



Section A

Independent Examiner's Report

Report to the trustees/
members of

ST MARY'S CHURCH, CHIPPING NORTON

On accounts for the year
ended

31 DECEMBER 2017

Charity no
(if any)

1132070

Set out on pages

1 to 8 (including cover page)

Respective
responsibilities of
trustees and examiner

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

It is my responsibility to:

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

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Mark Gillespie

Date:

17 APRIL 2018

Name:

MARK GILLESPIE

Relevant professional
qualification(s) or body
(if any):

INSTITUTE OF CHARTERED ACCOUNTANTS
FOR ENGLAND AND WALES

Address:

THE TATCH

HIGH STREET, HOOK NORTON

OXIS SMH

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



St. Mary's Church, Chipping Norton, Parochial Church Council

Financial Statements

For the year ended 31 December 2017

Charity Number: 1132070

Parochial Church Council of St. Mary's, Chipping Norton (Charity no. 1132070)
Year ended 31 December 2017
Finance Report

St Mary's finance function is pleased to present the twelve month financial results to 31 December 2017. This report provides a summary of the results and should be read in combination with the financial results attached.

Incoming and outgoing resources

Incoming resources increased from £166,074 in the year ended 31 December 2016 to £177,807 in the year ended 31 December 2017. In particular, planned giving increased to £81,095 in the year ended 31 December 2017 (£66,277 in the year ended 31 December 2016). This positive result reflects a growth in the number of committed congregation members at St Mary's over the last year. 2017 also saw some very generous one-off gifts (totalling £12.5k over the whole year), as well as increased hall hire income (£2.4k higher than 2016 figures.)

Total payments rose from £170,952 to £174,431, but excluding the effect of the Living Stones Project in 2016 rose from £144,008 to £174,431. The largest items of expenditure related to the ongoing operations of the church (the parish share and church running costs), as well as our missions giving, representing 10% of our unrestricted voluntary income. Through our Gift Days we were also able to fund the installation of our new sound system (the re:Sound Project costing £11k), and pay for the partition for the Parish Rooms (£7.8k). 2017 also saw increased spending on Outreach (an increase of £2.7k) funded partly by Gift Days and missions giving allocations, and increased expenditure on CAP (an increase of £2.5k), which included training the new Debt Centre Manager.

The church is extremely grateful to those who provided the income to support all of the activities of the church in 2017. We are constantly humbled by the generosity and self-sacrifice shown.

Financial position at the end of the year

The 'fund movement summary' provides a view of the St Mary's financial position at the start and end of the financial year. The total balance of funds has increased by £3,377. We have accumulated an Equipment Reserve of £4,000, and we now have money saved up from our Gift Day and from youth fundraising activities, for the youth trip to Kenya in 2018.

Importantly, the general fund has remained stable at £33,230 (£32,617 as of 31 December 2016). This indicates overall stability in St Mary's finances, since it represents funds that are neither restricted nor designated, and indicates that the church is not holding funds back that could otherwise be used for charitable activities.

Looking ahead

St Mary's has set aside enough funds to pay for our missions giving, agreed in 2017, and these have been paid in February 2018.

A challenging budget has been set for 2018, in order to meet the costs of the House for Duty post, the quinquennial review and to maintain all our other continuing activities. An ongoing increase in growth and commitment will enable us to meet these challenges.

