

## **St Luke's with Cronton Mission**

### **Minutes of Annual Meeting of Parishioners, held in St Luke's Church, on Sunday, 12 May 2024 at 11.45am**

#### **1. Welcome and Opening Prayer**

Barry Horabin (BH) welcomed everyone to the meeting, held during interregnum. Lay Minister Sue Smither (SS) said a prayer. Notice of this meeting has been posted on the church door, in the church magazine and on the church website. Paper copies of agenda, 2023 minutes, annual report and financial report available in church.

#### **2. Appoint a Clerk for the meeting**

Nomination: In the absence of the PCC Secretary, Colleen Harper to be clerk for this and the next meeting, proposed by Pat Johnson (PJ) and seconded by Gloria Jones. All agreed.

#### **3. Apologies and Present**

Apologies – Rob Leech (RL), Sandra Lacey (SL), Lynn Keeling, Clare Liptrott, Jeff Evans, Dorothy Lightfoot, Mavis Whittle, Sheila Winter. 23 attendees in church (see list below).

#### **4. Minutes of meeting held Sunday 19 May 2023 in St Luke's Church and on Zoom**

Approval proposed by Yvonne Horabin (YH) and seconded by SS. All agreed. BH signed the minutes as a true record.

#### **5. Matters arising**

It was noted that Rev Bob Pearson had retired on 15 October 2023. All other items covered by the Agenda.

#### **6. Election of Church Wardens for May 2024 to May 2025**

There are 4 warden positions within the Parish of Farnworth. The following nominations had been proposed by SL and seconded by SS:

Barry Horabin, Pat Johnson, Rob Leech, Colleen Harper.

Nominations were accepted. None are disqualified from standing and all agreed to stand. No further nominations. All attendees agreed. The church wardens are ex-officio members of the Parish Church Council (PCC).

#### **7. Election of Deputy Church Wardens for May 2024 to May 2025**

Nomination had been received for Margaret Campbell, proposed by SL, seconded by SS. No further nominations. Nomination accepted. All attendees agreed.

Deputy Wardens can be appointed throughout the year at a PCC meeting.

#### **8. Closing prayer**

SS closed the meeting with a prayer.

Attendance in Church: Barry Horabin, Sue Smither, Pat Johnson, Sandra Vanezis, Yvonne Horabin, Deborah Doyle, Wendy Patten, Marian Hall, Brenda Bullock, Alma Marshall, Pamela Roberts, Raymond Roberts, Gail Beswick, Derek Beswick, Lesley Runcorn, Colleen Harper, Margaret Campbell, Lesley Howell, Paul Delaney, Doris Pierce, Brenda Taylor, George Telfer, Gloria Jones.

## **St Luke's with Cronton Mission**

**Minutes of Annual Parochial Church Meeting, held in St Luke's Church, on Sunday, 12 May 2024 at 11.55 am**

**1. Welcome and Opening Prayer - as for Annual Meeting of Parishioners**

**2. Attendance and 3. Apologies - as for Annual Meeting of Parishioners**

**4. Minutes of meeting held Sunday 19 May 2023 in St Luke's Church and on Zoom**

Approval proposed by BH and seconded by Lesley Runcorn All agreed.

BH signed the minutes as a true record.

**5. Matters arising not on the Agenda None.**

**6. Report on the Electoral Roll as of 1 May 2024 – Sandra Lacey, Electoral Roll Officer**

(read out by Colleen Harper (CMH))

Additions can be made to the Roll at any time following this meeting. The 2024 Electoral Roll is displayed in church. Names (no other details) are listed in accordance with privacy rules. The PCC allocation is based on the Electoral Roll number. There are 158 on the electoral roll. As there are fewer than 200 members on the Electoral Roll the number of members allowed on PCC is 12 elected members plus 2 co-opted for 2024. A completely new Roll is to be prepared in 2025 so all persons will have to complete a form as no names can be rolled over.

**7. Election of Parochial Church Councillors for May 2024 to May 2025**

The four wardens and the deputy warden are ex officio members. Four members are elected each year to preserve the 3-year cycle. The following have been proposed by Pat Johnson (PJ), seconded by Colleen Harper (CMH) and wish to be re-elected:

Clare Liptrott, Gail Beswick and Dorothy Lightfoot. All agreed.

The following eight members wish to continue:

Sue Smither, Deborah Doyle, Lynn Keeling, Alma Marshall Sandra Vanezis, Margaret Campbell, Jeff Evans, and Ray Roberts. All agreed.

