: 01452 372177

Website: [www.hucclecotechurch.org](http://www.hucclecotechurch.org)

E mail: [stpandstj.hucc@mail.com](mailto:stpandstj.hucc@mail.com)

Bankers: National Westminster Bank  
21 Eastgate Street  
Gloucester GL1 1NY

Independent Examiner: Tina Knight

The Parochial Church Council (PCC) is a charity registered with the Charity Commission.

PCC members who have served from 1st January 2019 until the date this report was approved are on page 5.

## STRUCTURE, GOVERNANCE AND MANAGEMENT PCC 2019

Incumbent	Revd Mark Close	Chair from September 2017
Vice-Chair	Mr Tom Brown	from May 2016
Wardens	Mr Tom Brown	from October 2014
	Mrs Rhianydd Warren	from April 2018
Deanery	Mrs Jean Thomas	re-elected 2017
Synod	Ms Ruth Holman	re-elected 2017
	Mrs Doreen McLellan	from 2017

### Members of the PCC elected at the APCM

Mrs Sharon Alexander	from 2019	
Mr Chris Brookes	from 2019	
Mrs Alison Dight	re-elected 2019	Treasurer
Canon Margaret Edwards	from 2018	Safeguarding Officer and PCC Secretary
Mr John Grime	from 2019	
Mr Duncan Hutchison	re-elected 2017	
Mr Mike Madigan	from 2017	
Mrs Joy Noah	from 2018	Electoral Roll Officer
Mrs Judy Preece	from 2017	
Mr Roger Slater	from 2018	
Mr Colin Waterman	re-elected 2018	

Resignation during 2019 - Mr Rob Thomas

PCC Minutes Secretary - Mrs Peggy Brown                      from 2019

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC is supported in its work by teams whose views and recommendations are taken into account by the PCC when making many decisions.

See the following pages for information about, and reports from, teams.

## OBJECTIVES AND ACTIVITIES

St Philip and St James PCC has the responsibility of co-operating with the incumbent in promoting the ecclesiastical parish, the whole mission of the church, pastoral evangelistic, social and ecumenical. It also has the maintenance responsibilities for St Philip and St James Church and associated property.

### Highlights of the Year

Monthly Mission updates have taken place on Sunday mornings from representatives of those we support from our church tithe - namely Gloucester City Mission, Gloucester Foodbank, Scripture Union, OMF and from our link parish, Mwanvyia Church in Tanzania.

GDPR necessitated changes in the way our data is stored and how we communicate with members. We continue to be vigilant and legally compliant.

Nativity on a Lorry, organised by the HUB toured Hucclecote again this year, and some members joined in the Community Carol singing in two locations in Hucclecote, on the Saturday before Christmas.

Messy Church has continued to flourish with its monthly events. Numbers vary each month, but we are now seeing many families as regular attenders. Some of our families from Coffee Pot and Teddy Bears now attend Messy Church, which has been an achievement.

The Christmas services were well attended and appreciated by those within the community who would not normally attend church.

Events during the year included a Mission Breakfast, with a presentation from the four members who visited the Diocese of Western Tanganyika in Tanzania; Film and Pudding Evening; Christmas Make-It!; Kindness Week with Dinglewell Junior School; Saturday Women's Breakfasts x 2 and a Christmas Fair.

Hosted and ran a National Prayer Weekend event on behalf of the HUB.

### Achievements and Performance

There were 109 names on the electoral role as at the APCM in April 2019 (decrease due to complete revision); 43% live outside the parish (+5%). Average attendance at services on Sundays during 2019 was 87 adults and 15 children and young people.

## PCC MEETINGS

The PCC meets bi-monthly throughout the year on the second Wednesday of the month. When necessary, additional meetings may be held to address important issues, some of which may be confidential. Minutes of PCC meetings, once agreed, (with the exception of any confidential items) can be found on the notice board at the back of church.

The Standing Committee (incumbent, treasurer, PCC secretary, churchwardens and administrator) meets bi-monthly to review the general running of the church and financial affairs. The team looks at areas of strength and concern and makes recommendations to the PCC when decisions are required.

Agenda items for PCC always include a financial report, Safeguarding and a report from the Standing Committee; Mission team; Deanery Synod. PCC members are encouraged to ask questions / comment / seek clarification on matters dealt with by the Standing Committee.

What were the main things dealt with / discussed by the PCC in 2019?

- Discussed, and in some cases responded to, requests for funding from external bodies.
- Adopted Safeguarding Policies for Children and Adults and discussed aspects of them.
- Received reports from Deanery Synod, The Fabric Team, Social Events team, Communications Team and the Mission team and discussed, where necessary, matters arising from them.
- Continued to discuss the possibility of setting up a Community Garden.
- Reviewed the Financial Reserves Policy and produced a Financial Summary to be presented to all church members.
- Discussed and agreed on a budget for 2020.
- Discussed proposals for the 2020 tithe allocation.
- Discussed the logistics of offering and organising lifts to and from church for Sunday services.
- Appointed a team to take charge of site issues and suggest future uses for our buildings.
- Discussed the possibility of offering an inclusive Eucharist - gluten-free bread/wafers and non-alcoholic wine.

On behalf of the PCC, the secretary would like to thank all the volunteers who give so generously of their time to ensure the smooth running of the church and its activities, and who do a myriad of jobs around the site to ensure we have a safe and pleasant environment.