Chipping Norton PCC St Mary's Church - 1132070

Receipts and Payments Account

For the period from 01 January 2017 to 31 December 2017

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Donations and legacies	130,326	2,000	26,616	—	158,942	144,397
Income from charitable activities	12,893	—	2,305	—	15,198	16,979
Other trading activities	—	—	—	—	—	—
Investments	73	—	—	—	73	84
Other income	3,577	—	16	—	3,593	4,615
Total receipts	146,870	2,000	28,936	—	177,807	166,074
Payments						
Raising funds	—	—	—	—	—	—
Expenditure on charitable activities	129,827	8,290	36,313	—	174,431	170,952
Total payments	129,827	8,290	36,313	—	174,431	170,952
Excess of receipts over payments before transfer	17,043	(6,290)	(7,377)	—	3,376	(4,878)
Transfers						
Gross transfers between funds - in	—	25,554	26,534	—	52,089	14,115
Gross transfers between funds - out	(16,430)	(11,776)	(23,883)	—	(52,089)	(14,115)
Excess of receipts over payments before other...	613	7,488	(4,725)	—	3,376	(4,878)
Net movement in funds	613	7,488	(4,725)	—	3,376	(4,878)
Reconciliation of funds						
All assets at 01 January 2017	32,618	13,266	16,496	—	62,379	67,257
All assets at 31 December 2017	33,231	20,754	11,770	—	65,755	62,379

Chipping Norton PCC St Mary's Church - 1132070

Statement of Assets and Liabilities (by code)

As at: 31 December 2017

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Fixed assets						
6430 : 137 Cornish Road	18,500	—	—	—	18,500	18,500
Total	18,500	—	—	—	18,500	18,500
Current assets						
6501 : HSBC Church Current 3795	100	—	—	—	100	200
6502 : HSBC PCC Stewardship 2028	13,826	—	—	—	13,826	3,319
6508 : CAF Cash number 1 a/c 7882	584	11,052	9,315	—	20,950	17,936
6509 : CAF Cash number 2 a/c 7883	211	—	—	—	211	390
6510 : CCLA (CBF) Deposit account	—	9,702	5,298	—	15,000	23,540
6590 : Cash in hand	10	—	—	—	10	35
6595 : Cash in hand (bellringers)	—	—	—	—	—	6
Total	14,731	20,754	14,613	—	50,098	45,427
Liabilities						
6699 : Agency collections	—	—	2,843	—	2,843	1,548
Total	—	—	2,843	—	2,843	1,548
Net total assets	33,231	20,754	11,770	—	65,755	62,379

Chipping Norton PCC St Mary's Church - 1132070

Fund movement summary

Selected period: 01 January 2017 to 31 December 2017

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
Bells - Bells	1,358	328	—	—	—	1,686
CAP - Christians Against Poverty	2,088	4,667	7,381	1,818	—	1,192
Equip - Equipment reserve	2,000	—	—	2,000	—	4,000
GD2016 - Gift Day 2016	7,815	14,346	11,307	(10,854)	—	—
HfD - House for Duty	50	650	—	—	—	700
LongLartin - Long Lartin	1,000	—	539	—	—	460
OUTREACH - Outreach	1,000	1,371	2,550	179	—	—
Kitchen - Parish Rooms Kitchen	—	170	—	—	—	170
Tearfund - Tearfund	—	2,004	2,365	614	—	252
WORSHIP - Worship - enhancement, equipment etc.	2,600	—	—	(2,600)	—	—
YouthOut - Youth Trip 2018	—	740	—	3,054	—	3,794
RESOUND - re:Sound	—	937	10,827	10,440	—	550
Youthwkr - Benefice Youth Worker	—	1,305	936	—	—	368
Minis - St.Mary's Minis	388	124	264	—	—	248
Livingston - Living Stones Project	(1,758)	2,290	—	—	—	532
Flowers - Flower Fund	1,953	—	139	—	—	1,813
Missions - Missions Giving	8,378	—	8,040	11,662	—	12,000
Reserves - Reserves Fund	2,853	—	—	—	—	2,853
VicarDiscr - Vicar's Discretionary	33	2,000	250	116	—	1,900
General - General fund	32,617	146,870	129,827	(16,430)	—	33,230
Totals	62,378	177,806	174,430	—	—	65,755

Parichial Church Council of St.Mary's Chipping Norton

Registered Charity No: 1132070

St James Chapel Over Norton

Accounts summary for 2017

Receipts

Balance B/f 1st Janury 2017	Bank	£ 4,331.41	
	Cash	£ 112.80	
			£ 4,444.21
Collection Plate Giving		£ 459.79	
credit from Southern Electric		£ 217.47	
Total Receipts			<u>£ 5,121.47</u>

Expenditure

Electricity	£ 432.00
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Total Expenditure	<u>£ 432.00</u>
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Balance C/f 31st December 2017	<u>£ 4,635.83</u>
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Cash at bank	£ 4,635.83	
Cash in Hand	£ 53.64	
		<u>£ 4,689.47</u>

Parochial Church Council of St. Mary's, Chipping Norton (Charity no. 1132070)
Year ended 31 December 2017
Accounting Policies

The financial statements have been prepared on a receipts and payments basis, in accordance with Charity Commission requirements for non-company charities with a gross income of £250,000 or less.

