



# APCM

**Statutory Reports 2023  
for the 2024 APCM**

# **St. Saviour's Annual Meetings (AMP & APCM)**

7.30pm, Tuesday 23<sup>rd</sup> April at St. Saviours Church, Woodbridge Rd. GU1 4QD

## **AGENDA**

1. Welcome & opening prayer
2. Worship song
3. Celebration and thank you
4. Apologies for absence, Minutes of the last meeting
5. Presentation of the Statutory Reports
6. Electoral Roll update

### **Church Wardens (Annual Meeting of Parishioners)**

7. Church Wardens remarks
8. Appointment of Church Wardens

### **PCC Elections**

9. Election of PCC Members

### **Finances (presented by Andy Bagwell and Dan Bishop, Treasurers)**

10. Presentation of 2023 accounts
11. Appointment of Independent Examiners
12. Questions on finance

### **Closing Business**

13. What's next for St. Saviour's?
14. Questions – general
15. Any other business
16. Closing prayer
17. Date of next APCM – 20<sup>th</sup> May 2025 7:30pm

# Minutes of the Annual Parochial Church Meeting of St Saviour's Guildford

Wednesday 23<sup>rd</sup> May 2023, 7:30pm

The meeting was chaired by Rev Lucy Webb (Acting Rector & Associate Minister). Two documents were referenced to during the evening:

- The Annual Report and Accounts for the year ended 31<sup>st</sup> December 2022
- The Statutory Reports for 2022 for the 2023 APCM

## 1. Welcome & opening prayer

Lucy Webb opened the meeting, welcoming those online and in person, noting that there is lots to give thanks for and reflect on from the last twelve months since our last APCM. Lucy opened in a time of prayer.

## 2. Worship

Joy Bishop and Steve Rickman led the meeting in a time of worship.

## 3. Celebration of 2022 and thanks

Lucy reminded the church family there was lots to celebrate and review from the past year. The meeting was shown a video, produced by Jacob Taylor, demonstrating church members' highlights of 2022 including the prayer life, discipleship, diversity and depth of our services, PODs, Children/Youth/Trekkers/Students groups, weekends away, events such as the summer party, serving on teams and in the Meals for You project, our amazing staff team and church wardens. Many contributors to the video gave thanks for community also, which has been a priority for the church recently.

Lucy listed other highlights as Graham Shaw's appointment as Rector (noting our prayer requests during leadership uncertainties at last year's APCM), our Christmas and Easter services (the first year since the pandemic when we've been to put these on fully), and Adrian Mansfield and Nicky Daw joining the staff team as Operations Director and Administrator. Lucy thanked the staff team for all their efforts, especially during various vacancies on the team. We hope we will soon be able to celebrate the arrival of a new Children's Pastor. Lucy asked the church family to continue praying for this and sharing the vacancy in their networks.

Lucy also mentioned successes with growth in all of our emerging generations (ministry for 0-30s, including our Trekkers ministry), and this was evident at the recent full immersion baptism service. We have been continuing to rebuild the church community through parties/socials, away days/weekends, and services, new members joining our church family and others returning too. New PODs have been formed, and Meals for You and the Community Angels projects continue to thrive.

Lucy then raised votes of thanks to various groups. She named each member of the staff team, as well as those who had stepped down during since last year's APCM; Lucy Vitale, Megan Stoner, Glenn Webster, and Mike Norris, thanking them for their tireless work during the last year through difficult circumstances. It's been great to see new skills and gifts, and ways of working emerge in the past year. Lucy reported that Mike Norris is doing well and setting up his own business. Bex and the boys are also doing well and send their warm wishes to the church family.

Lucy also thanked Graham Mayers (who is standing down from PCC) and Stephen Pointer (standing down as Treasurer but remaining on PCC).