Margaret Edwards

# STATUTORY REPORTS

## FINANCIAL REVIEW

Total receipts in 2019 were £126,713 and total payments were £129,791, giving an overall loss across Unrestricted, Restricted and Designated Funds of £3,078.

### Income

By far the largest amount of the church's income comes from planned giving and other donations. There was an increase of £3,293 from regular giving, Gift Aid receipts and other donations, from £94,969 in 2018 to £98,262 in 2019. The other significant income source is from hall lettings, which in 2019 totalled £10,513 compared to £12,716 in 2018.

The main fundraising event was the Christmas Fair which raised over £2,000. Fifty percent of the proceeds were donated to two local charities – The Family Haven and The James Hopkins Trust.

### Expenditure

The largest expenditure was the Parish Share of £67,963 which is paid to the Diocese to help support other churches and clergy. Additional large items of expenditure included salaries and utility costs.

A total of £12,337 was donated by tithe to Gloucester City Mission, Gloucester Foodbank, OMF International, Scripture Union, and a partner church, Mwilanvya, in the Diocese of Western Tanganyika, Tanzania, following a visit by some church members; also to support four students at Lake Tanganyika Theological College and towards the building of the Bishop Makaya High School (the latter an outstanding payment from 2018).

### Reserves

It is the policy of the PCC to maintain a balance of Unrestricted Funds that equates to a minimum of two months' operating costs. The PCC has also agreed to make provision in 2020 towards necessary repairs to the church and other buildings on the site. The Reserves Policy will be reviewed annually.

### Finance Team

Approved by the PCC on

Parochial Church Council of Hucclecote						
Statement of asset and liability balances as at 31st December 2019						
	Unrestricted Funds	Restricted Funds	Designated Funds	31.12.19	31.12.18	
	£	£	£	£	£	
<b>Charitable Funds</b>						
<b>Restricted Funds</b>						
Ann Smith Bequest		4493		4493	5000	
Boiler		20		20	20	
Building		57613		57613	56848	
Coffee Pot		360		360	355	
Childrens Work		0		0	8	
Children Worker		4176		4176	4176	
Churchyard		12		12	1180	
Computer		0		0	167	
Internet		0		0	200	
Local Mission		2275		2275	2275	
Music & Worship		1354		1354	1354	
Olive Withycombe		304		304	355	
Robin Graham		0		0	13	
Social Fund		4477		4477	4477	
Sound System		143		143	143	
Tanzania		2940		2940		
Teddy Bears		3063		3063	3214	
Treasurers		4526		4526	4730	
Wardens		500		500	500	
<b>Designated Funds</b>						
Church Centre			120000	120000	120000	
Depreciation Fund			2221	2221	2221	
Computer Fund			2650	2650	2650	
Essential Maintenance			12133	12133	12034	
<b>Unrestricted Fund</b>						
General Fund	39390			39390	45142	
	39390	86258	137004	262651	267063	
<b>Represented By</b>						
Bank Term Deposit Accounts		61789			50069	
Bank Current Accounts	39390	28533	17003	84926	97754	
Petty Cash	8				58	
Total Bank and Cash	39398	90322	17003	146723	147881	
<b>Liabilities</b>						
Creditors		2737		2737	818	
<b>Net Current Assets</b>	39398	87585	17003	143986	147063	
<b>Fixed Assets retained by the charity</b>						
Land and Buildings at historic cost			120000		120000	
<b>Total Net Assets</b>	39398	87585	137003	263985	267063	

Parochial Church Council of Hucclecote					
Receipts and Payments Account for the year ending 31st December 2019					
	Unrestricted Funds	Restricted Funds	Designated Funds	2019 Total	2018 Total
	£	£	£	£	£
<b>Receipts</b>					
<b>Voluntary Income</b>					
Tax efficient planned giving	69479			69479	65769
Other planned giving	6100			6100	11314
Other giving and donations - non-recurring	3950	1092		5042	2156
Other giving and donations - recurring	287	99		386	6
Special appeals					
All tax recovered through Gift Aid	17292	349		17641	15730
Legacies received				0	3250
Non-recurring grants				0	450
<b>Activities for Generating Funds</b>					
Fund raising events	2167			2167	2538
Hall lettings	10513			10513	12716
Income from other church activities	94	776		870	1276
<b>Investment Income</b>					
Dividends and interest	423	764	98	1285	499
<b>Income from Charitable Activities</b>					
Total Parochial Fees income		8567		8567	5689
Service fee reimbursement					
<b>Other Incoming Resources</b>					
Insurance claims					786
Other income	292	4371		4663	2557
<b>Total Receipts</b>	<b>110597</b>	<b>16018</b>	<b>98</b>	<b>126713</b>	<b>124736</b>
<b>Expenditure</b>					
<b>Charitable Activities</b>					
Fundraising costs	18			18	130
Donations/grants to charities & mission giving	12337			12337	10891
Local mission & evangelism projects	1560	591		2151	3695
Parish share	67963			67963	67072
Clergy expenses	1758	10		1768	888
Church running costs	10519	44		10563	17200
Churtyard maintenance	908	2308		3216	2878
Children/youth work costs	375	5876		6251	393
Parochial fees	160	4229		4389	335
<b>Management and Administration</b>					
Salaries and wages	15024			15024	14179
Support costs	1549			1549	
Administration costs	1803	185		1988	3516
Insurance costs	1751			1751	3718
Sundry expenses	616	207		823	2190
<b>Total Expenditure</b>	<b>116341</b>	<b>13450</b>	<b>0</b>	<b>129791</b>	<b>127085</b>
<b>Receipts over Expenditure</b>	<b>-5744</b>	<b>2568</b>	<b>98</b>	<b>-3078</b>	<b>-2349</b>
<b>Funds Opening Balance 1.1.2019</b>	<b>45142</b>	<b>85016</b>	<b>136905</b>	<b>267063</b>	<b>269412</b>
<b>Funds Closing Balance 31.12.2019</b>	<b>39398</b>	<b>87585</b>	<b>137003</b>	<b>263985</b>	<b>267063</b>