Where money is held in a PCC bank account on behalf of another organisation (e.g. Oxford Diocesan Board of Finance, The Children's Society) these amounts are shown as "Agency collections" in the Statement of Assets and Liabilities, and paid over to the relevant organisations at regular intervals.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.

Designated Funds are unrestricted funds which the Church has allocated for a specific purpose. They can be 'un-designated' at any time and returned to their unrestricted status.

Restricted funds are those funds that must be spent on restricted purposes and details of these funds are provided in the financial statements.

The accounts include all transactions for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or informal gatherings of Church members.

Incoming and Expenditure

Income is recognised when received by or on behalf of the PCC. Expenditure is accounted for when paid.

Fixed assets

Consecrated land and buildings and moveable church furnishings.

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

137 Cornish Road, Chipping Norton

The value of 137 Cornish Road is shown as the PCC's proportion [approx. 29%] of the initial purchase price and takes no account of inflation.

Other fixtures, fittings and office equipment

Expenditure on equipment has been recorded in the Receipts and Payments Accounts, but has not been included in the Statement of Assets and Liabilities.

Current assets

Short term deposits include cash held with the CCLA CBF Church of England Funds or at the bank.

Bank accounts are operated with CAF Bank CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ and at HSBC at 18 Market Place, Chipping Norton OX7 5NE.

Notes to the accounts

Accounts for St. James' Chapel Over Norton are not included in the main accounts except for voluntary giving by envelope and bank and payments for annual insurance. A summary of the St. James' Chapel Bank account income and expenditure is included at page 5.

Chipping Norton Area Charitable Trust

Statement of Financial Activities (Including Income and Expenditure Account)

for the period 1 June 2016 - 31 May 2017

		Unrestrict ed funds 2017 (£)	Restricted funds (Youth Worker) 2017 (£)	Total funds 2017 (£)	Unrestrict ed funds 2016 (£)	Restricted funds (Youth Worker) 2016 (£)	Total funds 2016 (£)
Income from:							
Donations and legacies							
<i>Single gifts (gift aided)</i>		0	0	0	0	2,300	2,300
<i>Single gifts (non-gift aided)</i>		0	0	0	0	2,000	2,000
<i>Regular gifts (gift aided)</i>		600	6,040	6,640	600	5,805	6,405
<i>Regular gifts (non-gift aided)</i>		0	2,820	2,820	0	2,820	2,820
<i>Grants</i>		0	12,000	12,000	0	10,000	10,000
<i>Gift Aid</i>		150	1,282	1,432	150	2,026	2,176
Subtotal		750	22,142	22,892	750	24,951	25,701
Investments							
<i>Bank interest</i>		20	0	20	21	0	21
Total		770	22,142	22,912	771	24,951	25,722
Expenditure on:							
Charitable activities							
Youth worker:							
<i>Salary costs/benefits in kind</i>		0	18,349	18,349	0	13,408	13,408
<i>Working expenses</i>		0	6,108	6,108	0	2,236	2,236
<i>Insurance</i>		662	0	662	427	0	427
<i>Gifts</i>		500	0	500	0	0	0
<i>Bank charges</i>		35	0	35	70	0	70
<i>Filing fees</i>		26	0	26	26	0	26
Total		1,223	24,457	25,680	523	15,644	16,167
Net income/(expenditure) / Net movement in funds		(453)	(2,315)	(2,768)	248	9,307	9,555
Reconciliation of funds:							
Total funds brought forward		7,055	25,715	32,770	6,807	16,408	23,215
Total funds carried forward		6,602	23,400	30,002	7,055	25,715	32,770

