

St Luke's Parish Church - Holmes Chapel

Minutes of the Parochial Church Council Zoom meeting

Monday 20th July 2020 7.30pm

		Actions
	Present: Canon Rob McLaren (Vicar and Chairman), Alastair Cragg, Jayne Weaver, Rachel Copley, Peter Cotton, Val Cragg, Tim Fryer, William Hall (Treasurer), Trevor Jenkins, Wendy Macdonald, John Oram, Fiona Pullé, Alan Rickards, Barbara Smith and Steve Smith (Secretary).	
1	Welcome and Opening – the Chairman welcomed everyone and set the context by reading from Philippians 1 v2 ff followed by introductory prayer.	
2	Apologies for absence – received from Alison Dale, Ray Davies, Stephen Haigh, Bill Paton and Jane Thomson.	
3	Chairman's Notices <i>The Chairman's Report (appendix 1) had been circulated before the meeting and was taken as read. There were no additions and no questions from the Council.</i>	
4	Churchwardens' Report <i>This Report (appendix 2) had been circulated before the meeting and was taken as read.</i> Jane added that external redecoration of the Chapel-of-Rest at the Knutsford Road churchyard had now been satisfactorily completed under the direction of David Peake and Mike Street. She proposed that a letter of thanks should be sent on behalf of the Church Council. This was agreed unanimously, <i>The Chairman thanked Jayne and Alastair for their management of parish affairs during this difficult period. There were no questions from the Council.</i>	Secretary
5	Treasurer's Report <i>This Report (appendix 3) had been circulated before the meeting and was taken as read.+ The Chairman thanked William for his management of parish finances during this difficult period. There were no questions from the Council.</i>	
6	Minutes of meeting on Monday 11th May 2020 – these had been circulated and were adopted as a true record of the meeting (as proposed by Tim Fryer and seconded by Alastair Cragg); they will be signed by the Chairman in due course.	
7	Matters arising from previous meeting a) Readership applications –Tim Fryer's application for Readership training has been accepted and training will start in September. b) Yvonne Janvier's application is still being reviewed by the Diocese. c) Quinquennial Inspection – the overdue report from the inspecting architects is now promised by the end of July ¹ .	

¹ Draft QI report received 28th July 2020

<p>8</p>	<p>Replacement of organ – The secretary reported that the organ sub-committee has met by Zoom and through a Slack channel. After introduction of COVID-19 restrictions, contact had been lost with David Wells (Liverpool) who originally inspected the Heswall organ and provide an estimate for transplanting it in St Luke’s. Revd Andrew Mannings (DAC Organ Advisor), suggested contacting David Wood (Huddersfield) and Andrew Sixsmith (Mossley) as alternative recommended organ builders. Separate meetings were then fixed (via David Wetherell - Heswall PCC) in June for these firms to view the Heswall organ and the space to locate it at St Luke’s and quote for a possible transplant. Subsequently, Philip Cartwright (currently tuner of our organ and also recommended by Andrew Mannings) was similarly invited to view the Heswall organ and provide a quote for installing it at St Luke’s.</p> <p>All three organ builder firms submitted quotes for different solutions to the transplant of the Heswall organ which they had all judged to be an excellent organ musically. These quotations have been carefully considered at a recent meeting of the organ sub-committee in church resulting in a unanimous recommendation to accept option 3 of the 10th July quotation by Cartwrights for £55,266 (+VAT). This would install the organ and casing in the current position in the centre of the West gallery and provide a new digitally linked organ console situated in the NE chancel of St Luke’s.</p> <p>Heswall PCC are prepared to release their organ as soon as we wish but their final date would be early January 2021 which is the likely earliest time for demolition of the Good Shepherd Church to start. If selected, Philip Cartwright has indicated his firm could remove the organ from Heswall to their workshops in early October following a letter of intent from us and deposit of around £2.5K to cover removal and insurance costs etc.</p> <p><i>The Chairman asked for comments/questions about the main elements of the Cartwright quotation and the recommendation from the organ sub-committee to accept it (circulated before the meeting²).</i></p> <p>After some supportive comments and general Q&A from Council members, Alan Rickards proposed that the Council adopt the unanimous recommendation from the Organ sub-committee to accept option 3 of the quotation by Cartwright & Cartwright dated 10th July for £55,266 (+VAT) incorporating a new organ console situated in the NE Chancel of St Luke’s Church. The proposal was seconded by Val Cragg and passed unanimously by the Council.</p> <p><i>The Chairman stated this was an encouraging result and that it was necessary to proceed quickly with the faculty application and an appeal to raise the necessary additional funds so that the important and long-planned church lighting improvements project could also proceed. This was agreed unanimously by the Council – the amount of the appeal to be agreed by the Standing Committee.</i></p>	<p>Secretary Treasurer</p>
<p>9</p>	<p>Resumption of limited services in church – the Chairman briefly reviewed the results of the recent survey questionnaire in the parish³. This had been circulated to everyone on the parish email list (140+) and by phone contact through our prayer networkers. There had been a good response to the questionnaire showing support</p>	