# INDEPENDENT EXAMINER'S REPORT



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of St Philip & St James Church, Hucclecote,  
Gloucester

On accounts for the year  
ended

31-December-2019

Charity no  
(if any)

1133978

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **31 / 12 / 2019**.

As the charity's trustees, you are responsible for the preparation of the  
accounts in accordance with the requirements of the Charities Act 2011  
("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed all the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination which gives me  
cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130  
of the Charities Act; or
- the accounts did not accord with the accounting records.

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in this report in order  
to enable a proper understanding of the accounts to be reached.

Signed: T Knight

Date: 20/03/20

## DEANERY SYNOD

St. Philip and St. James' church has three representatives on Deanery Synod – Ruth Holman, Jean Thomas and Doreen McLellan.

Deanery Synod met on four occasions in 2019 with the meetings normally following the pattern of having a guest speaker, followed by the business part of the meeting. The February meeting was held at St. Barnabas' Church, Tuffley, where the speaker was Rev. Pauline Godfrey, Head of Discipleship and Vocations for the Diocese. Her presentation was titled 'Setting God's people free: developing confident disciples' and she talked about the frontlines everyone has in their daily lives.

The April meeting was held at Discover de Crypt, formerly St. Mary de Crypt church which has been restored to incorporate the former school room and schoolmasters flat, a historical trail and more. After an introduction to Discover de Crypt Rev. Steve Morris gave a presentation on his work as Chaplain to deaf and hard of hearing people.

The June meeting was a Eucharist held at St. Lawrence Church, Barnwood at which the guest preacher was Rev. Tim Hastie, who spoke about the Wellsprings Sports Ministry Project in the Gloucester Diocese. This was followed by a buffet and a short business meeting.

The October meeting was held at St. James' Church, Tredworth. The speaker was Rev. Canon Andrew Braddock, Diocesan Director of Mission and Ministry, who spoke on the Deanery Strategic LIFE plans – a process aiming to ensure the most efficient use of resources for ministry, mission and evangelism across deanery boundaries and across the Diocese

**Doreen McLellan**

Deanery Synod Representative

**Care of Churches and Ecclesiastical Jurisdiction Measures 1991.**

**St. Philip and St. James Church, Hucclecote.**

**CHURCH FABRIC REPORT 2019.**

**General.** The church is considered to be in a reasonable condition.

**Roof and Guttering.** The gutters and downpipes were checked for spillage during heavy rain and found to be satisfactory. A detailed visual survey was carried out on the west porch roof and the north aisle and vestry roofs to detail the repairs that needed to be carried out to them as a result of general deterioration. As this was being done, the tiles, valleys and gullies were cleared of loose moss. Repairs to these roofs to replace broken and slipped tiles, cracked lead flashing, cracks in the lead valleys, and the pointing of open joints along with re-pointing some of the ridge tiles by removal and resetting in mortar, was completed mid-February 2020.

**Interior.** The gas safety inspection was carried out on the boiler in August and it was found to be in a satisfactory condition. At some time in the future the 35 year old boiler is going to have to be replaced and initial discussions have taken place on this. Condensing boilers will have to be used and this will result in a completely new layout in the vestry. The fire extinguishers were checked in August and all found to be satisfactory. Paint is flaking on the nave walls at both the east and west end, and also on the chancel walls especially below the dado rail; the plaster on the east wall below the dado rail will need replacing. All of this will need making good before the 2020 quinquennial inspection in September. Failed lamps were replaced throughout the church. The ones in the circular light fittings in the nave are unique to them and had to be ordered; when they are no longer available the light fittings will have to be changed.

In May a section of ceiling in the inner vestry came down. Another piece that was showing signs of being loose was prodded and that also came down. The area was investigated and a repair scheme devised using plaster board rather than re-plastering back to the existing frail laths. The plan is to remove the lath and plaster ceiling and replace it with plasterboard. This proposal needs to be reviewed with our surveyor and confirmed as acceptable before the DAC agree that it can be implemented. It is planned to carry out this repair in 2020.

The 5 yearly electrical circuit inspection will take place at the end of the summer.

The south porch gate, west porch gate, and various downpipes need repainting.

**Churchyard.** The grass in the churchyard was cut twice a month during the growing season and the hedge surrounding the eastern part of the churchyard cut back in October.

Last year wet rot was found in the churchyard gate and a decision has now been made to make a new one. The wood will be treated to minimise the possibility of rot in the future. There are wobbly headstones in the churchyard that need dealing with and mortared joints in the southern end of the churchyard wall that need repointing.

