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st saviour's guildford

# APCM

**Statutory Reports 2024  
for the 2025 APCM**

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

7.30pm, Tuesday 20th May at St. Saviours Church, Woodbridge Rd. GU1 4QD

## **AGENDA**

1. Welcome & opening prayer
2. Worship song
3. Celebration and reminder of 2024
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 2024 accounts
11. Appointment of Independent Examiners
12. Questions on finance

### **Closing Business**

13. Looking forward summary
14. Questions – general
15. Any other business
16. Closing prayer
17. Date of next APCM - Tues 19<sup>th</sup> May 2026.

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

Tuesday 23<sup>rd</sup> April 2024, 7:30pm

The meeting was chaired by Rev Graham Shaw (Rector). Two documents were referred to during the evening:

- ☐ The Annual Report and Accounts for the year ended 31<sup>st</sup> December 2023
- ☐ The Statutory Reports for 2023 for the 2024 APCM

### **1. Welcome & opening prayer**

Graham Shaw opened the meeting, thanking Lucy for chairing previous meetings. Graham welcomed those online and in person, noting that there is lots to give thanks for and reflect on from the twelve months since our last APCM. Graham mentioned the opportunity for questions later in the evening and opened in a time of prayer.

### **2. Worship**

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

### **3. Celebration of 2023 and thanks**

Graham reflected back on the past year and the various events which have taken place and the successes in each of the ministry areas, the prayer life of the church and the pastoral care which has taken place. He thanked the St Saviour's community for all their involvement with serving and contributing to each of these events and ministry areas.

Graham explained that he had been seeking feedback from various members of the community and that there had emerged a theme of stability throughout the year, which was in part due to the stability within the team. He felt there was a calling to go back to basics in setting foundations for what is to come next.

The meeting was shown a video, produced by Jacob Taylor, demonstrating church members' highlights of 2023 including the toddlers team, places of discipleship (PoDs) and student ministry. Other areas included discipleship, our services, weekends away, events such as the summer party, serving on teams and in the Meals for You project. Many contributors to the video gave thanks for community, which has been a priority for the church recently.

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

Apologies were received in advance of the meeting by Steve Moore, Louise Davies, David & Sarah Cockburn, Emma Barnard, Dave Pratt, Peter & Pam Levell, Kristina Ingate, Kath Morris, Hanah Ryley, Jacob Taylor and Sue Stephens.

### **Minutes of the 2023 APCM**

The minutes of the 2023 APCM (held on 23<sup>rd</sup> May 2023) 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 Ken Ivil and seconded by Chris How. The vote was carried with no votes against or abstentions.

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

Graham Shaw 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. Graham suggested that church members could read these subsequently.

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

Graham Shaw explained changes to the Electoral Roll (ER) during 2023. The ER stood at 396 at the 2023 APCM and it now stands at 414. Graham noted that next year the electoral roll will need to be fully refreshed.

## **ANNUAL MEETING OF PARISHONERS**

Graham introduced the Church Wardens, Deborah Pepper, and Dave Snell alongside Deputy Churchwarden Natalie Savage who gave an update to the meeting.

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

Deborah started by referring to the feelings of Spring and growth both outside and within the church community. Deborah thanked the staff and clergy team for their hard work over the past year and mentioned staff meetings being a highlight of a churchwarden's duties. The churchwardens team took turns to thank the various groups within the staff team; including the families, worship and production, operations and clergy teams. Dave and Natalie led the meeting in prayer for the staff team.

Graham was invited to the stage and thanked the churchwardens for their ongoing dedication to the church family, for sharing their wisdom and service before presenting gifts to Dave and Natalie. Graham, Dave and Natalie presented a special gift to Deborah in honour of her 10 years' service as churchwarden.

Dave thanked Deborah for her wisdom, generosity and prayerfulness throughout their time as churchwardens together and looked forward to continuing to serve with her as deputy churchwarden going forward. Appreciation was also shown to Sandy Pepper for his support of Deborah throughout this period. Deborah thanked those who had served as churchwardens alongside her over the past ten years, and to the wider church community.

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

Dave Snell and Natalie Savage had been nominated in writing, in advance of the meeting. Proposed by Dan Bishop and Deborah Pepper and seconded by Beth Halloum and Liz Grilli, respectively. They were thanked and duly appointed. Deborah will be stepping down to Deputy Churchwarden, which will be arranged at the next PCC meeting.

## **ANNUAL PAROCHIAL CHURCH MEETING**

### **9. PCC Elections**

Thanks were given to outgoing PCC members; Sue Stephens, Joanna Tye and Pam Levell.

