



The Church of St John the Evangelist, Carterton

Annual Report and Accounts
of the
Parochial Church Council 2022

This report covers the calendar year

January to December 2021

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Foreword by the Team Rector, Reverend Andrew Tweedy

Last year started while we were still limited by Coronavirus so we were broadcasting services and posting out copies of sermons to those who didn't have access to the internet. We continued to offer pastoral care through phone calls and visits where possible. Rev Ian Howard organised virtual film nights and Gary Long and Liz Wood organised Messy Church in a Bag.

But 2021 was also a year of new starts. As Covid restrictions were slowly lifted we were able to get back into our church, starting on Palm Sunday. Being able to worship together and share fellowship is a blessing that we had all missed. With seating socially distanced, we gradually introduced singing, live music, and coffee after church. Gradually other activities began: the fellowship breakfasts, holiday clubs, the toddler group Drop In, Inspire, the early morning BCP Communions and Messy Church.

Other changes have been the installation of a new noticeboard, the updating of the audio-visual equipment and becoming a Bronze Eco Church. We had a sermon series on prayer with each member of the ministry team offering a different perspective, and we ran a Christianity Explored course. The Social Media committee worked to modernise our image and update both Facebook and the website. We have a new logo!

In the summer the ministry team had an Awayday to pray and discern what God is calling us to prioritise and develop. We came up with five headings derived from Jesus's Great Commandment and Great Commission: Evangelism, Discipleship, Fellowship, Service to Others and Worship and this has given rise to discussions throughout the church family on what we need to focus on. This was helped by a survey organised at the end of the year which, among other things, highlighted the need for better communication.

The ministry team have also been supporting the Broadshires Benefice while the incumbent has been seriously ill. At the end of the year the PCC agreed that we would take responsibility for St Mary's in Black Bourton and the legal process for this is in hand. We have accepted Katie Van Santen (soon to be Welborn) as a trainee curate, and we look forward to her joining us in July 2022.

Although restrictions have eased and life is becoming more 'normal' I am aware that the danger is to return to exactly what we have been doing before. However, this hiatus has provided an opportunity to pray, reflect and wonder what we can do differently, what God might be calling us to become. Watch this space. I think we are in for an exciting ride!

With thanks to my dedicated Ministry Team colleagues, the Churchwardens and PCC members and everyone else who has supported, participated in or contributed to the Church in any way during a challenging year. May God bless and encourage you!

Drew Tweedy

Team Rector

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Introduction

History & Building

The Church of St John the Evangelist began life in 1908 as a Mission Church in the Parish of Black Bourton. It was rebuilt in 1963 as a dual-purpose hall/church and developed again in 1994 with a new worship area and other facilities including an office. It first had its own minister in the 60's and the vicarage was built in 1962. Another phase of building was completed in 2010 to extend the church yet further by adding a small kitchen, a catering kitchen and storage. As a result, St John's is a now modern multi-purpose building right in the centre of Carterton.

St John's is part of the Brize Norton and Carterton Benefice and Team Ministry which was formed in 2003. The two parishes are distinct entities, and each has its own PCC. There are significant occasions where the two church communities come together for worship and social activities.

In 2021 the Diocese of Oxford expressed a wish to incorporate the neighbouring "orphan" parish of Black Bourton within our Benefice. (St Mary's was in fact the "mother church" which planted St John's in Carterton. All three parish PCCs unanimously supported this proposed action in November 2021, and the legal procedures are currently progressing towards completion in 2022 when the three churches will become the Benefice of Black Bourton, Brize Norton and Carterton.

The St John the Evangelist Parochial Church Council (PCC) is the trustee body corporate responsible for working with the incumbent in promoting the whole mission of the church, spiritual, pastoral, evangelistic, social and ecumenical in the Parish of Carterton. It has a specific responsibility for the care and maintenance of the "Parish Centre for Worship" (the St John's Church building) in Burford Road, Carterton.

Our vision at St John's is to be a growing vibrant church, rooted in Christ, that reaches out and serves the whole community. The PCC is committed to implementing this vision and recognises that we have a responsibility as a charity to advance the cause of the Christian Religion in the Parish of Carterton and to work to enable the people of the parish to live as followers of Jesus Christ. To facilitate this work, the PCC oversees the activities of the Church and maintains the fabric of the church building.

A wide range of activities take place here but in the end we like Jesus are about people and relationships. We seek to be the best human beings that we can and believe that this is best achieved by being disciples of Jesus Christ. We are not perfect but are always learning. Without the generosity and sacrifices made by Carterton people over the years none of this would be here for us today and for those who come after us.

Life before and during the Covid 19 Pandemic

Under normal circumstances, in addition to Church ministry, significant use would have been made of the building through the hiring of its facilities to groups within the community – for example, uniformed youth groups such as Brownies and Rainbows; exercise classes; as a meeting/training course venue for local organisations and end of term school services. A significant income is derived from the hiring out of the building to outside organisations and private functions. Therefore, a group of volunteers is needed supervise this facet of our work in the community.