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

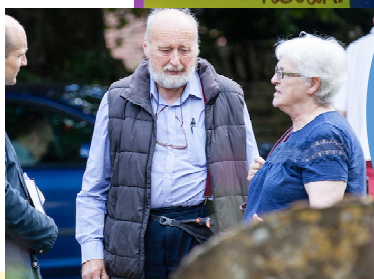
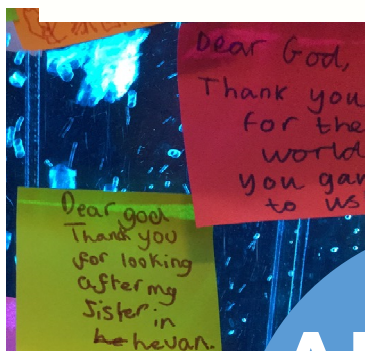
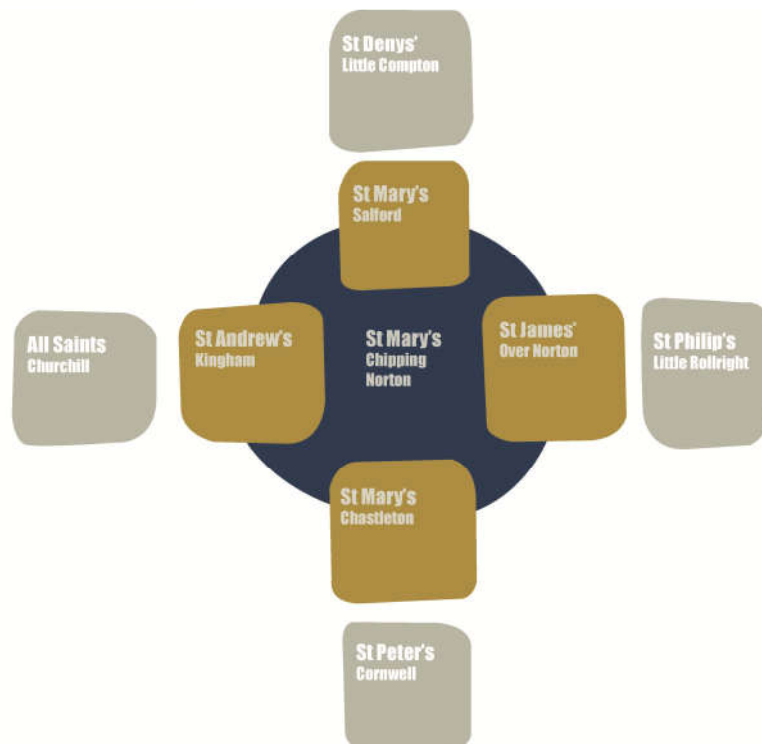


St Mary's

Chipping Norton

St James'

Over Norton



ANNUAL REPORT 2017



tearfund

Connected Church



ZOE

Welcome

I thank God that St Mary's has continued to thrive in 2017. As in previous years, this report will outline some of the many ways in which we have been blessed to see growth and development in our ministries through which we seek to **share the life-changing love of Jesus, serving our whole community**. A particular welcome to any of you who have joined our church family in the past year.

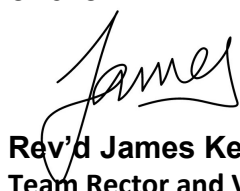
Having, for three years, given particular emphasis to growing our engagement with families, youth and men, this year we recognised the need to regroup and look ahead to the next 5 years. As a Leadership Team and PCC we went away in June and were united in our convictions that God is giving us a new sense of vision to give particular energy to three areas drawn from our mission statement, to:

1. **LOVE** – to broaden and deepen our love for God in Worship & Prayer
2. **SERVE** – to serve our community through Outreach and Evangelism,
especially to vulnerable families
3. **GROW** – to grow in depth and in number through Small Groups
& Discipleship

We will, of course, continue to serve in many other ways in the life of the church, but we all felt that these priorities needed to come first as we continue to grow into the ministry to which we are called.