The following PCC members are standing for re-election, having served an initial term; Nic Varley (proposed by Colin Harris and seconded by Helen Alexander), Matt Rowlandson (proposed by Dan Bishop and seconded by Joy Bishop) and Dave Beak (proposed by Beth Halloum and seconded by Adrian Mansfield).

The following new PCC members were proposed and seconded:

Ayimo Bassey, proposed by Michael Jamison and seconded by Michael Evans,  
Tunji Oloyede, proposed by Michael Jamison and seconded by Yvonne Twum-Barima,  
and Amy Corbett, who will be co-opted onto PCC at the next meeting

No vote was necessary for the above appointments.

### **10. Presentation of Accounts for the Year Ending 31<sup>st</sup> December 2023**

Dan Bishop and Andy Bagwell, acting as joint treasurers, presented the accounts for the year ending 31<sup>st</sup> December 2023 to the church family. Dan referenced the challenges of the cost of living crisis in the wider economy and the impact of this on the church finances, referring to the deficits in the church finances for 2021 and 2022, but with better news for 2023 as this was the first year of recording a surplus. In particular, there was a large response to the funding for the student and young adult ministry and an increase in giving generally with careful budget management.

In 2023, total income was £806k, which was largely made up of giving from the congregation and Gift Aid claimed on those donations. Additional income included a VAT rebate and room hire. Total expenditure for the year was £702k, with staff costs accounting for just under half of the total expenditure. Dan mentioned the parish share had fallen in recent years was anticipated to rise in line with increased attendance to the services. After spending on staff wages, building maintenance and the parish share, circa 20% of the budgeted expenditure remained. Dan credited the team for their careful budget management. When looking at the balance sheet, it appeared healthy with no cashflow concerns. For the 2023 year, there was a £104k surplus, which related in part to the student and young adult funding (£67k) which had not yet started and a surplus in the general fund (£60k), less expenditure on the building including the refurbishment of the rectory.

Andy gave an update on the finances for 2024 and looking forward. He thanked the church community for its responses to Spring Gift Day, which met budgeted expectations and to which around 40/50% of households responded. The church community pledged around £100k in one-off donations and a small increase in regular monthly giving, which left an anticipated deficit of £20-30k in the budget for 2024. Andy thanked the church community for their support of the church's work and would be looking to encourage new joiners to add their financial support. Andy mentioned anticipated increases in expenditure including in staff costs as all positions are now filled and there may be an opportunity for a new curate .

Dan updated the church family on the student and young adult project, led by Kath Morris, which was costed at £230k over three years to include staffing and administration costs. The total pledged and received income amounted to £96k and pledged but not yet received totalled £84k (including a grant from the Benefact Trust). Therefore, there remained £50k yet to be financed. Dan confirmed that it was hoped this would be financed by further grants.

Andy gave thanks to Adrian Mansfield and Nicky Daw who alongside the rest of the finance team (Raj Sharma, Sandy Pepper, Chris How, Neil Fenton and Joanna Tye) had worked hard in monitoring and reviewing the finances over the past year.

Andy invited the meeting to approve the accounts for 2023, as printed in the distributed booklets and previously approved by the PCC. This was proposed by Sandy Pepper and seconded by Joy Bishop. The vote was carried with no votes against or abstentions.

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

As has been done previously, Dan and Andy recommended the APCM delegate appointment of an Independent Examiner to a future meeting of the finance team. This was proposed by Nic Varley and seconded by Raj Sharma. 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. What's next?**

Referencing the section earlier on the review of the past twelve months, Graham outlined what we have to look forward to in the coming year. In particular, the 125<sup>th</sup> anniversary of the church which occurs on 7 October 2024. The church would be looking to focus on discipleship, engaging upcoming generations and building community. There will be a prayer week in May for the church family to engage in prayer, with a focus on these areas. Graham mentioned the recent synod meetings regarding same-sex marriage and this will be explored over the next year, along with addressing racial injustice. Graham looked forward to the community working together over the coming year.

#### **14. General Questions**

A question was posed regarding how the church plans to manage growth in congregation numbers. Graham responded to confirm that we would be following God's direction in identifying needs and areas of growth as the St Saviour's 125 vision is enacted.

#### **15. Any Other Business**

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

#### **16. Closing Prayer**

Lucy Webb prayed to close the meeting.

#### **17. Date of next meeting (2025 APCM)**

The APCM next year will be on the evening of Tuesday 20<sup>th</sup> May 2025.