A regular offering to the community is as a venue for families with young children who want parties. There are two ways in which this is done. The first is known as "pre-school party packages" where the church provides the use of the hall, play equipment (including a bouncy castle) and kitchen facilities, the families providing their own food. Church volunteers manage these bookings and, as part of the "package", they set up and clear away the play equipment. The other offering is for a straightforward "DIY party" hire where a family books the space and provides their own entertainment. The hire of our play equipment is

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available to include in this package. The charges are set at a very competitive rate so that families of most income levels are able to benefit. Again, volunteers are needed to open and close the premises.

The unprecedented set of circumstances arising from the global Coronavirus pandemic resulting in the Government's legislated "lockdown" for much of 2020 and 2021 significantly restricted activities and hall hiring opportunities until September. Party bookings and other hirings were suspended as it was impossible to keep the premises in a hygienically safe condition. However, in September, the uniform organisations were allowed back, along with one exercise class who wished to continue using our hall.

Ministry

The Team Ministry comprises:

- The Reverend Andrew (Drew) Tweedy, Team Rector
- The Reverend Ian Howard, Team Vicar
- Mrs Hilary (Billie) Tweedy and Mrs Lyndsay Baker, Licensed Lay Ministers
- The Reverend Prebendary Stephen Bessent, a retired priest who assists in many areas of ministry
- Mr Gary Long, who was appointed Children and Families Worker in May 2020

The Padres from the RAF Chaplaincy Team are welcome to use the worship area to conduct occasional office services and are involved in both the Civic and Remembrance services.

Worship, Prayer and Teaching

At the heart of our activities are worship, prayer and teaching about our faith. We want people to think for themselves and know the scriptures as a foundation for their relationships with God, others, the planet and ourselves and to express this in worship, prayer and action.

Under "normal" circumstances, the regular weekly pattern of services at St John's would comprise a main midweek service of said Holy Communion (Common Worship (CW) Order 1) every Thursday morning. Sunday worship services would include an 8am Book of Common Prayer Holy Communion service with the main service at 10.30am following a basic pattern of Holy Communion (CW Order 1) on the first and third Sundays of each month. All Age Worship or Morning Worship services take place on the second, fourth (and fifth) Sunday and comprises bespoke Morning Prayer which is made up of modern Church of England liturgy put together to suit the theme of the day. Average weekly attendance would be around 80 adults. In addition, smaller gatherings are held in private homes around the parish as home groups, study groups and prayer groups supplement the worship pattern.

However, as mentioned above (and throughout this report), 2020 proved to be another year of exceptions. The global Covid 19 pandemic led to Government restrictions on all forms of gatherings from 23 March 2020 when the country was put into lockdown. A short lockdown period at the beginning of 2021 meant that the building had to close once again for face-to-face worship; but restrictions were lifted in February and the building remained open for worship throughout the rest of the year. Limits on numbers prevented end-of-year and Christmas school services which were conducted "virtually". It was, however, possible to hold both a Civic Service in September and the annual Remembrance Service in November by controlling attendance and implementing safe-distanced seating.

St John's is in the fortunate position of having a good range of audio and technical facilities. The Sunday morning in-church worship service continued to be broadcast over the internet using Zoom, as well as being archived for subsequent viewing via Facebook and YouTube. By this means, we have been able to reach many more people who would not normally attend our church. Special thanks go to Ian Harley,

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Andrew Monkhouse, Mike Cox and Stephen Hester for their expertise and diligence in making the technology work so successfully.

A sign in system to track and trace attendees continued for those entering the building. Regulations were strictly applied with seating set out at a safe social distance and ventilation, and face masks worn when inside the building. Live music and hymn singing made a welcome return during the year, led by members of the music group, and communion wafers (dipped in wine) were served by the priest to a seated congregation. It was also possible to reinstate an 8.00am Sunday service once a month, and the Thursday morning communion service which, although only attended by a small number of people, gave them the opportunity to attend open worship in a less “crowded” environment.

Conscious that not everyone in the church family has online technology or computing ability, every effort has been made by the Ministry Team to reach out to members of the congregation so that they can be included. Hard copies of sermons and other communications such as the monthly newsletter have been delivered to homes, and a telephone line was also set up for people to phone in to listen to the services.

The regular home groups, men’s bible study and prayer groups have also managed to keep going by using a combination of Zoom and face-to-face meetings.

The challenge of putting together a Christmas programme of worship was met through a combination of in-house and online services. The Christingle service took place in church, which people able to make their own Christingle just before the service, which was also broadcast live. An evening carol services was held in the building and broadcast live. A “no-rehearsal” Nativity service was arranged for the children. A crib service was streamed on Christmas Eve morning. Midnight Communion on Christmas Eve was another in-house and virtual service, with a Christmas Day service held in the building and online.