As ever, 2017 has brought a mixture of celebration and sadness. There have been significant changes in our staffing and leadership structures, and it has also been a time when, as church leaders, we have been challenged and inspired to consider how St Mary's might seek to serve and resource the town and wider community more effectively.

As is traditional in these reports, we have tried to give a snapshot of what went on in 2017. We can't hope to capture everything that's happened, but will use the new vision priorities to offer structure to the report, hoping to inspire and encourage us as we look forward to another exciting year. Once again, though, because we're all in this together, as you read on, please keep an open mind as to possible exciting and fulfilling new ways in which God might stir you to serve in the life of the church!



Rev'd James Kennedy
Team Rector and Vicar of Chipping Norton



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Introductory Notes

1. This is the seventeenth annual report since 2001 required under the Church Accounting Regulations 1997 for St. Mary's Church, Chipping Norton, and St. James' Chapel, Over Norton, part of the Chipping Norton Benefice, the Deanery of Chipping Norton, the Diocese of Oxford, the Church of England.
2. St Mary's PCC is required to co-operate with the Team Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, as stated in the Parochial Church Councils (Powers) Measure 1956.
3. St Mary's PCC also has maintenance responsibilities for the Parish Centre and a house at 137, Cornish Road.
Correspondence Address:

The Church Office, St Mary's Parish Rooms
Church Street, Chipping Norton, Oxon, OX7 5NT
www.stmaryscnorton.com

The church building itself is located in Church Street, Chipping Norton.

Registered charity number: 1132070

Church Life

This year is no different to last year in that there is so much ground to cover in one report that it would be impossible to acknowledge everything that is happening and everyone involved with individual mention, so – if you are amongst the large proportion of the church family who contribute faithfully week in, week out, please would you accept my heartfelt thanks for all that you do, whether seen or unseen. Moving on, then, and selectively high-lighting aspects of our corporate life...

It's been wonderful again in 2017 to see God continue to grow us both in number and in faith, leading us into new **mission** opportunities and partnerships, some of which be mentioned in later sections, but let me begin with our mission partnerships:

We have continued, this year, to develop our main three mission partnerships with **Bruce and Jan Rossington** of **AIM (African Inland Mission)**, with **Open Doors** (keeping the persecuted church firmly in our minds and prayers) and with **ZOE (Zimbabwean Orphans through Extended hands)**, our Tearfund Connected Church partner. We've also been delighted to once again to contribute towards the **Christian Chaplaincy at Long Lartin Prison**, and the wonderful youth ministry provided locally through **Adventure Plus**. All this is once again, of course, in addition to our regular support of **Operation Christmas Child** through their shoebox appeal, and **The Children's Society** through our Christingle service.

In June, we also held a Gift Day. Thank you so much to all those of you who contributed, enabling us to direct nearly £14,000 towards support four separate projects: Your gifts paid the fees of several trainee midwives at the **Kuluva Midwifery Training centre**, enabling them to enter service in Uganda where the rate of maternal mortality is high and in many cases avoidable. Together with other grants we have been able to employ a **Children and Families worker and an Outreach and Community Worker**, both of whom are providing help and support for vulnerable families in our community. Thanks to your generosity in offering **bursary** support, a party of 10 youth and leaders are going to Voi in Kenya in July 2018 with **Rafiki Thabo**, where they will be redeveloping a playground in a primary school, working with churches and staying with local communities to share with them about who Jesus is. Lastly, we are thrilled that, with your financial support, our **Children's Ministry** can now be transformed - plans and permissions are now in place to **partition the Parish Rooms**.