There is 1 PCC vacancy, for which a nomination has been received: George Telfer (GT), proposed by Pat Johnson and seconded by Colleen Harper. George has attended church for more than six months. All agreed. Relevant safeguarding paperwork to be completed before George can attend PCC meetings. **ACTION GT and MC.**

The Co-option of Sandra Lacey for another year was agreed.

There is 1 co-option available. One nomination received: Owen Mullarkey (OM), proposed by Pat Johnson and seconded by Colleen Harper. Owen has attended church for more than 6 months. All agreed. Relevant safeguarding paperwork to be completed before Owen can attend PCC meetings.

**ACTION OM and MC.**

**8. Election of Deanery Synod Representatives May 2024 to May 2025**

Four nominations, proposed by Sandra Lacey and seconded by Margaret Campbell Lesley Runcorn, Barry Horabin, Pat Johnson and Yvonne Horabin. All agreed.

**9. Confirmation of PCC Officers, sides people, baptism teams, funeral vergers and wedding vergers**

**PCC** - Lay Chair Barry Horabin, Treasurer Yvonne Horabin, Secretary Sandra Lacey, Safeguarding Officer Margaret Campbell, Eco Officer Sandra Vanezis, Website Officer Rob Leech, Electoral Roll Officer Sandra Lacey, Health & Safety Officer George Telfer.

**Sides people** - Team 1 Olga Wilde & Lesley Howell, Team 2 Sandra Vanezis & Lynne Taylor, Team 3/5 Gail Beswick & Brenda Taylor, Team 4 Gloria Jones and Ray Roberts.

**Baptism Teams** –

Team A Barry Horabin, Yvonne Horabin, Lesley Howell.

Team B Rob Leech, Margaret Campbell, Lesley Runcorn.

Team C Pat Johnson, Gail Beswick, Pat Wareing.

Team D Colleen Harper, Gail Beswick and Brenda Taylor.

## **Tea Servers –**

Week 1 Gail Beswick and Maureen Morrison

Week 2 Gloria Jones and Pat Wareing

Week 3 Gloria Jones and Charlene

Week 4 Gail Beswick and Pam Roberts

Week 5 Gail Beswick and Brenda Taylor.

**Funeral Vergers** - Barry Horabin, Pat Johnson, Colleen Harper, Margaret Campbell, with help, if necessary, from Lesley Howell and Gloria Jones.

**Wedding Vergers** – Yvonne Horabin and Margaret Campbell, with help, if necessary, from Lesley Runcorn.

## **10. Appointment of Independent Examiner for the financial affairs of the PCC 2024**

Nadia Hague FCA, Vanguard Accountancy Ltd, Liverpool. Proposed by Yvonne Horabin and seconded by Sandra Lacey. All agreed.

## **11. Parochial Church Council proceedings – Sandra Lacey PCC Secretary**

(read out by Colleen Harper (CMH))

In 2023 there were 9 PCC meetings in church, more than usual but the meetings were necessary to discuss a wide range of topics and plan events such as a celebration of the Coronation of King Charles III on 7<sup>th</sup> May.

Fit for Mission, which basically means the Deanery becoming 1 parish sharing resources, was often discussed. For more information on this subject visit the Diocesan website to view a lengthy document or ask a warden for a shorter answer. PCC rejected the idea of a course in the Autumn and at the November meeting Fit for Mission was put on hold. An alternative way forward is required to show we can work cooperatively across the Deanery but retain individual flavours of each Parish and grow the congregation. If the Deanery becomes one parish, each church would still need a treasurer, so creating another layer. I am sure Fit for Mission will be on the agenda for many PCC meetings in 2024.

Reverend Bob left in October and a great deal of time and energy was spent on preparing the paperwork required to advertise for a priest in charge. A profile was produced and showed how much we do as a church. In addition, a role description and person specification had to be produced.

The eco-group were involved in activities at the very successful Heritage Day in September. Thanks to all involved.

A meeting was convened to discuss the impact of the incident on 27<sup>th</sup> October 2023, when the church wall and cross were demolished. Thankfully no one was hurt, and the cross saved the church building. Hopefully this gives you a taste of what PCC does, and if you would like to be a member please speak to a warden. The PCC needs thinkers, doers, questioners and listeners.

To finish I would just like to say, after Rev Bob's departure we are indebted to the support of everyone but especially Sue, who was given special permission to lead Holy Communion by extension, and Baz, who had the privilege (he may not think it was a privilege!) to lead Morning Prayer on Wednesdays. Thank you everyone.

BH thanked SL for her report.