² Copy attached in Appendix 4

³ Summary of results attached in Appendix 6

	<p>for introduction of a limited service of Holy Communion in church on Wednesday and Sundays and for continuation of Zoom based services.</p> <p>He then outlined the arrangements that would be needed for such services to go ahead following completion of the risk assessment required by the authorities⁴. As St Luke's is relatively small, ensuring the necessary social distancing will restrict the maximum numbers of worshippers to about 30. In answer to questions, he explained that Communion could only be administered in one kind i.e. the bread, directly into the hand of communicants remaining in the pews with no sharing of the common cup at the altar rail. The use of individual glasses for consecrated wine is not allowed in the Church of England.</p> <p>He proposed that, as a trial during August, limited services of Holy Communion should resume in church at 10.30am on Wednesday and on Sunday at a new compromise time of 9am. The Sunday morning Zoom service would be moved back to 10.30 and other weekday Zoom services would continue as at present. The Council agreed unanimously.</p>	
10	AOB - no items had been received	
11	<p>Dates and times of further meetings:</p> <p>Monday Sep 21st, 7.30pm - by Zoom teleconference</p> <p>Sunday October 25th, 4 pm - Annual Meetings in person⁵</p> <p>Provisional future meetings for the new Church Council:</p> <p>Monday Nov 9th - appointment of Sidesmen and other Church Council Officers</p> <p>Monday Jan 11th, 2021</p> <p>Monday Mar 8th, 2021</p> <p>Sunday May 9th, 2021 - Annual Meetings in church</p> <p>Monday May 10th, 2021 - appointment of Sidesmen and other Church Council Officers</p>	
12	Close of Meeting - there being no further business, the Chairman closed the meeting with prayers and the Grace at 8.43 pm.	

⁴ See appendix 5

⁵ Arrangements for the Annual Church Meetings will be reviewed in the light of changes to the Government social distancing requirements during the pandemic.

Appendices

1 Chairman's report

Report from the Vicar to PCC - 20th July 2020

We managed a pattern of church activity through lockdown which was most helpful for many with computer ability but which struggled to stay engaged with our wider constituency of people without inclination or ability to join us online. We delivered another package of prayer sheet/ greeting card / booklet of daily Bible readings for Pentecost Sunday which seemed helpful and enabled some pastoral care.

We now enter a period of careful activity with social distancing and severely limited social activity. Churches have been permitted to open in a limited way with certain things banned (congregational singing, chatting over music), certain things reduced (communion bread given at distance, no shared cup), all at 2m distance between people or household groups and little likelihood of it feeling like normal church. We can be thankful that we have a continuing Sunday zoom service (up to 53 screens), and After church coffee (settled at about 25-30 screens) plus Genesis, Exodus (Y5 & Y6 midweek group), Monday housegroup, Tuesday growth group, Sunday Jesus 100 group, and Morning Prayer most weekdays (10-12 people).