Lucy then thanked Deborah Pepper and Dave Snell, our Church Wardens. They have given a huge amount of time and effort to serving the church this year, including directly supporting the staff team, attending many meetings, and overseeing the vacancy process with a brilliant parish profile (thanks too to Ed Sneller for the design of this). Lucy also thanked Paul Davies, Archdeacon of Surrey for his ongoing support of St Saviour's, particularly in the past year. Lastly, Lucy thanked those who serve and give to our church family in so many varied ways.

#### **Looking to the future**

Lucy noted that Graham Shaw will soon arrive as our new permanent Rector. Graham's new leadership will focus on collaboration, involvement, raising up teams, and discipleship. Graham will talk more about his vision for the church in the coming months (his licensing is on Wednesday 5<sup>th</sup> July). We are looking to address some uncertainties and challenges head on, including our church finances. In all that we do, we will ensure that we follow God's calling whilst also being realistic and managing what is achievable in the short term.

#### **4. Apologies for absence**

Apologies were received in advance of the meeting by Deborah Seabrook, Simon & Julia Slater, Norman & Kate Patterson, Kath Morris, Joanne Gillard, Geraldine Jamison, Michelle Fussell.

#### **Minutes of the 2022 APCM**

The minutes of the 2022 APCM (held on 26<sup>th</sup> April 2022) were presented to the meeting, and there were no questions or clarifications. The meeting approved these as a true and accurate record. This was proposed by Julia Evans and seconded by Ben Alexander. The vote was carried with no votes against or abstentions

#### **5. Presentation of Statutory Reports**

Lucy Webb presented the PCC's Statutory Reports (including the proceedings of the PCC and Deanery Synod, and reports on Church Attendance, Staffing, Safeguarding & Fabric) and they were noted by the meeting. Lucy suggested that church members could read these subsequently.

#### **6. Electoral Roll update**

Lucy Webb explained changes to the Electoral Roll (ER) during 2022. The ER stood at 394 at the 2022 APCM, since when there have been 24 removals and 26 additions, giving a net gain of 2 and a new total of 396.

## **ANNUAL MEETING OF PARISHONERS**

Lucy introduced the Church Wardens, Deborah Pepper and Dave Snell who gave an update to the meeting.

#### **7. Churchwardens' remarks**

Deborah & Dave started by thanking the church family, especially for their prayerfulness, faithfulness, and patience. The wardens then raised a vote of thanks to the staff and clergy team, giving thanks for each one of them and the personal contributions they have made, with many members of the team having taken on new responsibilities. This included a vote of thanks to Andy Bagwell for his interim support in leading the operations team.

#### **8. Appointment of Church Wardens**

Deborah Pepper and Dave Snell had been nominated in writing, in advance of the meeting. Proposed by Penny Rickman and Steve Moore and seconded by Liz Grilli and Phil Cannon, respectively. They were thanked and duly appointed.

## **ANNUAL PAROCHIAL CHURCH MEETING**

### **9. PCC Elections**

Thanks were given to outgoing PCC members; Graham Mayers, and Adrian Mansfield (who had resigned as a trustee to take up position on the staff team).

The following PCC members are standing for re-election, having served an initial term; Stephen Pointer (who is stepping down as Treasurer but remaining on PCC), Steve Moore, Sue Stephens. All of these were proposed by Beth Halloum and seconded by Adrian Mansfield.

The following new PCC members were proposed and seconded:

Natalie Savage, proposed by Pam Levell and seconded by Andy Bagwell,  
Dan Bishop, proposed by Stephen Pointer and seconded by Adrian Mansfield,  
and Andy Bagwell, proposed by Michael Jamison and seconded by Toby Nicholls.

The motion to appoint and re-appoint the members above carried with no votes against or abstentions. They were thanked and duly appointed.

Lucy explained that Dan and Andy will be nominated as Co-Treasurers at the first PCC meeting of the year, taking over from Stephen Pointer. Additionally, Natalie will take the role of Deputy Church Warden, assisting Deborah and Dave with their duties.