Many aspects of our church life this past year will be covered in the various sections below, but – without any hope of being totally inclusive - I will mention here just a few other things in the hope of recording as broad a perspective as possible of where God has been leading us over the course of the year:

- Our monthly '**Come to Tea**', continues to grow as a valuable time of fellowship. Likewise the **Parish Lunch** remains hugely appreciated by everyone attending.
- We continue to hold regular **services in our Care Homes** and have extended our ministry to include Penhurst Gardens.
- Our Sunday morning children's groups continue to flourish as more children and families are joining the church. Provision for children has expanded with the launch of '**Ignite**' for 3-5's. Special thanks to James and Rachel Stamp for volunteering to lead this as it is proving a massive success for the 3-5's who are much more settled and happy to be left without parents. It also means that **Oneway** is now better able to cater for the older children. Likewise our **creche** continues to be a valuable resource, enhanced by the new speakers which enable the adults to hear the sermon and worship.
- Jonny Lowe and his team have continued to lead a **thriving youth ministry** during 2017. Much more detail can be found in his comprehensive Youth reports, but the wide variety of activities enjoyed by the young people in our church family in 2017 have included: an annual **weekend away** at the Poplars; weekly groups such as **Ablaze**, **Spark** and **Impact**, providing such a great setting for discipleship and building relationships; individual **mentoring**; attending termly '**Nightlife**' youth worship events in Oxford; **social events**; attending the **Big Church Day Out** in Sussex; **kayaking** down the river Thames; residential **summer camps** (Total Adventure, Sports Plus); **Boys Hikes** and breakfasts; and building towards **Youth Alpha**.
- Our programme of **Women's Events**, has continued with hugely popular breakfasts giving a platform for some inspiring speakers, and with Mary's Kitchen and 'Create' events drawing people in from well beyond our church family.
- '**Men United**' has continued to engage Men in both social (such as our Footie Golf day and regular Curry evenings) and evangelistic events (Men's Breakfast, at which Bill Prevette spoke). Specifically with discipleship and nurture in mind, our regular Men's Fellowship Breakfasts in the Parish Rooms have continued to be popular, with local speakers giving testimonies.

- 60 of us again spent a week together growing in community and in faith in the summer at **New Wine**. The week was also again extremely significant in the spiritual journeys of one or two.
- Our annual civic events (**Civic Service** in July and **Remembrance Service**) were as well-attended as ever.
- **Marriage Preparation** - In March and October, James and Emma Kennedy again led approximately 20 couples through a Marriage Preparation Day. We did not run a Marriage Course this summer after all, but have scheduled our next course for the Summer of 2018.
- Supplementing our website, which receives a great deal of attention and positive feedback, Emily O'Shea has added regular fortnightly '**Information and Celebration**' bulletins to our electronic communications and Becca Sterry has published a **Facebook** page.
- Jill Hannington has kindly stepped up to the duties of '**Safeguarding Officer**', relieving Philip Sharman after many years. She will be supported by Linda Carpenter in her role.

Looking forward

Active engagement with ministry

It is our hope that everybody in the church family will try to involve themselves actively with at least one 'Sunday' ministry and one 'mid-week' ministry so that we all grow in our sense of 'ownership' of the life of the church. As you read through this report, especially if you are yet to find the place where you can serve most fruitfully, please be praying about what it is that God might be leading you into afresh.

ZOE Mission Trip 2019

As part of our aim to grow and strengthen our overseas mission partnerships, we will be organising a trip to Zimbabwe in 2019 to give us more personal and intimate insights into the ministry of ZOE and the way that we can be mutually blessed by our relationship with them. If you are interested in being a part of that trip, please contact Peter Williams (steeleshouse6@gmail.com).

LOVE: Worship & Prayer

In our gathered worship we have sought to ground our mission *to share the life-changing love of Jesus, serving our whole community* on a broad Scriptural base: We spent the first half of the year looking predominantly at **John's Gospel** as we considered the various statements of **The Creed**, and then moved in the summer to spend time in **1 Thessalonians**, thinking about aspects of **Discipleship**. Over the summer holidays we then looked at the '**I am sayings of Jesus**', before digging into **Habakkuk** and allowing ourselves to consider how he might help us still to find **hope in the midst of suffering**. We then ended the year in seasonal Gospel readings about **Light in the Darkness**.

This year Chris O'Shea took the helm of our musical worship, relieving Peter Williams after 30 years! Chris has continued to gather a capable (and growing) team around him.

In June, we added in an additional evening '**Pentecost Praise**' service, which was well attended and well received, and we're excited to see where God might lead with further ventures of this kind.