Ivy has been cleared from several graves. Weed killer has been put on new shoots springing up from the shrubs that were cut back in 2018 and also put on the paths to clear the weeds. Brambles have been cut back and treated with weed killer.



Rhianydd Warren

Churchwarden

15<sup>th</sup> February 2020



Tom Brown

Churchwarden

## **NON-STATUTORY REPORTS**

### **1. MINISTRY & LEADERSHIP**

#### **Ministry and Leadership**

The church is blessed to have a vibrant and gifted congregation, the majority of whom are actively engaged in the ministry of the church. It is only because of the commitment of prayer, time and gifts that this church can sustain the large number of activities it does. I think it is rare to find a church which is so committed and one that has such a large proportion of its regular members so active in the running of ministries, groups and activities.

Thank you to everyone who has a key leadership role in the church, there are too many to mention by name, you are all highly valued and vital to the ministry of the church. However it would be remiss of me not to mention the massive support that both of our church wardens have been to me this year, Tom and Rhianydd you are both wonderful people with complementary gifts and together you have helped shape the heart and vision of this church. I would also like to acknowledge the work and support of our retired clergy Mike and Marilyn it is good to have such wise and experienced heads as part of our team here. I want to say a special word of thanks to the family of David Eady. David was a wonderful servant to this church and he was a real blessing to us as a church family and those he ministered to. As you will know David passed away early in 2020 and he will be greatly missed by us all. Thanks also to our readers who do so much, Ruth, Miriam, Tim and Allan. Also a special thanks to Sue Rodford who this year has officially moved her license to Coney Hill to support the ministry happening there; we wish her all the best in her ministry there. Thanks also to Duncan for his ministry among us, and we look forward to him joining us as curate in the year ahead. Also a big thank you to Liz and Rob our paid staff, Liz brings a positivity and joy to everyone who pops into the office and also saves me from being overwhelmed by admin!

**Mark Close**

### **2. PRAYERS & WORSHIPING**

#### **Prayers and Worshipping**

The attendance at the 8:45 am service remains steady with generally good numbers of worshipers. We have gained one or two new faces over the year, which has been a real blessing. The Common Worship printed orders of services continue to be used along with the Sing Glory hymn book. Perhaps the biggest change to the service has been the introduction of a regular organist. Miriam Davis is now playing most weeks and this has been a wonderful blessing to our sung worship. The 10:30 am service has been relatively stable in terms of attendance. I am content with the style and form of the 8.45 service which, in general, is suitable and fitting for the congregation at present, however the once monthly morning prayer when the 10.30 has communion is still in need of revision. The 10.30 pattern of services has been working well with the second Sunday of the month now well established as an all-age service. A huge thank you to the leaders of PJ's and little PJ's and all the hard work you put in week by week. Also thank you to all those who read, pray and serve in our Sunday services, and to the flower team who always ensure the church is looking beautiful decked out in the most glorious of flowers. Our largest regular worshipping congregation is our messy church which meets once a month on a Saturday; a more detailed report of it is tabled later in this document.

In 2019 there were 7 baptisms, 1 wedding, and 35 funerals; both the number of weddings and baptisms are significantly lower than in previous years. Although I cannot account for the reduction in the number of weddings, the baptisms may be reduced due to a new baptism policy which ensures the majority of baptisms happen in our 10.30 service and with people who have a close link to our church.

Morning prayer takes place in church every weekday, and there is a one hour prayer session most Saturday mornings to which all are welcome. In addition the church was open for individual and group prayer at the Advent prayer and The National Prayer Weekend events. Hillview Church and Hucclecote Methodist Church were involved with the latter, and we also jointly took part in a church prayer walk around Hucclecote.

**Mark Close**

### **8:45am Prayer Team**

The 8:45am Prayer Team was started approximately 16 years ago and many of the loyal, experienced members are still on the team. We often receive anointing on behalf of church members for whom we are praying or those who are reticent about coming forward themselves.

Prayer requests are passed to each team member and can be initiated by anyone on the team. Strict confidentiality is a high priority.

We are a very close-knit team and look out for each other as well as congregation members.

My grateful thanks go to them all for their loyalty and reliability.

### **Glenys Beard**

### **10:30am Prayer Team**

Prayer continues to be available in the 10:30am service, either by praying at the end and during communion with the opportunity for anointing. We also operate a prayer cycle that can be accessed by contacting Ruth Holman.

Last year we took part in two training days to keep us up to date with the ministry and safeguarding as set down by the Diocese.

I am so grateful for the loyal team that are committed to pray for people in a confidential way.

### **Christine Dale**

## **3. YOUTH & CHILDREN**

### **Youth Group Report 2019**

The youth group, called Core, meet at the vicarage every Wednesday evening, 7.45-9.15pm. There are 8 regular young people, ranging from 13-18, 6 of whom are also regular members at St Philip and St James. We do a Bible study for about 30 minutes, pray together, followed by drinks, snacks and games.

### **Amy Close**

### **PJ's Report for 2019**

The church's young people meet every Sunday morning to learn more about Jesus. We typically have 6 young people who meet together, aged between 12 and 17 and welcome any young visitors who wish to join us. We have a great time, learning through games and quizzes, activities, bible study and prayer. We have covered a range of topics this year, including "The Old Testament", "Sharing our Faith - the Acts of the Apostles" and "Daring to be Different - the Sermon on the Mount". The young people have a strong bond and really enjoy meeting together and encouraging each other in their walk with God. We pray that the group continue to grow in their love and faith in Jesus. When you next meet them in church, please ask them about what they've been doing, I'm sure they'd love to tell you!