### **10. Presentation of Accounts for the Year Ending 31<sup>st</sup> December 2022**

Stephen Pointer presented the accounts for the year ending 31<sup>st</sup> December 2022 to the church family. Stephen started by thanking the finance team; Raj Sharma, Chris How, Neil Fenton, Joanna Tye, Dan Bishop, Andy Bagwell, Sandy Pepper, and Kath Morris, some of whom had been involved in the preparation of the statutory accounts. Stephen also thanked those who have stepped off the finance team (Neil Clift, Helen Munshi, Nicky Daw), Sam Lewis for his help with keeping our records updated especially in the absence of our bookkeeper, and Tim Wyatt of Wyatt and Co, our independent examiner.

In considering the accounts, Stephen mentioned our deficit of c. 76k, noting that our budgeted deficit was larger than this. Stephen thanked the church family for their generous giving, noting that ongoing tax efficient giving had increased in 2022 compared to 2021. Turning to expenditure, Stephen thanked the staff team for their careful cost control during the year. The saving on expenditure when compared to 2021 was in part due to a decrease in parish share as part of the Diocese of Guildford reviewing its parish share structure. Stephen also noted the mission expenditure figure for 2021 was slightly inflated as part of this was due to overpayments in 2020.

Lastly, Stephen presented a slide showing our balance sheet, noting our healthy level of reserves, which are above our minimum target of 3 months staffing costs. Stephen thanked the church family for their generous support during the year which has allowed us to continue in our ministry and mission as a church. This was also evident in the response to the recent Gift Day, which has been incredibly positive. Other positive news received recently was that we have received a rebate of the VAT we paid out on the recent boiler project, giving extra income for 2023 of just under 20k.

Stephen invited the meeting to approve the accounts for 2022, as printed in the distributed booklets and previously approved by the PCC. They had previously been on display for two Sundays prior to the APCM. This was proposed by Joy Bishop and seconded by Raj Sharma. The vote was carried with no votes against or abstentions.

### **11. Appointment of Independent Examiners**

As has been done previously, Stephen Pointer recommended the APCM delegate appointment of an Independent Examiner to a future meeting of the finance team. This was proposed by Raj Sharma and seconded by Steve Rickman. The vote was carried with no votes against or abstentions

**12. Questions on finance**

There were no questions regarding the accounts either submitted in advance, or at the meeting.

**13. Any Other Business**

No items of Any Other Business were received in advance to the church office.

**14. Date of next meeting (2024 APCM)**

The APCM next year will be on the evening of Tuesday 23<sup>rd</sup> April 2024.

**15. Closing Prayer**

Dave Snell prayed to close the meeting, referencing a word Dave had received about this being “a season for saying yes” at St Saviour’s.

The meeting formally closed at 8.45pm.

## **STATUTORY REPORTS 2023**

### **Electoral Roll and Church Attendance**

There were 396 people on the Church Electoral Roll at the time of the APCM in 2023 when the roll was revised. The roll has been revised again this year and at the time of writing, there are now 414 people on the roll. This includes 23 additions and 5 removals – for a variety of reasons.

Our services took place both in person and online throughout the year. Across the three services, the October Census showed an average of 288 adults attending (2022: 282). On average there were 273 views on a device each week of our livestreamed services, across our 3 services (2022: 370 views). Our under 18's met during October with 76 on average attending each week (2022: 68).

In 2023, our Carol Services were held in person as well as being live-streamed, and the number of adult attendances were 1124 (2022: 803) with 1284 views on a device during December. On Christmas Eve and Christmas Day, 646 adults attended in person (2022: 609) with 203 views on a device during December. For Easter Day 2023 services, 399 adults attended services (2022: 401) with 346 views on a device during April.

*Beth Halloum, Electoral Roll Officer*

### **Deanery Synod**

Since the last report, May 2023, Fr Neil Roberts has been appointed as Area Dean. It has taken a while to put in place a programme of ongoing activity. Since his appointment there have been two meetings held.