Worship and Teaching for Children and Young People

Gary Long, the Children and Families worker, continued with his ambitious work in the community – running weekly activities for children up to eleven years of age and conducting a programme of events during the school summer holiday which included picnics and a week of holiday club activities to engage with families which were well supported. A “Princesses and Superheroes” event was organised as an alternative to Halloween with numbers reaching the limited capacity. Gary continued to lead the monthly Messy Church services along with an informal worship service on the second Sunday of the month.

Gary has developed links with all the local schools in the Benefice, and along with Rev Ian regularly weekly attends school assemblies.

As a next step, the PCC is currently working towards ways to encourage and maintain the burgeoning faith journey of these young children as they grow into teenagers. Planning is underway to add the resources of a youth worker to the ministry team.

Baptisms, Weddings and Funerals (“Occasional Offices”)

The Ministry Team has worked hard to offer a first-rate service for these events, but we are unable to escape from national trends in what people want to do. The Ministry Team has continued to work closely in both churches of the Benefice to cover needs.

Again in 2021, all occasional office services were restricted by Government legislation, the numbers permitted to attend services being based on the Rector’s discretion rather than Diocesan rulings.

Ten baptisms were held with during the year which were permitted to resume in July. Several bookings were subsequently postponed because of Covid outbreaks among family members.

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The Ministry Team continued to lead funeral services when requested. A total of 25 funeral services were conducted during the year. Fourteen were held at crematoria; a further four included a service in church; five comprised a church service and burial; with one graveside service/burial and one thanksgiving service in church. The Ministry Team also supported burial services on behalf of St Britius, Brize Norton and St Mary's, Black Bourton. Two weddings took place during the year.

Mission and Evangelism

In response to the Commission given to Christians by Jesus Himself (See Matthew 28 vv16-end), St John's seeks to reach out to others with the love of God. Actions are more powerful than words and we seek to earn a hearing for the Gospel. Unfortunately, due to the pandemic, neither a Civic Service was held in September nor the town's Remembrance Sunday service in November.

The "Party Package" initiative (mentioned above) originally started life as a means of generating revenue for a Discipleship Fund to help support applicants who wished to pursue a specific mission project, such as short-term volunteering trips abroad with a missionary organisation. The brief of this Fund is to provide grants to help people explore their personal faith journeys. A small PCC sub-group oversees approval of the grants, currently comprising Lyndsay Baker (chair), Steve Bostock and Ian Harley.

One regular event as part of our outreach to the community did happen at the beginning of December. To coincide with the Town Council's event to switch on the Christmas lights and hold a lantern parade and Street Fayre, we were able to open the church to invite people to come in for a free warm drink and children's craft activity. We also ran a sweet tooth tombola stall at the Fayre to publicise the "open church" and hand out leaflets advertising our Christmas service and 2022 programme of services and social events.

Eco Church

During 2021, Billie Tweedy took the lead on registering St John's to become an accredited Eco Church, an initiative being promoted by the Church of England. We achieved Bronze level status and will be working towards taking steps to be able to attain higher levels. This is an initiative which the PCC hope our youth members could embrace and take forward.

Christianity Explored

We ran our first Christianity Explored course in the autumn under the guidance of Rev Stephen Bessent who has led these courses in his old parish. Attendance at the eight-session course (seven Saturday mornings and one whole day) varied but averaged around twelve people. All were members of St John's and it is hoped that having experienced the course for themselves, they will be able to invite and encourage others to attend when we run it again. We aim to run two courses a year both to support and challenge people who are already Christians, but also as outreach to tell anyone who is interested, about the love of God. The course takes participants through Mark's gospel and is a mix of video and discussion, considering the message and the impact it could have.

Alongside running the course for adults, we also ran it for the youth group on Sunday afternoons as a useful basis for those who wanted to be confirmed.

Pastoral Care - Hilary (Billie) Tweedy

The Pastoral Care team is led by Mrs Billie Tweedy. Because of the pandemic, we only managed one meeting of the pastoral care team but maintained contact through email and phone calls. Behind the scenes their work has been, and continues to be, vital as they support and pray for those they care for. We feel that there are still high levels of anxiety, a loss of confidence and a feeling of vulnerability. Some

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people have to learn again how to deal with social interaction and this can be emotionally exhausting. Sadly, Glenys Edwards and Janet Sayer have had to step down due to ill health. (We are sorry to say that Glenys passed away in February 2022.) Thank you for their valuable contributions. We are happy to say that Gary Long and Ian Howard have joined the team. Ideally, we would like to extend the team.

There is a need to support people emotionally, something that the whole church family can do well. As we are now worshipping in church our calling is to befriend newcomers or anyone who looks distressed or isolated at coffee time after the service. We no longer have a rota with one person in attendance, instead members of the team wear their badges and approach people as necessary, offering friendship, support and/or prayer.