The youth worship group ('**Worship Unplugged**') continues to meet monthly, and with some of the older members having moved on it's been really great to see the younger members of the group growing in confidence and really developing their talents. Their enthusiasm for worship is a joy to behold, and it was fantastic to see the way in which the **youth again led a whole Sunday service**, music and all, one Sunday in November. Feedback from the wider congregation was overwhelmingly encouraging about how much people delighted in the active involvement of young people in our worship. Our youth also played a central part in coordinating and leading our Christingle service, which was a wonderful occasion as ever.

Beyond the church walls, our **Gospel Choir** was again asked to sing at 'Christmas in Chippy', and were very much appreciated.

On the musical side, last, but most certainly not least – **project ReSound** has finally come to fruition! Our new sound system went live in the Autumn, and the improvement in sound quality and coverage is almost beyond belief. The new system will have benefits far beyond just the music team, but they have certainly been enjoying it. Huge thanks go to Philip Sharman for project managing this.

In our gathered prayer, our monthly **1st Priority Prayer** on the first Wednesday of each month, this has served to keep prayer at the centre

our church life. On some months we have also enjoyed joining to pray with members of other churches in the town and from the wider region for **Town Prayer** and **North Cotswold Gospel Partnership Prayer** evenings respectively.

Prayer Ministry continues to be offered on a Sunday morning, and Judith Marshall coordinated a follow-up training session, gathering feedback from and offering further input to our **Prayer Ministry** team during the year.

When it comes to gathered worship in its broadest sense, however, during our time away together in June the PCC were unanimous in the view that our **church buildings** are now seriously inhibiting our ability to worship as we would like to, and also impeding our ability to draw others into worship. In their current state and arrangement, they are providing a significant barrier to growth.

These difficulties with our buildings (and their general accessibility) in fact extend far beyond the way in which they impact on our musical worship. Although being addressed under the heading 'worship and prayer' here, they have implications on almost every aspect of our worshipping life and ministry, imposing limitations on our administrative space (which we have now outgrown), our ability to offer children's and youth ministry to our growing family (currently we cannot offer any dedicated space at all to our youth), and our ability to serve and witness to the community (being tucked away, much of our ministry remains invisible and inaccessible to the wider town).

Much discussion has followed regarding the best way to address our buildings problems, and some brief indication of our current vision for the future is offered below.

Two aspects of our 'buildings' problem are, however, being actively addressed already. As mentioned above, thanks to the generosity of the church family on our last Gift Day, a **removable dividing wall will be installed in the Parish Rooms** as soon as a builder can be commissioned, enabling our children to worship in a more age-appropriate setting. Also, negotiations are well underway to **improve vehicular access away from the church**, and therefore to address some of the issues we have with safety, parking and congestion in our small **car park**.

Looking forward

Encounter

Following the success of our Pentecost Praise service, and the obvious appetite for a more contemporary form of Sunday worship than we currently offer, Jonny Lowe has planned and delivered 'Encounter' – a Sunday evening service with a more contemporary feel, which is aimed to engage those in their teens, twenties and older generations alike. The first such service was much enjoyed in March, and the next one is scheduled for 24th June 2018. In time, we hope to offer these more regularly...

24/7 Prayer

Inspired by the experiences of others who have embraced a 24/7 prayer initiative, and hungry to draw people into the excitement of praying and seeing prayer answered, we would love to see something similar emerge at St Mary's in the coming years

Buildings

The Leadership Team and PCC are of one mind in feeling that one of the most urgent needs that we face is to address the situation of our buildings. We have a large and beautiful church, but its current arrangement (pews, floor, heating system) is increasingly proving to be a barrier to i) our freedom in worship, ii) church growth, and iii) versatility in its wider use in mission and ministry.