After a May which had 10 funerals, we are back to 2 or 3 a month. Despite being shielded I am seeing cautiously what I am able to do without putting myself at risk. I am going to try leading small services from the pulpit, and graveside committals in the churchyard.

We give thanks for all who are enabling our online witness and faithful encouragement by phone and other message media. And we thank the Lord that He is building His church even as our buildings are unable to be used in a lively way.

Yours in Christ.

Rob McLaren

2 Standing Committee and Churchwardens' report to PCC on 20th July 2020

Standing Committee

The standing committee has met each week via Zoom.

Reopening Church for private prayer - The Standing Committee agreed to reopen Church on Monday, Tuesday and Wednesday mornings from 29th June for private individual prayer. Notices were displayed at the entrance and in the pews to restrict movement around the church. Cleaning will be carried out on Monday and Tuesday afternoons and a risk assessment has been completed. A few people are going in for private prayer each day, but pews have now been roped off to prevent people wandering around the church at will.

Mausoleum - The Mausoleum at the Knutsford Road Churchyard has been refurbished by Mike Street and David Peake. They have arranged for the redundant church furniture and the Rose Fete games to be sent to auction. Mike and David have arranged for the painting of the exterior woodwork and have cleared away the ivy which was growing on the outside of the building.

Gardening at the Knutsford Road Churchyard - We had an excellent turn out for the working party to tidy the area around the cremated remains at the Knutsford Road Churchyard on Saturday 11th July. Fifteen people came and successfully maintained social distancing. Another working party will be arranged for September.

Quiz night on Zoom - A quiz has been organised every other Saturday night on Zoom by a number of church families. Thank you to everybody involved for providing the entertainment.

Archdeacons Visitation - The Archdeacons Visitation, whereby the Churchwardens are sworn in for the year ahead, has been postponed from June until November.

Alastair Cragg and Jayne Weaver, Churchwardens

3 Treasurer's report to PCC on 20th July 2020

At the end of June our income was £65,160, which is about £6,000 less than last year due primarily to the absence of giving at regular services. Our expenditure was similar to 2019 at £59,205. As a result, at the end of the half year we have a surplus of nearly £6k compared to recent years when our surplus has been double that figure.

We were fortunate to receive a grant of £2,000 from the Emergency Fund held by the diocese to enable us to resume our services in the coming months. This fund was established at the end of World War 2 and was intended to provide parishes with the means to purchase essential materials for the safe reopening of their church facilities whilst the Covid 19 pandemic continues.

Many of our parishioners have responded to our call to continue to donate by Planned Giving envelopes and pass them to me. A number have decided, however, to switch to standing order payments, weekly or monthly bringing the total of standing order givers to 74. We are grateful to those of our number who have boosted their giving over the last few months to enable us to meet our financial commitments during lockdown.

As you know, our ability to minister to the needs of our parishioners at church weddings and funerals has been severely restricted. However, with the relaxation of the lockdown rules during the summer family funerals and weddings may become a realistic (though socially-distanced) possibility soon.

William Hall 17/07/20

4 Replacement of organ – paper to PCC for agenda item 8 on 20th July 2020

Proposal: that the Council adopts the unanimous recommendation from the Organ sub-committee to accept the quotation⁶ provided by Cartwright & Cartwright dated 10th July 2020 with option 3 incorporating a new organ console situated in the NE chancel of St Luke's church.

Main elements of the Cartwright quotation:

1. Removal of the redundant organ currently in the Church of the Good Shepherd (Heswall).
2. Transport to, and secure storage in, workshops for refurbishment and rebuilding.
3. Removal and disposal of St Luke's organ, connecting wiring and console.
4. Installation of Heswall organ rebuilt in gallery at St Luke's, with new control link to new console situated in the NE chancel.
5. new console to have removable side/back panels and roll top, in oak or beech to match chancel panelling, a new, adjustable matching bench.
current good quality Heswall organ keyboards and pedalboard to be included but refurbished with new key contact assemblies, pedal jacks and swell pedal, new draw-stop solenoids and turned, wooden stop knobs.
6. Quotation price: **£55,266.00 + VAT** (VAT should be recoverable under LPOW scheme).
7. 10-year guarantee (except blower) provided Cartwrights continue to tune organ.