Support has also been offered to those in need in a variety of ways. Practically through offering transport, shopping, collecting prescriptions, donating to the food banks, helping with house moves; financial support via the hardship fund; spiritual support through prayer, prayer shawls, counselling, home communion and of course emotional and social support by extending a hand of friendship through phone calls, visits or meeting up. Thank you to all who serve in this way. "And the King will say, 'I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!' (Matthew 25:40).

The hardship fund was set up by the PCC to fill an identified need by offering one-off emergency financial assistance to families struggling to cope with loss of income due to difficult personal circumstances.

A "kit" remains available in the church to provide immediate aid to a homeless person who might seek help at the church door, to provide clothing, emergency food and the bus fare to travel on to a shelter.

A Vision for the Future

The Covid 19 pandemic has been an unprecedented global phenomenon in living memory. The actions taken by the Government in tackling the spread of the virus over the past two years have left individuals reeling with the restrictions of lockdown and social distancing that have been required. Working from home, limited access to the outdoors, furloughing of working people, loss of income, home schooling, travel restrictions, isolation on health grounds etc have affected everyone and put a strain on mental wellbeing in one form or another.

By mid-year when pandemic restrictions seemed to be the new "normal", it was felt time to review of how St John's was meeting the spiritual needs of people attending church, our performance in reaching out to the wider community through pastoral support, and how we could improve performance. With a variety of ways to connect with people having been identified, tested out and developed – ranging from those with advanced technical expertise/equipment at home (internet access mobile/smart phones, tablets, computers, comfortable using social media), those comfortable attending services in church once they resumed, and those vulnerable and isolated at home with no technology, and those in between – the leadership teams were agreed that it had been a challenge to find ways to meet all needs successfully. The PCC started thinking about this in early in the year as it was evident that no end was really in sight to a return to a pre-pandemic way of life.

Whilst appreciating that our use of new technology has given us the ability to reach a larger proportion of the population, were the current range of offerings meeting the needs of the church family? As a first step, the Ministry Team met together in June to develop their thinking and formulate a plan to move forward with a programme of teaching and outreach. A joint meeting of the Benefice PCCs was held in September to discuss and adopt this plan. An opportunity for the wider congregation to provide their personal input was achieved by conducting a survey in November. The results of this survey would be used as a basis for further brainstorming and to develop action steps in the coming year.

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Ecumenism

St John's is part of "Carterton Christians in Unity", the operating name representing the group running Carterton's ecumenical activities. In "normal" times, along with regular committee meetings, several events would be arranged during the year to reach out to the wider community. These would include a monthly evening worship service hosted by St John's, the World Day of Prayer service in March coordinated by Linda Cox, an Easter activities workshop for families, an Easter Walk of Witness from Shilton Park to the town centre and a carol singing event in the market square leading up to Christmas. Lyndsay Baker and Liz Wood represent St John's on the organising committee.

RAF Brize Norton Chaplaincy

For many years there has been a good working relationship with the Chaplains at RAF Brize Norton. This is an important aspect of evangelism since there is now no longer a church presence on the Base. The Chaplaincy Team have been assured of a warm welcome at St John's as a venue when needed. We look forward to working and praying together in future as this relationship of mutual support is highly valued. The RAF Chaplaincy help organise and lead the annual Remembrance Day Service in November.

St John's CE Aided Primary School – Reverend Andrew Tweedy

The school has continued to perform well despite the many challenges of the Coronavirus pandemic. The link with St John's Church is strong and healthy with weekly assemblies by Gary Long, who has built an effective relationship with the school's senior management team and with the teaching staff. Mike Watts and I continue to serve as part of a well-qualified and engaged body of Governors.

Volunteers

St John's is fortunate to be able to call on a committed group of volunteers without whom our current ministry would be unsustainable. The range of background tasks is vast: paying the bills; keeping our computer systems working; checking accoutrements in the facilities; putting out the rubbish; refreshments and catering social church family events; gardening and flower arranging; administering private hire bookings for the hall; leading home group meetings; men's and ladies' ministry; social groups and pastoral care; and also coordinating the worship music. The PCC recognises and gratefully thanks all those who gave so generously of their time, especially during this very difficult past year. More volunteers are always welcome.

Activities of Church Groups

There are many groups at St John's operating under the authority of the PCC some of which have been mentioned above. Fellowship events were suspended for the majority of the year due to Covid 19 restrictions. However, it was possible to resume the monthly fellowship breakfasts from September and also the popular INSPIRE bi-monthly meetings which take place on a Wednesday afternoon and offer a valuable opportunity for social inter-action which has been sorely missed.

Rev Ian Howard organised a monthly film night via Zoom to show Christian based films followed by a chance for group discussion of the content.

Regular prayer group meetings continued throughout the year.