### **John Grime and Helen McLean**

### **Little PJ's Report for 2019**

We have had a lot of fun with our little PJs over the last year.

We are continuing to use the Jack in the Box programme provided by the diocese, which provides a helpful format for each session with suggestions for craft and games, together with My First Hands-On Bible from which we read the bible story for that week. Thanks to the PCC we now have enough children's bibles for each child to have their own.

Little PJ's sessions range from two to ten children, with an age range from 2 to 8 years old. The children are a delight to be with, and join in with the stories, songs and craft each week. When we come back into church, the children enjoy

telling the adults what they have been doing and showing what they have made.  
I would like to say a big thank you to our dedicated team.

**Dianne and Chris Brookes February 2020**

### **Coffee Pot Toddler Group**

Coffee Pot is one of the church's Mother and Toddler Groups and meets in the Church Centre every Tuesday in term time from 10.00 to 11.30am. Over this last year we have welcomed many new faces to join those who have been with us for a number of years or who have returned with another child.

A typical morning gives plenty of time for children to play together and explore the activities set out. There is always a story, either from the Bible or another story book, and a craft activity linked to it. Craft is generally popular and keeps Linda busy each week. Snack time is an opportunity for all the children and carers to sit down together and chat over a drink, biscuits and fruit. The morning ends with song time - choice of songs down to the children who are becoming increasingly confident in asking for their favourite ones – we just hope we know them! Three times a year we meet in the church for short services to celebrate Harvest, Christmas and Easter, and are joined by children from local playgroups.

As a team, we try to get to know and support our families in whatever ways we can. We aim to show the Christian ethos of the group through what we do and will continue with our policy of not charging people to attend, although donations for refreshments are very welcome; any income goes towards the cost of craft materials, replacement toys and to fund leaving gifts and a party at the end of the summer term.

The group could not run without the commitment of its helpers in the kitchen - Nan Laver, Pat Peachey and Marie Kear and we are very grateful to one of our longstanding helpers for generously providing squash and biscuits each week. A big 'Thank You' from the 'Front of House' team to everyone, not forgetting Tom Brown and Trevor Weedon who come along each week to help us set up and clear away.

**Peggy Brown, Linda Weedon, Susan Taylor and Trevor Henning.**

### **Teddy Bears Toddler Group**

Teddy Bears meets at the Pineholt Village Hall every Friday morning in term time. We regularly entertain about 17 families but occasionally we have numbers in the early 20s. We would struggle in the confined space of the hall if all our 26 families decided to arrive on the same day, unless it was summer time and we could use the outside play area. On the relevant Fridays we have had collections for Macmillan Cancer Care and for Children in Need which the families like to support. The parents really enjoy coming and sharing their news with each other and with us. During last year we have introduced more times of evangelism, with Bible stories at the appropriate 'church season', and we now have a prayer and Grace after the story and just before snack time.

We continue to be grateful to our volunteer helpers and especially to Phil Rodford who helps us set up the carpets, tables and chairs and to Colin Waterman who comes at the end to put the heavy equipment away.

**Margaret Edwards and Linda Waterman, plus the team: Revd Natalie Burfitt, Pat Peachey, Susan Taylor, Jean Thomas, Rhianydd Warren, Margaret Wenham.**

### **Messy Church Report for 2019**

It has been a great joy to welcome so many families to Messy Church this year. In total we had 516 guests, that's an average of 51 per session, supported by our wonderful team of helpers, 35 in total over the year.

Messy Christmas was a highlight of the year with the children helping to decorate the Christmas tree, making Christmas crafts and pudding style truffles. We acted out the Christmas story and sang carols with Lee providing musical accompaniment. Each child received a brilliant Christmas poem colouring booklet "God became like me?".

We start each session with a craft workshop with a wide range of fun crafts and activities linked to the story. This

provides an opportunity for our helpers to chat with the children and their mums and dads. Some examples of the things we made this year included Christingles, shields, melon boats, bandit masks, tealight holders, party hats, rocky roads, and get well cards. We walked on eggs, built boats, did a blindfold obstacle course, aimed ping pong balls into pots, played with water and sand, and built lots of Lego.

We draw the sessions to a close by gathering everyone together for the Bible story, reflection, songs and prayer. Our stories this year have included the Healing of the Centurion's servant, the Storm on the Lake, the Good Samaritan, Mary and Martha, the Healing of the Blind Man, and the Easter Story. Then after singing the Superman grace, we go over to the church centre to share the meal cooked by the team.

Many of our young families have been coming for a long time, but we still get new families turn up at most sessions. A lot of parents hear about us through Coffee Pot and Teddy Bears. We get a lot of positive feedback from the parents and children.

We would like to say a huge thank you to our wonderful dedicated team without whom none of this would be possible.