## **12. Safeguarding, Child Protection and Protection of Vulnerable Adults – Margaret Campbell (MC) Safeguarding officer**

### **Safer Recruitment at St Luke's and Cronton Mission**

Members of the Safer Recruitment Team are:

- Margaret Campbell, Lead Recruitment Officer and DBS Coordinator, St Luke's
- Debbie Doyle Recruitment Officer for Cronton Mission and Assistant DBS Coordinator.
- Lynn Keeling Recruitment Officer for St Luke's

At St Luke's and Cronton Mission we are committed to excellence in safeguarding practice.

**We welcome volunteers and do not wish to deter people from volunteering to work within St Luke's Church and Cronton Mission, in all aspects of voluntary work.**

**To volunteer for any position within the Church of St Luke's and Cronton Mission, the person must have been in regular attendance of Church Services for 6 months.**

At St Luke's and Cronton Mission we aim to:

**Promote** the welfare of children, young people and adults at risk of harm.

**Prevent** abuse occurring.

**Protect** those at risk of abuse.

**Respond** well to those who have been abused.

In January 2022 the National Church updated their Safer Recruitment Guidance. The Church of England's Safer Recruitment and People Management Guidance must be followed for all new appointments for paid staff and volunteers working with children, young people and vulnerable adults.

The guidance brought the Church of England in line with other charity organisations throughout the country, who follow a recruitment process for their volunteers.

The Diocese of Liverpool and the Church of England are committed to safely recruiting and supporting all workers and volunteers who work with children, young people and vulnerable adults who attend church activities.

We follow the Diocese of Liverpool Safer Recruitment criteria and recruit employed workers and volunteers with the same criteria.

All volunteers who work with children, young adults and vulnerable adults are recruited through a safe recruitment criteria process.

It addresses two main areas.

- The recruitment process:  
Job description, Application Form. Two references.  
To complete a Self- Declaration form.
- Criminal record checks Disclosure & Barring Service (DBS) for volunteers wishing to work with children, young adults and vulnerable adults.

We also make it known that volunteers for other roles within the church, follow a similar protocol, identifying their skills and experience for the role that they are volunteering for.

All volunteers are interviewed for the role by the appropriate person: Lead Recruiter (who represents PCC) and the main person who leads the specific team for the role applied for.

The church policy is given and explained and the person signs a form to say, that they will adhere to the policy.

Discussion is held on ongoing training; volunteers are encouraged to complete the diocese Basic and Foundation Safeguarding Training courses.

Team Leader for the role will act as mentor for support and guidance.

Throughout the process the volunteer will be supported by the Safeguarding Coordinator.

Two handouts given.

Safeguarding check list

Safeguarding volunteer Safer Recruitment Guide

Margaret Campbell. Safeguarding Coordinator. [mrsMargaretCampbell1@gmail.com](mailto:mrsMargaretCampbell1@gmail.com)

Telephone Number. 0151 424 6039. Mobile Number. 07376112836.

The following documents follow the Closing prayer.

Parish Safeguarding checklist

Volunteer Safer Recruitment Guide

CMH confirmed that the Mothers' Union Liverpool Diocese has their own safeguarding policy. That policy is followed when events take place outside of St Luke's (such as visiting Indoor Members) but when events are held in Church, the St Luke's policy is followed.

BH thanked MC for her outstanding performance in this role.

### **13. Health and Safety Barry Horabin on behalf of wardens**

BH updated attendees, confirming that GT will be taking over the H&S role, once all necessary paperwork has been completed. Any works identified have been undertaken as soon as possible during the year.

### **14. Financial affairs of the parish – Yvonne Horabin Treasurer**

Endowments held on behalf of PCC @ 31/12/2023 and Restricted and Designated Funds are per page 7 of accounts

General Fund

This fund is for the general day to day expenditure of the church, and is the most worrying of all the funds. People have been very generous in supporting the fundraising for the Toilets and Servedy raising just under £14,000 in 2023, but General fund income is down by just under £9,000, and even though expenses are down by just over £14,000.(mainly due to reduction in Parish share by £12,000 per year to

£72,251 per annum). This still leaves a deficit at the yearend of just under £25,000. See basic summary below of last three years.

	<u>2023</u>	<u>2022</u>	<u>2021</u>	
General Fund income		79,896	83,391	76,433
Church commissioner's Grants		<u>0</u>	<u>33,270</u>	<u>23,213</u>
		79,896	116,661	99,646
General Fund Expenditure		(32,572)	(34,706)	(27,685)
Parish Share		<u>(72,251)</u>	<u>(84,325)</u>	<u>(84,325)</u>
(Deficit )/ Profit		<u>(24,927)</u>	<u>2,370</u>	<u>(12,364)</u>

Before the Pandemic, we were able to pay the parish share each year, In 2021 we were able to pay £58,325, and owed £26,000 at the yearend.