Charities supported by the PCC and Church members

The PCC encourages members to give to others beyond our own church. As a Church, focus is on a number of charities. The Charities currently supported by St John's are:

- **Children's Society** – giving via personal collection boxes and through the Christingle service. Unfortunately, the restrictions imposed by Covid 19 had a detrimental effect on fund-raising in 2021 for

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this long-supported charity. Giving via the personal collection boxes, from in the region of 100 box holders, were affected by the lack of available cash circulating in the economy, since retailers were reluctant to accept anything other than card payments for purchases. On a positive note, the Christingle service did take place in December in the form of a virtual broadcast. The sum collected this year increased to £2,450.18. It was possible for participants to make their Christingles in advance of the church service this year, with the oranges kindly donated by the Carterton Morrison's supermarket. The Christingle "candle" appeal raised a total of £361.94.

- **Gatehouse Oxford** – sandwiches made monthly in church and delivered to the Oxford hub, along with toiletries. Covid restrictions on making sandwiches continued throughout the year, but the PCC continued supporting this project with a monthly bank transfer donation of £50, which helped the Gatehouse continue its work to help the homeless. The usual retiring collection during Advent raised a further £200.
- **The Besom in Witney**- donating non-perishable foods, toiletries and household products. Unfortunately, with access to the church building being greatly restricted for most of the year, the donation of items was again largely reduced this year. However, the proceeds from the annual Harvest Service were once again gratefully received and passed on to the Besom who have worked hard to meet the increased requests for crisis food parcels to vulnerable people in the area throughout this pandemic.
- **CAP (Christians Against Poverty)** - St John's is proud to have continued its partnership with this debt relief charity. Members of the congregation continue to work with the CAP Debt Coach as client 'befrienders'. It is hoped that this work will grow as there are many facets to CAP's national work that will meet the needs of people in Carterton. The PCC continues its support by making a regular monthly monetary donation to assist the local area CAP office in Witney with their running costs. The home groups were also again pleased to help put together Christmas hampers for distribution to families specifically identified by CAP.
- **Allandale Children's Centre:** The PCC approved a donation of £5,000 to allow the Centre to complete refurbishment programme. We also stepped up to offer assistance by providing temporary alternative accommodation for groups who use the centre during repairs after their premises were unfortunately flooded. We hope to maintain close links through other initiatives going forward.

Parochial Church Council (PCC)

Administrative Information

The St John the Evangelist Parochial Church Council (PCC) is the trustee body corporate responsible for working with the incumbent in promoting the whole mission of the church, spiritual, pastoral, evangelistic, social and ecumenical in the Parish of Carterton. It has a specific responsibility for the care and maintenance of the "Parish Centre for Worship" (the St John's Church building) in Burford Road, Carterton.

The PCC address is, St John's Church, 6 Burford Road, Carterton, Oxfordshire, OX18 3AA.

It is part of the Deanery of Witney in the Diocese of Oxford within the Church of England.

It is a "Body Corporate" (see PCC Powers Measure 1956, Church Representation Rules 2017) and is currently an "excepted charity" which is therefore not registered with the Charity Commission (ie: it has no charity number). This would have to change if or when our annual income exceeds £100,000.

PCC Membership in 2021

The Annual Church Meetings took place on 18 July. These meetings were held in the church building and broadcast via Zoom. At the Parishioners' Meeting the current churchwardens, Alison Brown and Allister Holt, stood for re-election and were returned unopposed. Both receive our grateful thanks for their work in this role. Stephen Bostock and Ian Harley stood down as PCC lay members and were re-elected.

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Team Rector: Reverend Andrew (Drew) Tweedy

Team Vicar: Reverend Ian Howard

Licensed Lay Ministers: Lyndsay Baker & Hilary (Billie) Tweedy

Churchwardens: Alison Brown and Allister Holt

Deanery Synod Representatives: Roy Morris was re-elected for another three-year term. As the number on the electoral roll decreased in 2020, the allocation of representatives dropped down to two. One vacancy remains. Roy Morris subsequently stood down in October and we are actively seeking two lay representatives. Until appointments are made, Reverend Drew has been the representative for St John's at Deanery Synod meetings.

A total of nine lay members makes up the PCC. Up to three members can be elected each year to serve for three years and are eligible for re-election at the end of their period in office.

Elected 2019 Doreen Trezise (for a period of one year)

Elected 2019 Andrew Monkhouse, Richard Matthews, Linda Wooloff (for a period of three years)

Elected 2020 Michael Cox, Ray Goodson, Janet Sayer and Doreen Trezise (for a period of two years).
One vacancy remains

Elected 2021 Stephen Bostock, Ian Harley (for a period of three years). One vacancy remains

PCC Officers in 2021

Chair: Reverend Andrew Tweedy

Lay Chair: Ian Harley

Secretary & Electoral Roll Officer: Linda Wooloff

Treasurer: Ray Goodson

Structure, Governance and Management

The PCC operates under the law as stated in the "Parochial Church Council Powers Measure". Membership and the appointment of members is governed by the latest edition of the "Church Representation Rules". The PCC is responsible for making decisions on all matters of general concern and importance to the Parish, including deciding on how the funds of the PCC are to be spent.