The first was feedback by Bishop Andrew on the Parish Needs Survey, completed by a number of the churches in the Parish. This was attended by the Church Wardens, the Deputy Church Warden and myself. None of the ministry Team were able to attend as it was in the middle of the Staff Retreat. After the feedback those attending broke into small groups for discussion around the areas of need the report highlighted, the top ones being staff and facilities, and to share experiences in overcoming these issues. A social was arranged for January to establish contact with other Synod members and get to know each other. St Saviours was represented though not by me, it was our wedding anniversary. Attendance was low, which may have been due to the time of year.

The Synod meetings start fully in April, the day after the APCM, and July where subjects from the latest General Synod will be discussed.

Following these meetings a report will be given to the PCC as soon as possible and a written report to the next APCM.

*Michael Jamison, Deanery Synod Rep*

### **Parochial Church Council (PCC)**

St Saviour's PCC is the elected body that shares responsibility for the ecclesiastical parish with its Rector, promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also a registered charity with responsibility for the financial affairs of the Church and for the maintenance and insurance of the Church and Church Centre, their fabric and contents and other PCC owned property at 5b Artillery Terrace, Guildford. The main projects during 2023 were the boiler replacement and refurbishment of the Rectory ahead of the Shaw family moving in.

The PCC held 6 ordinary meetings over 2023 with a 'Joshua Day' (for reflection and discernment) in October 2023. The Standing Committee dealt with any emergency issues that came up within the church, reviewing various risk assessment documents raised via the church on behalf of the PCC. Each PCC meeting began with prayer and worship and an update from our Associate Minister, Lucy, or Interim Associate Minister and then Rector, Graham, on the life of the church in the previous period and period immediately ahead. As a PCC, we regularly discussed events to mark our main Christian festivals of Easter and Christmas, staffing and recruitment, church budgeting and finance, health and safety and safeguarding.

We had additional presentations from Joanne Gillard, our Additional Needs Pastor and from Kath Morris as she completed her curacy and looked ahead to her new ministry as Associate Minister (Students & Young Adults).

We adjusted very smoothly from having Graham Shaw as an Interim Associate Minister to our Rector. We welcomed Natalie Savage as a deputy Churchwarden and Adrian Mansfield as our Operations Director.

As ever, we are extremely thankful for the hard work of Annabelle Varley and Hilary Carter in the areas of safeguarding - especially checking all volunteers have current DBS certificates, which have to be updated every 3 years now (rather than 5 years).

This has been a positive year and, along with the Staff Team, the PCC is excited and looking forward to see how God continues to lead us in this new season.

All praise and glory to Him.

*Penny Rickman, PCC Secretary*

### **Safeguarding at St Saviour's over the last year**

Safeguarding is at the heart of everything we do at St Saviour's, with the aim that all feel happy, safe, and included while participating in the life of the church.

Building on procedures established in earlier years, the PCC's policies are compliant with the Church of England's safeguarding requirements and the PCC annually adopts the Church of England's Promoting a Safer Church Policy Statement, The House of Bishop's Practice Guidance and supports the Diocese safeguarding protocols. The safeguarding team here at St Saviour's are complying with the Diocese reporting requirements by means of the Parish Safeguarding Dashboard and regular contact with the Diocese Safeguarding Team.

In addition, the PCC continues to maintain and constantly improve our internal safeguarding procedures, alongside the Parish Safeguarding Officer, Annabelle Varley (PSO), the Safeguarding Administrator, Hilary Carter and the Safeguarding Forum members. Safeguarding remains a recurring item at all PCC meetings, with regular feedback to the PCC, and Annabelle Varley is the



Safeguarding representative on the PCC. In addition, the Safeguarding Forum meets termly to discuss detailed procedural safeguarding issues as they affect the various groups within the church.

A designated Service Safeguarding Representative is present at each of the Sunday services. The Representative for each service is listed on the office door and can be approached with any safeguarding concern, as can the clergy. The Reps are there to support any vulnerable members of the congregations and deal with safeguarding concerns that arise at the services.