The meeting formally closed at 9.05pm.

## STATUTORY REPORTS 2024

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

There were 414 people on the Church Electoral Roll at the time of the APCM in 2024 when the roll was revised. The roll has been completely re-done for 2025, as is required every 6 years by the Church of England. There are now 298 people on the Electoral Roll. Often during renewal years, churches expect to see lower numbers and then see them grow over the following years – for example, last time we completely re-did the roll in 2019, we had 265 people which grew to the 414 above.

Our services took place both in person and online throughout the year. Across the three services, the October Census showed an average of 325 adults attending (2023: 288). On average there were 258 views on a device each week of our livestreamed services, across our 3 services (2023: 273 views). Our under 18's met during October with 100 on average attending each week (2023: 76).

In 2024, our Carol Services were held in person as well as being live-streamed, and the number of adult attendances were 1153 (2023: 1124) with 1111 views on a device during December. On Christmas Eve and Christmas Day, 610 adults attended in person (2023: 646) with 302 views on a device during December. For Easter Day 2024 services, 380 adults attended services (2023: 399) with 312 views on a device during the month following.

*Beth Halloum, Electoral Roll Officer*

### **Deanery Synod**

During the course of the year there have been a number of presentations from programs run by the Diocese in support of the churches.

These have been from; The Youth Catalyst Project (equipping churches and Youth Ministries in their mission with young people). The Diocesan Foundations in Ministry Programme (a number of events and activities to assist in not just the training and formation of Ministers but also specialist area ministries). Net Zero Project (not just looking at why but giving practical aids the churches can draw on and giving examples). Finally, The Caleb Stream (a discernment pathway towards ordination later in life).

Two proposals were passed, one clarifying the position on GDPR issues and the other, from Graham Shaw, seeking to streamline the process of informing individual churches of Safeguarding issues. There were reports from the General Synod representatives on the activities of the Synod and reports on the various issues within the Deanery.

Deborah Pepper was appointed as another Representative by the PCC.

*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 PCC held 6 ordinary meetings over 2024. 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 Rector, Graham, or our Associate Minister, Lucy, 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 an additional presentation from Kath Morris (as she was then!) about the exciting new ministry to Students & Young Adults.

During 2024, we welcomed Natalie Savage (appointed Churchwarden at the 2024 APCM) and Steve Moore as deputy Churchwardens. We saw Deborah Pepper step down as Churchwarden and join the PCC as a Deanery Synod representative. We re-licensed Lucy as Associate Minister and wholeheartedly supported the appointments of Rachel Akodu as Ministry Student, Rachel Brown as Clergy Admin Assistant and Alan Tracey to assist our Caretaker, Michael.

A major highlight from 2024 was the 125<sup>th</sup> Anniversary celebrations of St Saviour's witness in Guildford. It was lovely to hear stories of God's faithfulness to our congregation over the years, celebrate together and throw open the doors for a Parish event. Alongside the looking back, we have spent time during 2024 praying, discerning and refining the vision for where God is leading St Saviour's for the next season. We are excited as we move into 2025.

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. Additionally Safeguarding Representatives are also nominated for larger church events.

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.

We have been updating the recruitment policies and forms, and new job descriptions are now being finalised, which will be used for all new volunteers and will gradually be discussed and rolled out to existing team members during the year. All the forms and job descriptions will be on the Recruitment page on the Church website. ChurchSuite is being used increasingly to streamline recruitment of volunteers and to enable church forms to be completed online.

Over the summer we also plan to review and update the St Saviours Safeguarding Guidelines detailing how safeguarding works at our church, so they include procedures regarding Vulnerable Adults as well as children.



Whilst we understand the recruitment process, DBS application and training requirements for those involved in church work takes time for our volunteers and teams to complete, it is important we are compliant with Church of England safeguarding and recruitment procedures. It is essential 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. Safeguarding in a church is everyone's responsibility and the more members of our church who are aware of the issues, and what to do when they arise, the safer our church will be.

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 welcoming, 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 Garner – 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

### **Staff team - changes during the year**

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 and therefore takes a close interest in staffing matters.

2024 saw the further development of the work with Students and Young Adults ministry, led so capably by Kath Morris (now Garner). Rachel Akodu joined us in September as a Ministry Student working alongside Kath with the Students and Young Adults. Rachel proves to be an invaluable support for Kath.

Alan Tracey joined the team at the end of July as a part-time caretaker supporting Michael. Alan helps us on Wednesday mornings for 3 hours and amongst many things, diligently cleans our main kitchen.