That creditor was covered by the grant in 2022 of £33,270, with £7270 going towards the 2022 parish share, a total of £51,055 was paid with £26,000 outstanding at 31/12/2022. In 2023 £42,000 was paid, £26,000 re 2022 and £16,000 towards 2023 and owed £56,251 at the year end. Only £14,000 has been paid since January 2024, which will be offset against the 2023 creditor.

The Dioceses is the main creditor at each year end. We are a very busy church, which is good, but more so this current year, with high energy bills and rising food prices, income is down people just don't have the funds to give any more to the church. In addition to this, sadly quite a few of our regular donors have died, reducing our regular income quite considerably, especially in the current year 2024. We just have to hope and pray that they understand the position we are in , along with many other churches.

As I mentioned earlier, we are a busy church, with funerals and baptisms. I don't think many of you would know how very little the church actually receives from a funeral service or baptism, towards church funds. From a funeral in church it is £249, from a funeral at the Crematorium it is £0, yes nothing. Baptisms again is £0 and we rely on a collection during that service to cover heating bills and other expenses.

As I said in my report last year, we all have responsibility to think of ways to increase our income, to reach out to everyone to keep this fellowship strong. Everyone needs to play their part in this, not just expect the PCC members to do it. Especially, I would like you all to think about changing the way you give to use the Parish Giving Scheme, instead of standing orders (if a tax payer) envelopes or loose plate. The Parish Giving Scheme had increased in 2022, but due to the deaths of some of our regular givers this is now down to £2000 per month. Even though it has reduced, it helps to fund, along with the standing orders and envelopes, the regular monthly expenditure of the church, for the likes of Insurance, Salaries, Utility bills, Maintenance contracts etc , but leaves very little left towards the Parish share. Please help by sharing the worry with me and look at ways to increase our income.

Hopefully our new Vicar will share the load to and encourage new growth and funds into the church  
Thank You.

BH thanked YH for the enormous amount of work she undertakes.

### **15.Fabric, good and ornaments of the Parish – Barry Horabin**

Hopefully, we can now look forward to the completion of the toilet project which is in its fifth year of trying get it off the ground. The Council Grants Department have working on our behalf and have approached Grant Providers with our applications and have received some very positive results. So far we have already received a cheque for £5,200 from Benefact Trust, we have progressed on to stage two with the National Churches Trust, and have on Friday we received an we email from them requesting further information, so that looks promising, apparently it is difficult to get through to stage two, so prayers and fingers crossed please. On Friday a bid was posted to the Joseph Rank Trust, unusually they wanted a paper application and not on line, which is the usual way of doing things now. This trust will be sitting in July. Halton Borough council will now be looking at other avenues of grants for us to apply for. I am enclosing a copy of the appendix which we completed for the Joseph Rank Trust bid which show the up-to-date position of our funding for this project

I have also recently met with the Contractors to finalise various points of the design which will benefit the project and should prove less costly. Discussion also took place on the impact the project will have on church services. This will mean the West end of the church will be screened off for safety and the amount of dust should be kept to a minimum with their use of dust extractors. Hopefully the disruption to services will be kept a minimum with only the Wednesday morning service affected. Work will stop when the service is on and we will have to reduce the number of funerals in church while work is going on.

The tea bar will be re designed into two units on rollers so they can be moved around to various points in the church as required. Electric sockets will be installed so they be plugged in to various points in church which will enable us to offer a range of possible events within the church.

You may have noticed that the Preaching Cross has been restored to its historic place to the left of the main door. This has set me on trying to find out the history of the previous St Wilfrids church which was originally here in earlier times. It is hoped later in the year we will invite the new Bishop of Liverpool to come and consecrate the cross and invite not only the congregation but members of the community who supported its re build. The site needs to be more presentable and plans are afoot so watch that space. My thanks go to all who have donated not only money but their time. As the motto of the Friends of Farnworth says

**The Past is our inheritance, the Future our Responsibility**

BH was thanked for his report.

**16. Cronton Mission and School – Debbie Doyle**

Cronton Mission has continued to meet in the school hall of Cronton. CE primary school offering a range of expressions of worship to cater for our congregation of young families and encourage new followers. Each month we hold a more traditional service of Morning Prayer, and Holy Communion, both with tables and activities for children, and a more relaxed cafe style worship suitable for all ages but with a focus on children's activities and refreshments. We have been blessed by Rev Ray Jones's return to being able to serve us at Holy Communion with the assistance of Lesley Firth. Sadly, we lost 2 dominant members of our Cronton community, we remember Pam Jones and Caroline Savage and thank God for their service to Cronton Mission.