**Judy Preece and Dianne Brookes February 2020**

### **Open the Book**

The team continue to attend Hillview Primary School every Wednesday morning to deliver Bible stories to the KS1 (Infants) children. We are very encouraged by how much the children remember about the stories as they are quizzed by the teacher on duty as to what story was told the previous week. The children seem to remember in detail what we did and said, although not always the significant biblical explanation of the story; we have to look up in our books what the story was! It is a huge privilege to be welcomed into the school and to allow these children to hear God's word in this way. Since our last report our team has grown as we have welcomed on board Josie Cumberbatch and Chris Brookes.

**Margaret Edwards (on behalf of Chris & Dianne Brookes, Peggy Brown, Josie Cumberbatch, Pam Henning, Joy & Mike Noah, Jean Thomas, Philip Wenham).**

## **4. MISSION**

### **Local Outreach**

We continue to have a good connection with our local community and have many opportunities to bless the community, through church events that we run. Of particular note is both Coffee Pot and Teddy Bears, our parent and toddler groups, where we have seen a number of people transition from both these groups into Messy Church and also into other special services such as toddler services and our Christmas services. We also have a number of other groups which cater for different age groups, particularly to retired people, but also to teenagers and others. Please take time to read the reports in this pack to give you a full flavour of all that the church is engaged in.

In addition to the centrally run groups, we also, since the Autumn, have shifted our focus, placing a higher priority on our own personal outreach and evangelism. We had a three month teaching scheme on the gospel, and we have produced a number of resources to encourage and enable us to confidently share the gospel with people we know and meet. Evangelism will continue to be a priority for us as a church moving forward.

### **Mark Close**

### **Mission Team**

The 2019 church tithe was shared between five mission organizations – Gloucester Foodbank, Gloucester City Mission, OMF International, and the Diocese of Western Tanganyika, Tanzania.

A number of new initiatives sought to raise awareness of and prayer for these links:

- a monthly mission slot in both services
- a series of 7 sermons on mission (Jan-Feb 2019) linked to home groups and following the outline of the booklet 'Sent' by Tim Chester
- a daytime monthly mission prayer meeting (attendance varying between 1 to 10)
- a trip by 4 members of the church to the Diocese of Western Tanganyika in May 2019. As a result we are linked to Mwilanvya church and from summer 2019 took on the financial support of two more theological students to make a total of 4 at the Lake Tanganyika Theological College in Kasulu. Non-tithe donations were also collected for MU projects and toilets for a primary school.
- a well-attended mission breakfast on June 15th when the Tanzanian team reported on their trip.
- a Japan Focus Sunday on July 14th with Rev and Mrs Hanna Matsumoto, principal of Hokkaido Bible Institute
- commissioning and farewell for the Pawson family on October 20th

A big thanks to the mission team and many church members without whose help none of the above would have been possible.

## **Miriam Davis**

### **Christian Aid 2019**

The theme for Christian Aid Week 2019 was "Delivering Hope" Highlighting Sierra Leone as the most dangerous place in the world to become a Mum, where ten women die every day giving birth.

With the increase in "No Cold Calling" the idea of collecting "House-to-House" is becoming increasingly harder to undertake, with fewer and fewer churches finding it possible to organise, despite the opportunity it gives for the church to be a visible witness in the community. The PCC discussed this and decided to go ahead with a "Deliver Envelopes Only" (not collecting). However very few envelopes were taken for delivery and most ended up by being re-cycled. It did result in £66-38 being returned, although we never know if people prefer to donate on-line rather than hand in an envelope.

We held a few fund raising events instead. A coffee morning/mini-market before Easter raised £683-50, craft and jam sales over the year £667-00, a quiz another £80-00. This, together with church collection, meant we managed to send a total of £1,916-38 to support Christian Aid. This is more than in recent years, although it does rely a lot on the hard efforts of one person with the craft/jam making and sales. Grateful thanks to everyone who has supported Christian Aid over the year.

The focus country for Christian Aid Week 2020 is Kenya, where droughts are now more frequent and more intense due to the climate crisis. Millions of people are struggling to get enough food and water. Your support could help a community build an earth dam, so when the rains do come, they will have the water they need to live; they need every last drop to survive the drought.

## **Philip Wenham**

Christian Aid representative

### **The HUB - Hucclecote Uniting Believers**

I have been in the chair for 2019 and, in addition to myself, we have 3 representatives from this Church on the HUB committee - Jean Thomas, Phil McLellan and Margaret Edwards. Although representation from all churches has not been as strong as it has been in the past, we were still able to work together to enable several events to happen. We launched a new event at Halloween, taking to the streets to share some light, sweets and a message of hope with the children and families out trick or treating. We again took out the Nativity on a Lorry for two nights around Hucclecote, which was its usual success despite a few wrong turns! A good number of members of each Church attended. We held our Carol singing in the Community outside the new Aldi store. Following that we moved on to our usual spot at Glenville Parade for a second session; good numbers turned out to both places. 2020 is due to be chaired by the Methodist church.

## **Mark Close**

## 5. DISCIPLESHIP & PASTORAL CARE

### **Discipleship - Home Groups**

Approximately 65 members of our congregation, together with several visitors, currently meet regularly in the 8 house groups that operate during the week within our Church Home group system.

Groups study the Bible, worship and pray together, socialise and share fellowship with one another in meetings on a Monday, Tuesday or Thursday evening or on a Wednesday morning, either in members' homes or in the Stone Building.