All PCC members, Pastoral Assistants and volunteers on the Children's, Youth and Trekkers teams are DBS checked and also complete the relevant Diocese Safeguarding Training courses, which are now online. Life Group and POD leaders are also asked to complete safeguarding training.

Whilst we understand the recruitment process, DBS application and training requirements for those involved in church work takes time to complete, it is important we are compliant with Church of England safeguarding and recruitment procedures, and that all teams have an appreciation of the issues involved and are able to recognise and know when to alert the PSO of a safeguarding concern.

We are most grateful to everyone for their willingness to undertake DBS checks and safeguarding training and for helping us to ensure St Saviour's is a safe and happy church.

Annabelle Varley  
Parish Safeguarding Officer

Hilary Carter  
Safeguarding Administrator

## **Staff – Employed and Volunteer**

### ***Staffing***

The ministry of St Saviour's is supported in many different ways by so many people. At the APCM, we want to pay tribute and offer thanks to God for all those whose service to the church is an outworking of their Christian vocation and discipleship. We are so grateful to each one who makes up the Body of Christ here at St Saviour's and for the way our different roles, talents and personalities come together to serve God and our neighbours.

### ***Ministerial team***

Our ministerial team continued to provide outstanding teaching, leadership, pastoral care, and spiritual direction to the church alongside many others on the staff team and in lay leadership. The ministerial team comprises:

The Reverend Graham Shaw - Rector  
The Reverend Lucy Webb – Associate Minister  
The Reverend Kathryn Morris – Associate Minister  
The Reverend Jens Mankel – Non Stipendiary Minister  
The Reverend Paul Fenner – Ordained Local Minister  
The Reverend Peter Levell – Non Stipendiary Minister  
The Reverend Paul Morris – Non Stipendiary Minister  
Norman Patterson – Licensed Lay Minister

We were absolutely delighted that 2023 saw the appointment and licensing of Graham Shaw as our Rector following his previous role as Interim Associate Minister and a full external recruitment process. The wardens, PCC and church family are hugely grateful to Lucy Webb for the times when she has led the church and the staff team over the past few years with grace, courage and godly wisdom.

## **Staff team**

The St Saviour's staff serve in many ways by leading specific areas of ministry and make an enormous contribution to the life of the church. Day to day management of the staff team is the responsibility of clergy and senior staff but the PCC is the employer, with overall responsibility for staffing. The PCC takes a close interest in staffing matters and the HR Team maintain oversight of strategic HR issues.

2023 saw the further development of the Students and Young Adults ministry into a discrete three year project for which separate funding, including from external funders, was sought. After an external recruitment process, Rev Kath Morris was appointed as an Associate Minister to lead the ministry and her licensing was a joyful occasion.

Sadly, Glenn, our Facilities Manager, or 'the man always in shorts' left us in April 2023 to further his own business which was becoming more and more successful. We were all sorry to see him go and remain very thankful for all that he did during his time at St Saviour's. At a similar time, we appointed Adrian Mansfield as Operations Director, and Nicola Daw as Finance Administrator. Our thanks also go to Andy Bagwell who, before his appointment as a PCC member/Treasurer, served as Interim Operations Director in a consulting capacity earlier in 2023. We also welcomed Hannah Ryley to the post of Children's Ministry Assistant in September. These are all great additions to our wonderful staff team!

The staff team really shone again during 2023, cheerfully providing their gifts, skills and expertise to lead and support the mission and ministry of the church, working with our congregation. As a church community, we so appreciate their servant heartedness, commitment, resilience, and flexibility throughout the year.