We have greatly enjoyed the teamwork and shared worship with St Lukes and St Ambrose churches as part of the East Widnes Team.

Cronton has continued to strive to work collaboratively with other churches and organisations in the village, sharing Palm Sunday, Remembrance, and a Christmas Eccumenical service, but our strongest partnership remains with school.

Before his retirement in October, Rev Bob led weekly collective worship, and with the support of the PCC for transport, all children attended St Lukes for whole school worship in March with Clare leading the ethos group and engaging the whole school in a Easter Experience. Children led our Sunday worship on 3 occasions in the autumn term, a welcome service for reception children who attend with their year 5 gardeners, Harvest and Nativity.

I have continued my role as service coordinator and Cronton representative at PCC as well as taking responsibility for Safeguarding alongside Margaret and Lynn, in addition to chair of the local Governing body at Cronton School alongside 4 other foundation Governors. We have foundation governor vacancies including that of incumbent.

Our aim for the coming year is to look at new ways to engage more people in worship at Cronton, particularly children and families, and ways that we can support school in their delivery of Christian distinctive education for all.

BH thanked Debbie for her report.

**17. Deanery Synod – Pat Johnson**

PJ indicated that her report reflected her personal opinion. It had been a difficult year, and the Synod was still without its own secretary. Rev Peter is the Dean, covering five parishes. Rev Greg looks after Transform at St John's and St Paul's churches. There are proposals for the Deanery to be split into bands A-C. No further light has shone on the Fit for Mission initiative.

St Luke's is the only Widnes church without toilets or a server. Their provision would make our church fit for purpose/mission. PH felt that the Deanery Synod was "in the doldrums". There needs to be more sharing, such as the East Widnes team, which works well.

BH thanked PJ for her report.

**18. Forthcoming Dates**

a) Archdeacon's Visitation Service will be at Liverpool Cathedral on Sunday, 9<sup>th</sup> June, at 3.00 pm. All wardens and deputy wardens are expected to attend, and others may be in attendance to support. Bishop John will officiate.

b) There will be a Confirmation Service on Sunday, 16<sup>th</sup> June 2024, at St Michael's & St Thomas's Church, Ditchfield Road, Widnes, starting at 4.00 pm. Bishop John will again officiate.

c) The next PCC meeting will be on Monday, 15<sup>th</sup> July, in Church, at 7.00 pm (Standing Committee to meet the previous Monday, the 8<sup>th</sup>, also in Church at 7.00 pm).

d) The 2025 APM & ACPM is expected to be on Sunday, 11<sup>th</sup> May, 11.45am in St Luke's church.

## 19. AOB none

### 20. Closing Remarks by Lay Minister Sue Smither

When Sandra asked me to make Closing remarks for this meeting my heart sank, what was I going to say, then as I always do I just let it sit with me. Verses from one of my favourite Psalms came to mind: Where does my help come from? My help comes from the Lord. [Ps 121]

It would have been good to say that 2023 was a year in which there was little to report but that wasn't to be the case. 2023 was another year of the unexpected...as are most years I suppose.

One major incident, that brought condemnation from far and wide, was when a guy lost control of his car, ploughing straight through the road sign, the church wall and into the cross. People were outraged and it drew a lot of attention. Miraculously, no one was hurt and in February the stone masons worked in torrential rain to put the restored cross back into its rightful place.

The tragic losses, of two significant and very faithful members of our church family, also rocked us and we are still feeling the pain of their passing: namely, Barry Ingram at the end of 2023 and more recently Geoff Poole, their contributions to the life and witness of our church are far too many to mention. We also said sad farewells to June Fay and to Ann Entwistle, needless to say we miss them in many ways and we continue to hold their families and close friends in our prayers.

However, the announcement that Bob made at this time last year that he would be taking early retirement was also a shock to most. Bob ably led us through some trying and unprecedented times; mainly the Covid Pandemic and we give thanks for him and his ministry among us during such a difficult period. At a wonderful gathering at St Ambrose Church Hall we wished him, Alison, Alison's Mum Bez and their family, all the very best for their retirement in their new home in Wigan.

One verse from Psalm 121 is I think particularly appropriate here, 'The Lord will watch over your coming and going, both now and forevermore,' and that has forever been the case. Bob came and worked among us for a time and now he has left and we move on and start a new chapter of our church life, with God ever-present.

Interregna are always challenging, made even more so this time round, because of the lack of clergy available to support us, both from the Deanery and further afield, but I think that between us we have done a great job....and by US I mean **everyone** who worships either here at St Luke's or at Cronton Mission.

