



# 2020 Report and Accounts for the Parochial Church Council of St Luke's Whyteleafe

## Introduction

The purpose of this report is to summarise the structure, function and activities of St Luke's Church in meeting its aims and objectives in 2019 (the review year).

St Luke's Church is situated on the corner of Whyteleafe Hill and Church Road in the Parish of Whyteleafe. It is part of the Diocese of Southwark within the Church of England.

The correspondence address is The Vicarage, 8 Whyteleafe Hill, Whyteleafe, CR3 0AA.

Following the departure of Revd Timothy Goode in May 2018, St Luke's remained in vacancy until the licensing of Revd Annie Kurk in June 2019 as part-time Team Vicar and Revd Helen Burnett as part-time Associate Priest. Both ministers serve the parishes of St Luke Whyteleafe and St Peter & St Paul Chaldon with Revd Annie Kurk taking the lead at St Luke's. During the vacancy, the PCC were very grateful to Revd Helen Burnett, Revd Sara Goatcher and Mrs Leslie Shannon for their tireless work in leading the spiritual life of the church.

## Aims and Purposes

St Luke's Parochial Church Council ("PCC") has the responsibility of cooperating with the incumbent, Reverend Annie Kurk, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Luke's Church buildings and churchyard.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Luke's. Our services and worship put faith into practice through prayer and bible study, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We seek to enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work
- Developing strong ecumenical ties with local Christian churches.
- Adapting our physical environment in order to both promote and sustain growth
- Strengthen links with the schools in our parish
- Working towards becoming an Eco Church
- Increased planned giving
- Growing our congregation – particularly younger people

## Structure, governance & management

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020) and a charity currently exempted from registration with the Charity Commission.

The method of appointing PCC members is set out in the Church Representation Rules. All members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are spent. The full PCC met five times during the year.

Given its wide responsibilities, the PCC has a number of teams and committees each dealing with a particular aspect of parish life. These teams and committees are all responsible to the PCC and report back to it regularly with reports of their decisions and recommendations being received and discussed where necessary.

PCC members who have served from 1 January 2019 until the date this report was approved were:

### ***Ex officio members***

<b>Team Vicar:</b>	Revd Annie Kurk (from June 2019)
<b>Associate Priest:</b>	Revd Helen Burnett
<b>Reader:</b>	Leslie Shannon
<b>Churchwardens:</b>	John Ritchie Richard Goatcher
<b>Deanery Synod Representatives:</b>	Richard Goatcher, John Cheetham, Ricki Nicholls

### ***Elected and co-opted members***

Jan Bratek  
Jane Bratek  
John Cheetham  
Ben Foulser (until April 2019)  
Revd Sara Goatcher  
Ida Morgan – Electoral Roll Officer  
Carol Outlaw – PCC Secretary  
Alison Pannett – PCC Treasurer & Church Administrator  
Richard Peacock – Safeguarding Officer  
Keith Sussemilch (from April 2019)  
Helen Wheelwright (from April 2019)

### **Standing Committee**

This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions of the Council. The membership of the Standing Committee comprises:

Revd Annie Kurk (Chair), John Ritchie, Richard Goatcher, Alison Pannett, Carol Outlaw.

### **Other Committees**

#### Chair

<b>Finance Committee</b>	Alison Pannett
<b>Junior Church</b>	Revd Sara Goatcher
<b>Pastoral Committee</b>	Leslie Shannon
<b>Re-ordering Committee</b>	John Ritchie
<b>Maintenance Committee</b>	Richard Goatcher
<b>Social Committee</b>	Helen Wheelwright
<b>Ministry Team</b>	Revd Annie Kurk

## The buildings

The importance of regular maintenance of our church is ever present. To ensure that major problems are not over-looked, our Church Architect is required to carry out a Quinquennial Survey every five years, and this took place in September 2019. The Church Architect reported that there were only minor faults needing attention, and congratulated the PCC on their work in dealing with the issues raised at the previous Quinquennial.

Now that we are assured that no major costs are likely to arise in relation to maintenance, the PCC plan on progressing with the Re-ordering Project. The first stage, re-ordering the interior of the church, was completed in 2017, and in 2020 the Re-ordering Committee will meet with the Church Architect to move forward the plans for re-ordering the Transept, including re-building the somewhat tired kitchen and adding toilet facilities. Whilst every effort will be made to expedite the work involved, we are aware that the need for permissions from both the Diocese of Southwark for a faculty and Tandridge District Council for planning permission, as well as the inevitable fundraising, may delay the commencement of any work until at least 2021.