The full PCC met ten times during the year via Zoom until October, when face-to-face meetings resumed.

Sub-Groups

Standing Committee: This committee comprises the Rector, Wardens, Treasurer and Secretary. Meetings resumed in November, having been replaced during the earlier part of the year by a small group comprising the Rector, Benefice Wardens and Stephen Bostock who worked together to prepare our Covid continuity plan, as required by the Diocese, to establish procedures and actions necessary for the churches to function within Government guidelines during the pandemic.

Hardship Fund: As mentioned above, the PCC set aside a sum of money to provide a Hardship Fund to offer one-off financial payments for families identified as being in particular need. This team comprised Lyndsay Baker (chair), Billie Tweedy, Janet Sayer and Linda Wooloff.

Discipleship Fund: The PCC set up a sub-sub-group to administer the Discipleship Fund which handles applications to the grant scheme, as mentioned earlier.

Social Media: A further sub-group was established during the year specifically concentrating on our social media offering. During the year they have worked on redesigning our website, increasing our Facebook

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and Instagram presence and updating publicity material. This is chaired by Billie Tweedy with assistance from Elizabeth Bessent, Ian Harley, Kath Monkhouse and Mike Watts.

Deanery Synod

The normal programme of meetings was suspended during the year, due to the pandemic.

Electoral Roll - Linda Wooloff, Electoral Roll Officer

The Electoral Roll closed prior to the Annual Meeting with two new nominees and four people leaving the Roll, the total number on the Roll has therefore decreased from 75 to 73.

General Data Protection Regulations (GDPR) – Andrew Monkhouse, Data Control Officer

GDPR forms continue to be received and processed by the PCC Secretary. I assisted the Children and Families Worker (CFW) to design a form to be used for recording details of the Summer Club participants. This form has been successfully used for other activities run by the CFW. All forms are kept for the duration of the activity then destroyed in line with current guidelines.

At the PCC's request the requirement to add a confidentiality statement onto the footer of all emails was investigated. After consultation with the Diocesan GDPR officer, a standard statement was drafted, presented, and approved by the PCC. This has been successfully adopted for all church related emails. The PCC continues to use the Blind Copy option when communicating with a large number of the church family.

Safeguarding of Children and Vulnerable Adults

The Safeguarding Officer for St John's Church is Jeanette Welsh, with Deputy Safeguarding Officer, Alison Brown. Both can be contacted via dedicated and confidential Church email addresses or the website. The Verification Officer for the Disclosure and Barring Service (DBS) checks is Stephen Bostock.

Jeanette conducted a review and update of our Safeguarding policy to ensure it met current guidelines which was adopted by the PCC in March. She has continued to undertake appropriate Diocesan training and at the end of the year started work to comply with the Diocese Action Plan. Level 1 of the Plan was achieved and during 2022 Jeanette will continue that work to ensure we compliant with the next Level(s).

Fabric

The last Quinquennial Report was carried out in 2017.

Unfortunately, limited funds do not allow us to afford to employ the services of a caretaker and general housekeeping and maintenance of our facilities is carried out by volunteers. We offer grateful thanks to Michael Cox for his expertise in overseeing this area.

Work on the fabric of the building was again much curtailed during 2021 due to the closure of the building. The safety of the building was closely monitored on a regular basis by Michael Cox and Allister Holt, including weekly fire alarm testing. Social distancing and the hygienic use of the building were of paramount concern and the necessary guidelines were followed in this respect. It was possible to carry out some general maintenance projects, such as resurfacing the car park, blind installations in the worship area and hall, fencing repairs and tree-felling, during the year. It was possible carry out some routine maintenance, such as boiler and main door servicing. Statutory inspections were carried out as required by safety regulations. However, all other work on the medium to long term projects was suspended. It is hoped these projects can again be scheduled with a timetable for completion in the coming year.

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Audio-Visual

The technical team continued to provide virtual services which could be streamed alongside the main Sunday worship services. These services are available on Facebook and YouTube so can attract a wider audience. Viewing figures have been very encouraging, although a drop-off in viewings has been noticed as the country gradually opened up to allow more outdoor activities during the year. Along with the Ministry Team, thanks particularly go to Ian and Sharon Harley and Stephen Hester, Bob and Kath Monkhouse, Mike and Linda Cox for their hard work in putting together these very professional broadcasts.

Mike Watts has provided his invaluable expertise in helping to run our office software and IT systems. During the year, Mike oversaw the replacement of several back-office systems. Billie Tweedy took over the day-to-day administration of this website which is now provides a much-improved advertisement of the church's activities. Mike has also been available to provide "help desk" solutions and to coach other members of the leadership team in use of these systems.