We were delighted to permanently appoint Hannah Ryley to the post of Children's Pastor having demonstrated so clearly her gifts as she worked as the Children's Ministry Assistant from September 2023.

In November we appointed Rachel Brown to fulfil a much-needed role as Clergy Admin Assistant. Rachel brought with her a wealth of commercial experience and has quickly developed this new role into one that adds significant value to the clergy team, particularly Graham.

Finally, we had the pleasure of Katherine Varley volunteering mid-week, working alongside Joy and the worship team. This was for 6 months during a sabbatical from her paramedic career.

These are all great additions to our wonderful staff team!

The staff team really shone again during 2024, 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**

We are so grateful to the many 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 / Natalie Savage - Churchwarden*

### **Fabric Report**

On reflection, we would summarise 2024 as the year of leaks and blockages. The first main issue was blocked male toilets in May. A long story regarding the cause of it, please do ask if you are interested, but all fixed with a hefty insurance claim and some retro-work on the drainage system to ensure it does not happen again. You may also remember some torrential rain last year, well one particular storm hit us on 1<sup>st</sup> August and our gulley roof between the church and the centre didn't cope well. Subsequent heavy rains, further leaks and some detailed investigation highlighted the need for a new fibreglass roof. The new roof was installed in October with a reassuring 20 year warranty. A further insurance claim paid for the damaged foyer and downstairs corridor paintwork being re decorated.

During November we finally said goodbye to the church ceiling lighting system that failed us having served us well for circa 20 years. Jacob Taylor supported and co-ordinated brilliantly the installation of a new LED lighting system throughout the church building. The company we used, 'Noiseboys' did an excellent job and are confident this system will equally serve us well for the next 20 years.

The lift, with some new 'O' rings fitted plus standard servicing, seems to be behaving itself!

Our 'Glass Room' on the first floor was refurbished beautifully by Tom Garner during the year and now is a wonderful environment for the youth to use as well as it becoming the most popular meeting room during the week.

Outside areas have a continued focus, delivering a much smarter paved area at the front of church with a lovely flower bed tended throughout the summer by Gerry and Janice Booth. Thank you to them and also to Arthur Knowles who comes in weekly to support and maintain in and around the church building. Special thanks go to Colin Harris who beautifully restored our damaged wooden lectern and continues to help us out with various jobs as an expert carpenter.

The final elements of the PCC-funded Rectory refurbishment work were completed during the year. General maintenance work at 5b Artillery Terrace included removal of a leaking redundant boiler flu on the roof, replacing some faulty front of house guttering and soffit boards and re decorating the small sections of render on the front of the house.

We continue to work hard to ensure the church and church centre buildings we have are maintained well and are more than fit for purpose. We are hugely thankful to Michael Ellis our caretaker and cleaner, with the support of Alan Tracey, who care 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)**

Trisha Ahimbisibwe	Christiana Bamkole	Emma Barnard	Ayimo Bassey
Jon Bircher	Sarah Brennan	Laura Brooks	Linda Brunton-Smith
Daniel Bryer	Nisha Bryer	Gill Clapp	Ian Clapp
Alice Collins	Emily Cory	Fran Cross	Julia Evans
Mike Evans	Beverley Fried	Neil Mark Gardner	Tony Goodship
Louise Gracey	Mark Gracey	Melike Gugercinoglu	Wilf Harrington
Millie Harvey-Galliers	Brenda Hill	Ann How	Chris How
Geraldine Jamison	Michael Jamison	Katherine Jimmy	John Jones
Hanna Lintott	Andy Lucas	Carolyn Lucas	Pat Mansfield
Emma Morberg-Pain	Paul Morris	Thabang Ntanda	Tunji Oloyede
Jenny Parker	Jon Parker	Kate Patterson	Gill Peacock
Deborah Pepper	Sandy Pepper	Jessica Povey	Lorraine Price
Michael Price	Helen Pronger	James Pulford	Jessica Pulford
Susanna Raj	Shruthi Ravichandran	Penny Rickman	Claire Ridsdale-Smith
Paul Ridsdale-Smith	Sarah Ross-Smith	Anais Saayman	Deborah Seabrook
Raj Sharma	Grace Simmonds	Julia Slater	Simon Slater
Steve Smith	Maggie Snell	Ed Sneller	Mel Sneller
Sarah Stanley	Jenny Thorne	Elizabeth Tidswell	Roger Tidswell
Jane Tingley	Claire Townsend	Alan Tracey	Mary Watts
Michael Watts			