## The Worship & Services

The regular pattern of worship on Sundays for many years had been:

8.00 am	First Sunday of each month	Book of Common Prayer (BCP) Holy Communion
9.30 am	First Sunday of the month	All-age Family Communion
9.30 am	All other Sundays	Parish Holy Communion

The number of people attending the BCP Service has reduced steadily over the years to minimal levels and at the end of 2019 it was decided to stop holding those services.

During the year a new Electoral Roll was created, and at the end of 2019 there were 65 people on the Roll. The average attendance at Sunday services is 40.

In addition to the Sunday services, there is a weekly Conversation and Communion Service on Tuesday evenings which draws people from within the congregation and further afield. Morning Prayer takes place on Fridays at 9 am.

Recent years has seen a strong growth in the relationship of the member churches of Churches Together in Caterham and Whyteleafe. Every Wednesday morning sees a large gathering of representatives of most of the member churches for Ecumenical Morning Prayer, the venue for which is rotated through the churches on a monthly basis.

Special services are held at Easter, Harvest and Christmas. During these seasons of celebration, the children from Whyteleafe School and Cruwys Cherubs come to the church for their special Easter & Christmas services. We also mark, with major commemoration services, the Battle of Britain and Remembrance Sunday.

## The Transept

The Transept represents the largest indoor meeting space in Whyteleafe, and as such, is used both by the Church and the wider community.

The Church uses it for:

- Inklings – the name of the Junior Church group which meet on Sunday mornings
- Corner House Café – a monthly afternoon event serving traditional English Tea to the elderly as well as organizing visitors to provide entertainment
- On Shrove Tuesday, a Pancake Party with special invitation to children from Whyteleafe School
- Luke's Larks, a singing group with members from the Church and elsewhere, meets regularly here and also visit Care Homes in the neighborhood.
- Plans are underway to launch Open the Book early in 2020, when members of several local congregations will bring Bible Stories to local schools.
- Occasional charitable fundraising events.

The wider community uses it for:

- A weekly Art Group
- Little Angels, a group for Mums and Tots
- Groups for Yoga, Martial Arts and Pilates
- Meetings of the Whyteleafe Village Council
- Resident AGM meetings for local properties
- Children's birthday parties

## **The Churchyard**

The large churchyard is greatly appreciated by the community who enjoy spending time in its peaceful calm. At its heart is the Commonwealth War Graves for those killed at RAF Kenley, and we are grateful for their careful maintenance. The rest of the churchyard benefits from the wonderful work of our Churchyard Manager, John Jackson, and his helpers who keep the whole site in excellent condition.

## **Financial Review**

The attached Annual Accounts are prepared on a Receipts and Payments basis. This means that certain items are not dealt with in the years to which they necessarily relate e.g. some of the Gift Aid income relates to the previous year.

Despite the financial pressures, the PCC have sought over recent years to increase the Diocesan Contribution, and have done so again this year. Thanks to the careful stewardship of our Treasurer, the outgoings have been kept to a similar level as the previous year. Unfortunately, the regular giving is not increasing, and plans are already underway to address this issue with a Stewardship Giving campaign in the Spring of 2020.

We are particularly grateful to the Croydon Episcopal Area Mission Grant for their support over the last two years, which has assisted with the costs of our successful Corner House as well as allowing for the installation of a Defibrillator in the Church.

## **Reserves Policy**

It is PCC Policy to try and maintain a balance on unrestricted funds which equates to approximately three months unrestricted payments. This is equivalent to approximately £13,000. It is held to smooth out fluctuations in cash flow and to meet emergencies.

As has been explained in this Report, the PCC is seeking to progress with the next stage of the Re-ordering Project in the near future, and therefore the balances on Unrestricted and Designated Funds substantially exceed the amount needed under the Reserves Policy. This position will only be regularized once the next phase of the Project is completed.

## **Conclusion**

In summary St Luke's church has seen 2019 as a very positive year for developments. These have ranged from the successful appointment of a new vicar, reviewing and strengthening our core values embodied in the evolving Mission Action Plan all underpinned and facilitated by a sound financial base as indicated in the accounts.

Such a small church can only function with the committed help of the many volunteers who give their time generously and freely. The Council is immensely grateful for the help and support they receive from the congregation and friends of St Luke's.

Approved by the PCC at their Meeting on 9<sup>th</sup> March 2020 and signed on their behalf by Reverend Annie Kurk – Chairman.