People have stepped up and taken on additional roles and responsibilities and all sorts of things have been quietly going on, not least of all, our search for a new priest-in-charge, a shepherd to lead us on the next stage of our faith journey. We now know that person will be Peter and we very much look forward to his ministry among us. Unfortunately, we don't have any date for his licensing yet; it is with the Bishop's office.

Throughout 2023, work was going on behind the scenes in the Deanery with the Fit for Mission initiative. We, as a Deanery, have been asked to consider what Fit for Mission might look like and mean for us in the future. Finance is just one of the issues we need to carefully and prayerfully consider.

We recognise that our churches are hugely blessed, blessed to be filled with amazing, faithful people, most of whom attended weekly, for either Sunday or mid-week worship. Since Bob left 7 months ago, so many people have willingly given of their time and God-given talents and skills and stepped up to enable the worship, life and witness of both St Luke's and Cronton Mission churches not only to continue but to thrive and to flourish. Outreach into the community and our schools has continued to grow and hopefully we will see the fruits of the seeds sown there.

I absolutely believe that this has happened because we have come together and worked as a family, our help coming not only from God, but from encouraging one another.

At Cronton Mission, Lesley, in her role as Reader, leads Worship; Clare also leads a monthly worship there. Debbie ably coordinates lots of different elements in her link role on St Luke's PCC and as a committed Chair of Governors at the school. There are others including Denys and Cheryl who are part of a very small but totally committed group of people who set up and tidy away every Sunday. Their church, in the school hall, simply could not function without them. Rev Ray also felt able, supported by Lesley, to offer a monthly Holy Communion service and we are so grateful to him for his input. Thank you Cronton Mission.

People are often astounded when we speak of all that goes on at St Luke's and at the heart of our church community, there are so many volunteers, people deserving of thanks and appreciation.

These include our Bell ringers and their Tower Captain Nigel, our Choir led by Colleen, and I believe that they are now the only CofE Choir in Widnes, our Cleaning group, ably assisted by Steven, our Deanery Synod Reps, Paul our Director of music, our Flower arrangers led by Lesley, Pat and her Games Galore

group, JAM Club with Clare, Colleen and her MU, the hard working members of our PCC, people who read in services and lead intercessions, our amazing, award-winning Parish Review wonderfully coordinated by Sandra and Philip, School Governors, Rob and Ann, Safeguarding lead Margaret, our secretary Sandra who spends hours and hours keeping us up to speed with paperwork and liaising with the Diocese, Teams of sides people, our Tech guy Rob, our Treasurer, Yvonne, who provides us with up to the minute reports on our financial position and works tirelessly to get the best deals she can for us every time, Sunday Club leaders, including those who have done a wonderful job in Lynn's absence, the Tea and coffee makers...we definitely could not survive without them; our Team Administrator Lesley and I thank her that she has managed to carry out her role, even with her challenging home situation, our Wedding and Baptism vergers, and last but not least our team of Welcomers. Sadly, Dorothy Humphreys no longer feels able to help with this; her warm words and gentle smile always made people feel so welcome. I would also like to thank Alma for all that she has done in the past...she thought that she had 'stepped down' but it is amazing what we have found that she can do whilst 'sitting down'!

And finally to complete that list, a huge thank you to our Wardens, even though they are out of sync and spoiled my alphabetical list! To Baz, Pat, Colleen, Rob and Margaret for all they do, both front of house and behind the scenes....they make a very special team. Their expertise is wide ranging and we all benefit in some way from their specialisms. Baz, as senior Warden, is a force to be reckoned with when it comes to his knowledge of the building and the churchyard and there is hardly a day goes by that he isn't called into church to deal with some unforeseen issue. This comes with huge and heart-felt thanks to them for all they do; they really are our famous five! Apologies to any individuals or groups that I have left out.

And very last, but certainly not least, thank you to our congregation members. They have stuck by us this past year through changes we have had to implement in order to offer the same number and range of services. I thank every one of them for their understanding and patience.

I want to thank my fellow Lay Ministers Clare and Lesley and Rev Peter and I personally offer my gratitude to everyone else for the support they have shown me over the past months, for their words of encouragement and especially for their prayers; I am both indebted to them and humbled by them.

I have to admit that at times it has been a demanding and quite tough year for me but confident that God will always be here for me and you, I close with the encouraging words of Julian of Norwich; words that we can take forward into the future:

'All shall be well. All shall be well and all manner of things shall be well'. Amen

BH thanked SS for her remarks.