Our Church continues to recognise the importance of House group attendance as a means towards greater personal spiritual growth and, as a consequence:

- Supports the need to expand the existing system by encouraging and welcoming new membership – and by taking particular care to find the right group for new people.
- Makes provision for a “nurture” group, when appropriate, for new Christians prior to their integration into the more established groups.
- Provides a central collection of resources, both books and DVD's, etc., with, where possible, reviews of recent material that groups have used.
- Encourages a system of co-ordinated study across all groups whilst recognising that, on occasions, groups might prefer to do their own thing.

During the Summer Term last year Groups studied “Revelation” in the New Testament and followed this with a course entitled “Fruitfulness on the Front Line” in the autumn. Then in Advent we followed the York Course “Who are we Praying To?” and this spring we are looking at a discipleship series called “Following Jesus” before undertaking a Lent Course entitled “Handing on the Torch”

If you feel you would like to join a group or, perhaps start a new one with friends, then please do speak to me or a member of our Leadership Team.

**Allan Butcher. House Group Coordinator.**

### **Pastoral Care.**

We have a wonderful caring community and I am often encouraged when I hear of the level of community support that is happening informally in our church. In addition to this we have three diocesan trained pastoral assistants; Helen McLean, Christine Dale and Margaret Edwards. We are blessed to have a good structure of home groups and our home group leaders consider the welfare of their group members; where necessary any concerns can be passed on to myself for further visits. In addition to this, Ruth Holman and I occasionally take home communion to those who are unable to join together with us on a Sunday. It is great to be part of a church family where we are looking out for the needs of each other and are willing to serve one another and to be served.

**Mark Close**

## 6. FACILITIES & BUILDINGS

### **Grounds and Buildings Team Report on the Church Centre, Stone Building, Youth Centre and Gordon Rooms for 2019.**

**Church Centre Site.** Overall the site is in a reasonable condition and is generally clear of rubbish. A cracked drain cover in the car park still requires replacing; a replacement is available in the garage. The garden areas have been maintained and kept colourful over the year. Plant and shrub growth in the area to the east of the Gordon Rooms has been kept down by continual vigilance and excessive ivy growth on the fence with the Havelock Rd houses has been removed. A broken fence post has been repaired. The ivy on the fence between the carpark and the Havelock Rd houses has been removed and shrubs and trees growing over our side of the fence have been cut back. The mushy composting debris on the carpark under the overhang of these shrubs has been removed. The laurel bushes opposite

the east side of the Church Centre that were growing out over the carpark have been cut back.

**Heating and Fire Extinguishers.** All of the heating systems had their safety checks in August 2019 and were satisfactory. The boiler in the Stone Building broke down in November and was repaired by fitting a new pump and fan. The fire extinguishers were checked in August and all found to be satisfactory. An inspection of the Church Centre heating system in December resulted in two leaking joints being nipped up, the radiators bled, anti-corrosion fluid being added to the system and the system being re-pressurised. Examination of the Youth Centre heating revealed water seeping from a gate valve. This will be attended to at the end of the heating season.

**Stone Building.** Overall the building is in a reasonable condition, but some re-pointing of the stonework and painting of the wooden window frames is still required. There are some areas of wall inside the building where paint and plaster is flaking off and needs repairing.

**Church Centre.** The chimney breast and ceiling in the northwest corner of the hall requires redecorating. The exterior woodwork requires repainting. There are loose ridge tiles and broken tiles that need attention. The external walls around the ladies and gents toilets need rebuilding and the toilets need refurbishing. The kitchen needs re-modelling to bring it up to date in line with current standards and in-line with its current use. Basically the whole building is in need of refurbishment and modernising. The raised area of parquet floor in the north west corner of the hall is due to the concrete surface under the wooden blocks rising up and will need professional attention to correct it.

**Youth Centre and Gordon Rooms.** The upright part of some of the re-enforced concrete portals supporting the roof needs repairing. The corrugated asbestos cement roof panels are deteriorating and need attention.

**The Garage.** The garage continues to be serviceable but has a temporary repair on the roof at the main door end. There are broken concrete panels in the wall, but the garage is still secure.

**Tom Brown for the Grounds & Buildings Team.**

## 7. ADMINISTRATION

### Staffing

Our employed members of staff, Liz Horton (Administrator) and Rob Griffin (Site Supervisor) continue to provide a valuable service to our church. Both Liz and Rob contribute to the running of the church and the positive environment on the church site. We would like to thank our members of staff for their cheerful commitment and hard work. There is always more to do than their working hours allow, so please bear this in mind when requesting jobs to be done. A special thanks to both of them for putting up with me, especially Liz who keeps me on track and stops me from being snowed under by admin.

**Mark Close**

### Safeguarding Report for APCM

**2020 Safeguarding Policy - Children & Young People**

**2020 Safeguarding Policy - Adults at Risk**

**Promoting a Safer Church - Parish Safeguarding Handbook (Oct 2018 version)**

**Safeguarding Poster - Promoting a Safer Church**

**Types of Abuse (including signs and symptoms )**

At St Philip & St James Church, the PCC take seriously their legal duties to promote a safe environment for all, working closely with the Safeguarding Department at the Diocese of Gloucester.

In our responsibility for the protection of Vulnerable Adults and Children & Young People (under 18s), we follow the advice given to PCCs and the necessary legal documents are on display in our church buildings, where our activities occur.