Financial Review – Ray Goodson, Treasurer

Formally, as is the protocol for Church finances, the 2021 Financial Statements and this Financial Review Narrative for St John the Evangelist Church Carterton Parochial Church Council were prepared in accordance with 'The Charities (Accounts and Reports) Regulations 2008'. The statements are formulated on a 'Receipts and Payments' basis and this Review period is for the inclusive period January to December 2021. As is required by current Charity Commission Financial Regulations, the 'Annual Accounts' of the PCC have been independently examined. That procedure was carried out by Shilton Accounting Services.

Overview

2021 was a challenging year from a financial perspective. In common with other churches, the follow-on Covid-19 pandemic and lockdowns continued to have a deleterious effect on the day-by-day financial situation. The income needed to finance this church's activities has in previous years been the money generously given by its congregants. This source of income was considerably reduced. Additional funding needed was, in previous years, covered by specific fundraising and general money raising activities – none of which could happen this year. The PCC thus had to rely on its investments to provide sufficient income to finance its debts.

Income

In only the first quarter of the year did unrestricted income exceed expenditure. Overall, receipts from comparable church activities were £8,285 down on the previous year. Positively, apart from small variations, 'Planned Giving' saw an increase in revenue of over 11% for the year. 'Giving' via the 'Parish Giving Scheme' on the other hand suffered a 9% reduction in revenue compared to that received in 2020. Capital from the Keene brothers' legacies to St John's beneficially provided an income of £11,453. However, no further revenue will be forthcoming from this source as all payments under the terms of the legacies have now been paid out. The sound performance of the CCLA Investment funds and the availability of funds from the CBF Deposit Fund ensured that the PCC had sufficient income to cover its spending commitments.

Expenditure

Payments rose by £28,530 during the 2021 financial year. Increases in costs were suffered across the whole range of this church's expenses most notably, the rise in utility costs; the extra costs from broadcasting services and the provision of digital media; paying for general building maintenance and a need to complete outstanding fabric projects which included re-surfacing work in the church car park, obligatory electrical inspections and consequent repairs and the installation of additional window blinds. The impact of the full year employment costs of the Children and Families Worker were also particularly

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noted. Out of a total spend of £128,006 during the 2021 financial year, the Diocesan Parish Share payment was, at £55,233, the largest single expenditure.

Overall Situation

The St John's current account with HSBC began the year in a reasonably sound credit position having an opening balance of £48,703. By year end the balance had fallen to £19,907 having been prevented from being in a more parlous position by the movement of £15,000 from the CBF Deposit fund. However, 'The Statement of Assets' does lay out clearly how, at year end, St John's finances are in a strong position being underpinned by a steady growth in the value of the CCLA managed investment funds which, additionally, provide a return of interest throughout the year. The total increase in assets for 2021 was £55,303.77.

Reserves Policy

Since 2018 it has been the policy of the Parochial Church Council to seek to maintain a 'Reserve' of 'Unrestricted Funds' equivalent to two months' average payments. At the start of 2021 and based on the 'Total Expenses' of the 2020 Annual Accounts, this revised 'Reserve' amounted to £16,500. The assumption by the committee that this reserve would also be a source of income to cover emergency building work, continued as policy throughout 2021. It has become clear though that even allowing for the fact that some of the larger expenses of 2021 were 'one-offs', a recalculation of the reserved amount is required and will be discussed at the first opportunity in 2022. The PCC has also rethought where the funds will be placed. Because of the relatively easy access to the funds held in the CBF Deposit Fund, the 'Reserve' can now be deemed to be held in the CBF Deposit Fund managed by the CCLA instead of the Main Current Account with HSBC. This change will be formally adopted at the first opportunity in 2022. In the event of any future financial difficulties over and above the nominal reserve, unrestricted income could still be generated from the other investment fund

The PCC extend their gratitude and thanks the Finance Team – Ray Goodson (all financial aspects and banking) and Alison Ford (Gift Aid reclaim) for all their hard work throughout the year.

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Independent Examiner's Report to the Trustees (Parochial Church Council)

Independent examiner's report to the St John's Church Carterton Parochial Church Council

I report on the accounts of the St John's Church Carterton PCC for the year ended 31st December 2021, which are set out on the following pages.