## **Congregational members**

Graham reminded us in a set of short videos last year about the importance of serving the church as part of our Christian discipleship. We have seen a significant increase in the past year in the numbers of members of the congregation who use their gifts, skills and passions to serve God and the church as part of different teams, led both by our staff team and other church members. There are so many ways in which people serve – and making a list runs the risk of forgetting areas of ministry and those who might be involved! So to those who pray, support our pastoral ministries, our Sunday services and church festivals, small groups, our ministry to the emerging generations and our older generations, keeping everyone safe, community facing and evangelistic projects, hospitality and events, maintaining the fabric of the building, sharing in governance and finance responsibilities – and many others who serve in ways seen and unseen – we thank you for your heart to serve and for everything you do which builds up the kingdom of God in this place.

*Adrian Mansfield – Operations Director / Deborah Pepper - Churchwarden*

## **Fabric Report**

Early 2023 saw a new suite of internal signage throughout the church centre making navigation around the building much easier for all, especially our visitors. The lift was fixed, and still seems to be behaving itself. With the brilliant support of Michael Jamison, all rooms in the church and church centre were risk assessed early 2023 and throughout the year many of the rooms have been cleared out and tidied up. Extensive work was completed on the baptism pool plumbing enabling Michael and myself to fill the pool in 20 minutes and empty in 1 hour. (used to be a hosepipe taking 12 hours!) Outside areas have been focused on enabling a much smarter paved area at the front of church and flower beds and also in the rear car park. Thank you to ongoing wonderful volunteer help from both Arthur Knowles and Jon May who are both experts on jet washing and Gerry and Janice Booth who maintain the front flower beds so beautifully.

Outside of the church buildings, extensive work was completed by the diocese on the rectory at Wharf Road. This included window renovation, chimney rebuilds, soffit board replacement, outside render repairs and increased fencing to make the garden more secure. Alongside this, the PCC agreed a budget to support complete interior redecoration and carpet cleaning which was completed during Sept 2023 enabling the Shaw family to finally move in just before October half term. Thank you to the Shaw family for their remarkable patience and flexibility during the periods of works. It now feels like a wonderful family home.

General maintenance work was completed at 5b Artillery Terrace including loft insulation and other various small works.

We continue to work hard to ensure the church and church centre buildings we have are maintained well and are fit for purpose. We are hugely thankful to Michael Ellis, our caretaker and cleaner who cares for the building in so many ways.

We are so blessed to have our buildings, what a value they are in furthering the kingdom of God here in Guildford!

*Adrian Mansfield – Operations Director / Dave Snell – Churchwarden*

### **Welcome Team (Sidespeople)**

Adelis Valero	Ayimo Bassey	Christiana Bamkole
Claire Ridsdale-Smith	Cynthia Shellman	Deborah Seabrook
Ed Sneller	Elizabeth Tidswell	Fran Cross
Geraldine Jamison	Grace Simmonds	James Pulford
Jane Tingley	Jessica Pulford	Julia Evans
Lorraine Price	Louise Gracey	Maggie Snell
Mark Gracey	Melanie Sneller	Michael Jamison
Michael Price	Mike Evans	Paul Ridsdale-Smith
Penny Rickman	Roger Tidswell	Steve Smith
Tunji Oloyede	Alan Tracey	Ann How
Beverley Fried	Brenda Hill	Chris How
Claire Townsend	Deborah Pepper	Emma Barnard
Jenny Parker	John Jones	Jon Parker
Julia Slater	Kate Patterson	Linda Brunton-Smith
Mary Watts	Melike Gugercinoglu	Michael Watts
Paul Morris	Sandy Pepper	Sarah Stanley
Simon Slater	Trisha Ahimbisibwe	Adrian Mansfield
Amy McAleavy	Andy Lucas	Carolyn Lucas
Eleanor Cozens	Ellie Condie	Gill Peacock
Hanna Lintott	Hannah Beth King	Helen Pronger
Jessica Povey	Jon Bircher	Josh Cozens
Josh Koch	Laura Brooks	Lisa Mansfield
Michelle Horsfield	Paul Horsfield	Raj Sharma
Sarah Brennan	Sarah Ross-Smith	Tim Richardson