## **20. Vote of thanks by Barry Horabin, Warden**

I am looking forward to the new appointment. Sue and I had agreed what was needed – a shepherd – and felt that Rev Peter would be just the person to take up the role. In the meantime, a huge thank you to SS for all her work, especially the provision of Communion by extension.

the sad loss of Barry Ingram, who had been at St Luke's all his life – a choir boy at 7, later PCC Lay Chair, Gift Aid Officer, Christian Aid contact (a role now to be taken over by Gail Beswick). BH also bemoaned the loss of Geoff Poole, a chorister who had turned his hand to many jobs around the church and churchyard and also assisted at Heritage Days with his historical knowledge of the Church. After the car crash incident, a date of 1000 had been noted on the base of the Cross. This would help BH in carrying on Geoff's mission to find the age of the Church, checking records in Staffordshire, etc. It is certain that there has been a church on this site since around 900 AD. Some of the documentation is in medieval Latin with even the dates written out in words, but he will take up the banner!

BH thanked everyone for their support to Sue, reiterating the belief that God is there with us. All agreed.

## **22. Closing prayer – Sue Smither**

SS again gave thanks that "God is with us", after which everyone said the Grace.

The meeting closed at 1.25pm.



## Safeguarding in your parish – who's who?

**Parish Name:**

**Parish Number:**

**Clergy person in charge**

**Church in Interregnum**

**The churchwardens**

Name(s) Barry Horabin Pat Johnson

Rob Leech Colleen Harper

**Safeguarding Officers**

Name(s)

Margaret Campbell St Luke's

**Lead Recruiter**

Name(s):

Margaret Campbell

**Additional Recruiter (if appropriate)**

Name(s):

Debbie Doyle

Lynn Keeling

At this parish we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC (or equivalent charitable body must (please tick the boxes below as appropriate):

**Adopt and implement:**

The procedures and guidance of [The Church of England's Parish Safeguarding Handbook](#) and [Safer Environment and Activities](#)

The House of Bishops Safeguarding Policy Statement '[Promoting a Safer Church](#)'

**Appoint:**

At least one appropriately experienced designated Parish Safeguarding Officer to work with the incumbent and PCC. This Parish Safeguarding Officer should be a lay person. The Parish Safeguarding Officer should be supported, trained and given a copy of the parish safeguarding policy and procedures.

One person known as a Lead Recruiter to be the DBS administrator, this can also be the responsibility of the Parish Safeguarding Officer or the PCC can choose to appoint another individual to this role. Churches can also appoint an additional recruiter to assist with this work.

**Safer Recruitment, Support and Training:**

Ensure that all church officers who work with children, young people and/or vulnerable adults are:

- recruited following the House of Bishops' Safer Recruitment practice guidance;
- aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance)
- attend diocesan safeguarding training at least every three years.

Ensure your volunteers who work with children and adults at risk are provided with a copy of the [Code of Safer Working Practice](#).

Provide appropriate insurance to cover for all activities undertaken in the name of the PCC, which involve children and adults at risk.

Ensure all your PCC members have completed a [PCC Member Trustee Eligibility and Fit and Proper Persons Declaration](#) and are DBS checked.

Are there any other training needs in the parish that are not covered by NST training e.g. Health and Safety, child sexual exploitation etc.?

## Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church' [Model Safeguarding Policy statement](#). This should be signed and dated on behalf of the PCC
- Display '[A Safer Church Poster](#)', which should include contact details of the Parish Safeguarding Officer, any local leaders, Diocesan Safeguarding Team – including phone, email and website details
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine
- Provide access to a hard copy Parish Safeguarding Handbook
- is the following statement displayed clearly on your Web Site?  
(Insert own church name) *takes its duty and obligation to protect all extremely seriously. We have adopted the national Church of England's robust procedures and guidelines. You can find out more about the national policies and procedures at [www.churchofengland.org/safeguarding](http://www.churchofengland.org/safeguarding). If you have any safeguarding concerns or issues on a safeguarding matter then you can find useful contact information at <http://www.liverpool.anglican.org/safeguarding>*

## Respond:

- ✓ Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- ✓ Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser.
- ✓ Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
- ✓ To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.
- ✓ Comply with all data protection legislation especially concerning storing information about the 'church workforce', including volunteers and any safeguarding records.
- ✓ Ensure that an "[activity risk assessment](#)" is completed and reviewed regularly for each activity, which is associated with either children or adults at risk and run in the name of the Church.

Are you aware of how to respond well to victims/survivors of abuse?    ✓Yes/No

## Review and Report Progress:

- ✓The Parish Safeguarding Officer should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the Annual Parochial Church Meeting the PCC should provide an annual report in relation to safeguarding progress this should also include a statement as to whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops guidance in relation to safeguarding.