Note – in reaching its recommendation the Organ sub-committee considered quotations from four separate organ builders approved by the DAC's Organ Adviser, Andrew Manning

⁶ A copy of the quotation is available on request to any Council member from the secretary

5 Chairman's paper for agenda item 9 on 20th July 2020

Back in church: being clear, for everyone's sake

Entering church

Normal entrance (this is where people will come in)

As smoothly as possible (to avoid people being close to one another)

To avoid bottlenecks, leave inner door open, no sidespeople at the door

One warden/sidesperson welcomes from further up the aisle

With clipboard to note names/ phone numbers (info kept 21 days)

Hand sanitizer and collection plate by the font if people wish

People can choose to sit where there is a service sheet on the seat

Once in church

Close inner door once service starts

Open side door(s) if weather suitable (to allow fresh air to circulate)

Stay seated, chat quietly when it is quiet

Stop chatting when organ plays (droplet need for keeping voices down)

Please wear face masks, to reassure nervous people and ensure we serve our neighbour (we can provide if people have not brought)

Rob to conduct service from pulpit, thanksgiving prayer from communion table

Use compromise Order 2 (contemporary language) to avoid constant changes

Readings/intercessions from lectern, set back a little (take own Bible)

Communion bread given out in the pews (every other is empty)

Server/sacristan to wear plastic face guard and gloves

Organist to play hymns (just a verse or two), congregation to hum but not sing

One singer could sing (William?) wearing a visor

Leaving church

Vicar directs one row at a time out of a side door, left open

Half go north (and are joined by the vicar) half south (with the warden)

Organ plays once all directions given

Chatting at a distance in the churchyard

Between services

Church open for private prayer in the two hours after each service (with safe seats (unused in the service) indicated by sheets)

Otherwise church closed for 72 hours after each service

Cleaner to clean Saturday as before

Organists to practice

Small funerals or weddings would require same routine plus an extra clean

Appendix 6 to Minutes of PCC meeting 20th July 2020

St Luke's Church - Questionnaire to inform PCC about possible service resumption

Summary statistics

		Q1		Q3		Q5 Wed	Q6 Sun	Q7	Q8	Q9	
43.2%	Responses:	104		49	Most	15	31	10	10	19	Q9 Weekday AM
	10+yrs	85		7	Occasnl.	26	40	8	13	12	Q9 Weekday PM
	3-10yrs	12		48	Never	55	27	86	78	4	Q9 Weekend
	last 3yrs	7		0	Uncertn.	8	6	0	3	-	
	Q1 Total	104		104	Q Totals	104	104	104	104	35	

20-Jul-20

Q2 Zoom		Q4 Help
63	Yes	5
41	No	99
104	Total	104

"Other Thoughts" - total
67

1. When did you join St Luke's? In the last 3 years / 3-10 years ago / over 10 years ago
2. Are you able to join Zoom church on Sunday mornings? Yes / no
3. How many times have you come to Zoom church? Most weeks / occasionally / never
4. Would you like someone to phone you to help you join Zoom church? Yes/ no
5. Would you come to a restricted form of Wednesday communion at 10.30am? Most weeks / occasionally / never / uncertain
6. If we were to start Sunday communion at 9am, would you come? Most weeks / occasionally / never / uncertain
7. Have you tried Zoom Morning Prayer on Mon/Tues/Wednesdays? Most times / occasionally / never
8. Would you come to our Zoom Thursday prayer meeting? Most times / occasionally / never / uncertain
9. Would the best time for our weekly prayer meeting be? Weekday evening / at the weekend / weekday morning