Respective responsibilities of PCC and examiner

The PCC are responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: David Cuthbertson ICPA Cert(Acc) Open
Shilton Accounting Services
11th March 2022

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Statement of Accounts

St John's Church Carterton				
Statement of Assets at 31st December 2021				
	2021		2020	
	Unrestricted Funds		Unrestricted Funds	
	£	£	£	£
Cash accounts				
Opening Balance	48,703.07		61,228.44	
Movement	-	25,127.68	-	12,525.37
		<u>23,575.39</u>		<u>48,703.07</u>
HSBC Current Account Closing	19,907.18		45,223.00	
HSBC Fabric Fund Closing	3,668.21		3,480.07	
Total Cash accounts		<u>23,575.39</u>		<u>48,703.07</u>
Investment Accounts				
Opening Balance	780,349.55		735,112.00	
Movement	79,647.40		45,237.55	
		<u>859,996.95</u>		<u>780,349.55</u>
CCLA Deposit account	35,466.17		60,440.55	
CBF Investment Funds	824,530.78		719,909.00	
Total Investment at valuation		<u>859,996.95</u>		<u>780,349.55</u>
Total assets		<u>883,572.34</u>		<u>829,052.62</u>
Liabilities				
PAYE	-	153.68	632.12	
Pension		87.85	86.10	
Total Liabilities		<u>- 65.83</u>		<u>718.22</u>
Net assets & liabilities		<u>883,638.17</u>		<u>828,334.40</u>
Increase/decrease in assets		<u>55,303.77</u>		<u>31,993.96</u>

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St John's Church Carterton
Receipts and Payments year ended 31st December 2021

Receipts	2021		2020	
Activities	£		£	
Planned Giving	15,032.78		13,278.60	
Cash Collections	1,762.01		5,330.99	
Parish Giving Scheme Receipts	11,367.39		14,658.41	
Gift Aid Recovered	3,882.10		938.81	
Bequest/Donations	14,628.49		28,543.13	
Facilities hire	420.30			
Statutory Fees	3,886.70		2,182.00	
Other Receipts	2,757.93		1,091.00	
	<u>57,737.90</u>	<u>57,737.90</u>	<u>66,022.94</u>	<u>66,022.94</u>
Investments				
Investment Income	27,733.59		20,462.05	
Bank Interest	22.88		3.42	
	<u>27,756.47</u>	<u>27,756.47</u>	<u>20,465.47</u>	<u>20,465.47</u>
Total Receipts		<u><u>85,494.37</u></u>		<u><u>86,488.41</u></u>
Payments				
Employees salaries	21,200.00		14,000.00	
Pensions	518.90		295.20	
Employee expenses	355.23		104.05	
Parish Share	55,233.03		55,722.08	
Visiting Clergy Fees	149.20		-	
Heat and lighting	4,435.05		4,427.88	
Insurance	1,760.76		1,766.22	
General admin	233.63		103.30	
Subscriptions	99.00		99.00	
Printing and stationery	192.00		1,069.70	
Cleaning	1,080.00		1,365.00	
Clergy Expenses	2,549.97		3,725.13	
Diocesan Statutory Fees	4,370.30		1,666.00	
Mission Media	18.00		129.00	
Repairs & Renewals	2,640.00		648.00	
Damage deposit refunds			20.00	
Waste disposal	264.42		264.42	
Telecommunications	2,980.71		1,514.32	
Church Supplies	124.62		218.13	
Maintenance/Supplies	14,934.56		1,929.56	
Accounting fees	562.80		633.00	
Legal fees	23.95		63.95	
Other expenses	411.09		393.57	
Fellowship Events	475.00		607.17	
Mission Giving & Donations	9,964.00		7,588.80	
Childrens Society	2,175.18		616.62	
Asset Purchases	1,655.00		506.40	
Total Payments		<u><u>128,006.60</u></u>		<u><u>99,476.45</u></u>
Annual surplus		<u><u>- 42,512.23</u></u>		<u><u>- 12,988.04</u></u>
Adjustment in valuation of Investments		<u><u>97,816.00</u></u>		<u><u>44,982.00</u></u>
Total annual increase in assets		<u><u>55,303.77</u></u>		<u><u>31,993.96</u></u>

Responsible Financial Officer

Date:

Appendix – Group Activity Reports

General

All the following activities of the church were suspended until September 2021 because of the global pandemic:

- Friday Drop In: For families with pre-school children
- “INSPIRE”: A twice-monthly group meeting for people who benefit greatly from regular social interaction.
- Fellowship Breakfasts: Bi-monthly breakfasts for ladies, men and families
- However, a harvest supper was held in October!

Men’s Ministry

This has been another difficult year for holding Men’s Breakfasts and S.T.I.G. Nights due to the lockdowns caused by the coronavirus and the ongoing need to ensure the safety of those attending the events. Breakfasts resumed in September with a hearty full English breakfast prepared by the kitchen team of Ian Harley, Allister Holt and Andrew Monkhouse. There was deliberately no speaker at this event as it was a time for the men to catch up with each other and enjoy the fellowship, talking about how they had been affected over the previous few months. In November the breakfast was followed by the usual end of year quiz and enabled further friendly conversations.

The Men’s Bible Study resumed during the year, initially on Zoom but latterly hosted by Steve Bostock.

There were no S.T.I.G. events during 2021 due to keeping safe.

The Men’s Ministry Team (Mike Cox, Steve Bostock, Ian Harley, Allister Holt and Andrew Monkhouse) is grateful for the continued support towards the affiliation with Christian Vision for Men (CVM) who provide great inspiration and resources.