## Other Points to Consider

### Hire out your church premises?

- ✓Any hire agreement [Template Hire Agreement](#) with a person/body wishing to hire church premises must contain a provision whereby those hiring the premises either have their own safeguarding policies and procedures or agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
- ✓The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and adults at risk are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- ✓Ensure that all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children's party).

### Are you working in a Local Ecumenical Partnership?

- Yes/No✓ If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified by the other appropriate church leaders in the partnership and shared with the Diocesan Safeguarding Adviser; in the event of a Specific safeguarding concern, ensure that all the LEP partners are notified.

**Irrespective of this choice, all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.**

### Do you have a clergy vacancy?

- Yes/No✓ During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up their new role.

## **Fresh expressions/Community Project/Joshua project**

Do you have a Fresh expressions/Community Project/Joshua project attached to your church? Yes/No ✓

If you answered yes to the above question, are they aware of up to date safeguarding policies and procedures?

Yes/No

## **Support**

Having completed this form do you feel you need further help and support in terms of safeguarding in your church: YES/NO ✓

## **Please keep a copy of this form for your parish records.**

The measures identified in this checklist could be checked by an Archdeacon when they carry out an Archdeacons Parish Review. The Diocese will carry out a repeat of this checklist every 3 years.

If you have questions or need support to complete the steps on the checklist, you can contact Debbie Doran, Safeguarding Team Support, by email:

deborah.doran@liverpool.anglican.org

This form was completed by:

Name: Margaret Campbell

Role: Safeguarding Officer

Date: 11.01.2022.

Tel Number: 0151 424 6039

Email: margaretcampbell1@btinternet.com

Completed forms should be returned via email to <mailto:centralservices@liverpool.anglian.org>

## **Diocese of Liverpool Safeguarding matters**

### **Volunteer Safer Recruitment Guide.**

This guide aims to give a simplified overview of the principals of **Safer Recruitment**.

### **Levels of Safer Recruitment**

The following levels indicate mandatory expectations within **Safer Recruitment** and who they are likely to apply to; this is guidance, not an 'absolute' statement, and each appointment must be considered against the relevant processes.

- **Low risk roles** that support ministry e.g. welcome's, tea makers, flower arrangers, choir members (no children in the choir) and similar roles.
- **All other roles with more responsibility**, including those working with children and vulnerable adults in non-regulated activity e.g. Finance Co-ordinator, Wardens.
- **Roles involved in regulated activity**

Roles that require a **Enhanced Disclosure and Barring Service (DBS)**.

### **Low risk roles.**

Low risk roles that support ministry process,

- Meet the prospective volunteer for an informal discussion about the role and explore their motivation for volunteering.
- Issue a  
Application form  
Short role description.  
Confidential declaration form and Privacy notice.

**\*The volunteer must complete the Confidential Declaration form which is then reviewed by the Parish Safeguarding Officer (PSO). The PSO must discuss any declarations with the Diocesan Safeguarding Team**

\* The volunteer completes the basic level of online safeguarding training.

\* Once all checks are completed, issue a

\*Code of Safer Working Practice guidance.

**Volunteers must not start in their role until all the checks are completed.**

### **All other roles**

Process

- Meet the prospective volunteer for an informal discussion about the role and explore their motivation for volunteering.
- Issue a  
Role description.  
Confidential declaration form and Privacy notice.
- Application form where the volunteer supplies the name and contact details of two referees.
- **\*The volunteer completes the Confidential Declaration form which is then reviewed by the Parish Safeguarding Officer (PSO). The PSO must discuss any declarations with the Diocesan Safeguarding Team**
- \* The recruiter checks which level (if any), of DBS check is needed and arranges for the DBS to be done.
- Arrange a more formal structured discussion or formal interview (depending on the role) to explore skills, experiences, and motivation more deeply.
- The recruiter takes up and checks references.
- Once all checks are completed, issues  
A formal letter of appointment.  
Code of Safer Working Practice Guidance  
Volunteer agreement
- **The volunteer completes the level of safeguarding training that are relevant to their role. There are three levels.  
Basic, Foundation, and Leadership**

### **Roles involved in regulated activity.**

Some roles that have more responsibility may also be involved in Regulated Activity.

**A Regulated Activity is a legal phrase used to describe activity that a barred person must not do. This means that roles that involve working within and / or managing a regulated activity, the person needs to complete the full recruitment process and a Enhanced DBS (with or without Barred list check depending on the role)**

The Diocese of Liverpool conducts DBS checks via the provider Thirtyone: eight are used to check eligibility and correct level of DBS, it is essential that role descriptions accurately reflect the activity within the role.

The Lead recruiter will support the DBS request process.

**More information and links to the full Safer Recruitment and People Management Guidance are on: <https://www.liverpool.anglican.org>.**