The documents listed above were approved and adopted by the PCC at the meeting on March 11th 2020, as is the

statutory requirement. The full versions of the documents are available electronically on request by contacting the church office or Parish Safeguarding Officer.

**Canon Margaret Edwards**  
Safeguarding Officer

## 8. SOCIAL & FELLOWSHIP

### **Social Events Team**

The Social Events Team arranged just two events in 2019. The “End of Summer Barbecue” in the Peace Garden was an opportunity for our two Sunday morning congregations to get together to enjoy the early September sunshine, plentiful food and good fellowship.

The Christmas Fair in November packed the main Church and the Church Centre with visitors. The tables brimmed with items for sale donated by Church members and high-quality craft produce offered by the external traders who hired tables. The Church Flower Ladies and the New Start Cat Rescue Charity also benefitted from the sale of hand-made goods. Beef burgers, hot dogs, cakes and refreshments served in the Christmas Café in the Church Centre were also a major attraction. Fifty per cent of the profit raised at the Fair was shared equally between the James Hopkins Trust and The Family Haven, while the remainder supplemented Church funds.

**Colin Waterman**, On behalf of the Social Events Team

### **Lunch Club 2019**

The Lunch Club has had another most successful year, serving wonderful meals on Thursdays each week during term-time, and fortnightly during the summer break. We have a most appreciative group of guests, many of whom look upon this opportunity of meeting together, companionship and sharing a meal as the highlight of their week. Many friendships have developed, both amongst our guests and helpers too, working together as a team. Although not many are members of the church, guests do support our church activities, coming to coffee mornings and the Christmas Fair. Back in May, Lunch Club was able to fund the purchase of a football and pump to be presented to the theological college in Western Tanganyika.

We have had a connection with pupils at Hillview Primary School, and enjoyed a session playing board games and conversation. We are grateful to the head-teacher, Mrs. Helena Armstrong and the school choir together with the guitar group for coming to entertain us at the Christmas dinner. This was a wonderful occasion, with guests and helpers all enjoying a traditional festive menu. Thank you to the team of cooks who served this excellent meal.

If you know of anyone in the parish who would like to become either guest or helper, please let me know.

**Margaret Wenham**, On behalf of the Lunch Club team

### **Mothers' Union**

Hucclecote Mothers' Union has continued to meet three times a month over the past year with an evening meeting, an afternoon meeting and a corporate communion. We have had a range of meetings, including visiting speakers, bible reflection, a strawberry tea, and off-site visits to a Garden Centre and a Christmas Lunch. A craft group has met monthly to make items for the neo-natal unit at the hospital and we have had Coffee Mornings, Cake Sales, and an Autumn Mini Market and all money raised for a variety of Mothers' Union work in UK and Worldwide. Members have also helped to prepare and help at two Women's Breakfast events, which are church outreach events.

**Jean Thomas**  
Branch Leader

### **Tuesday @ Two 2019**

It does not seem like it, but it is now over seven years since Tuesday @ Two began. Numbers have steadily grown and we now have a regular attendance of at least 16 each session. We continue to meet in the Church centre at 2 o'clock on the first and third Tuesday of each month, giving people the opportunity to make new friends, to enjoy playing cards and board games together, followed by a welcome chat, tea and home-made cake! We can always find room for more as we have plenty of games available, but it would be wise to ring 616588 to check before you come.

## **Margaret & Philip Wenham**

### **C.A.M.E.O.**

A good programme was planned for 2019. We had our usual joint meeting with Mothers' Union which is always a good way to start the year. In February Pam Slater brought 'Pearls' she was able to give advice as members were asked to bring their own pearls – a very knowledgeable lady. Swallow Swifts & Martin was the talk in March and a light-hearted talk on dementia was very interesting too.

Allan Wells' talk on Bees was wonderful and his wife Gilly brought items for sale made from their hives on May Hill. We had Ancient Egypt from Ged Cassell and Chris Evans from the Butterfly Garden came to update us on what our charity is doing for them.

As we collect Penny Pots it was good that Jenny and Irene from the Cobalt Unit who came to tell us what the money is being used for, (we have raised over £1,000 in the time we have been collecting).

Our summer outing was to the 'Butterfly Garden' to see all the new developments made since we started supporting them (some of our member had never been there before). Chris and his team welcomed us and gave us a tour of the site. Afterwards we returned to the hall for a wonderful afternoon tea served by 'the men'.

We continue to support the school in Kenya with our Christmas donations and Simon Trapnell will be coming later this year with an update on his visit to the school.

We would love to see more new members – please come and join us - you will be made very welcome.

## **Jenny Barton**

### **Church Flowers**

Unfortunately we only had one wedding last year to arrange flowers for. We continue to meet and arrange flowers for our weekly services and also those requested by members of the congregation in memory of loved ones. We are very grateful to the lady who continues to give us a generous donation for Easter Lilies and Christmas flowers. Easter and Christmas are very special as they enable us to fill the church with flowers which gives US great pleasure.

We continue to do weekly arrangements in the Mothers' Union window on their behalf and also the posies distributed on Mothering Sunday.

Our table at the Christmas market was colourful and successful – thanks to all who came and supported us – this keeps our funds healthy.

Thanks to the team who give their time each week. As we are all getting older, we would love to encourage younger arrangers to come and join us. Please think about it, we would of course make you very welcome.

## **Jenny Barton**

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