More urgent still, however, is the barrier to ministry presented by the size and situation of our support facilities (Parish Rooms and Offices). With the rapid expansion of our outward-facing ministries and our staff team, we are in immediate need of additional premises. In praying through all of this, God has been increasingly laying on my mind as Vicar, and on the minds of the PCC and Leadership Team that we should **establish a presence in the centre of Chipping Norton**. Doing so would immensely improve our ability both to serve and reach out from a **visible location** and to expand our offices, while keeping our ministry and administrative support in one place. It would also create more space next to the church into which our children's ministry could expand, therefore accommodating further growth in our Sunday congregations.

Building for the future: Our intention is therefore to draft and move forward with an integrated and comprehensive 'buildings' plan which encompasses our needs and aspirations for the acquisition/development of

- a) a large enough building in the town centre for our purposes,
- b) the subsequent adjustment of our Parish Rooms and
- c) our church building

SERVE: Outreach & Evangelism

Last year's report made mention of exciting doors opening for us at our church **Primary School**. 2017 has indeed seen tremendous opportunities for mission and ministry there, but our outreach opportunities have been far more diverse.

The Network: (Leader - Emma Kennedy, Catherine Spring, Becca Sterry).

One of our challenges last year, as we moved forward, was to build stronger connections with the other agencies who are working in Chipping Norton to support the most vulnerable. This has been really successful through the year, and in 2018 we hope to build a regular network meeting involving CAP, CAB, the new Social Practitioner, Housing Associations, ConnectionsFS, St Mary's Primary School & Top School. This is allowing us to map a much better "big picture" of the needs in our community and reach vulnerable people who otherwise live under the "radar". We can also signpost them to agencies that can best help them. Building these connections has increased the awareness of others to the presence and work of St Mary's and allowed us to connect other agencies with one another.

The Store: (Leader - Emma Kennedy, Marta Freeman, Vince O'Connor, Geoff Gafford)

We have also established a permanent store, in a container gifted to us, which is now sited (rent free) on the Elmsfield Site. Marta Freeman helps sort and log all the items we are given, but my prayer is that someone will step forward to coordinate and run this ministry - and hopefully grow it into something like a Besom. I have liaised and worked closely with Witney Besom, and we now have use of their van when we need it (free of charge) and Vince O'Connor is regularly volunteering to drive the van. Again, I need to invest in and grow this team. It would also be helpful to give this ministry a name - ideas welcome!

The Primary School: (Leader - Catherine Spring, Becca Sterry, Emma Kennedy)

In addition to another wonderful opportunity to run a Prayer Space in the this year, God has opened doors in our Primary School in extra ordinary ways. After a meeting with the Headteacher we have established three new outreach projects in the school:

1. **Mini Movers** - a Friday morning soft play session for under 5's and their carers. Launched in November, with £10,000 funding from County Council
2. **Monday Morning Parent Drop In Session** - where we have met with parents who are struggling and signposted them to CAP, liaised with housing and other agencies, or given the help and encouragement with basic parenting strategies.

3. **The Nurture Room** - supporting and reaching the children who need emotional support (funded by £10,000 from an anonymous donor). As a team we are working closely with the SEN Coordinator to build up a “big picture” of the needs and to see how we can strategically target our outreach so we can make the maximum lasting impact, not just on the children but reaching the wider family too.

We have continued the following work building on previous years:

Remix: (Leader – Jonny Lowe with a team of helpers)

Our community youth club at Glyme Hall celebrated its first birthday in July. It has been a huge success and since its launch has seen over 150 young people come along. On average 30+ young people attend each week and relationships are really growing, offering great opportunities to chat about faith. We have shown some videos sharing the gospel, shared some life experiences, discussed current issues and done some activities which show the heart of God. We have been able to do some super fun sessions of Ballet, Graffiti, sports, dress making etc. Some of the young people even went along to a Christian Adventure camp in the summer and have signed up for Alpha in 2018.

St Mary's Minis continues to grow with Anna Mitchell taking the lead under Becca Sterry's oversight. It continues to be well attended, with around 15 adults and 20 children coming each week, and an increasingly diverse group.

Christians Against Poverty (CAP): (Leader – Athene Mitchell + befrienders)

2017 saw us enter our third year of offering this remarkable ministry in partnership with the Community Church. Client numbers have been increasing, as has the geographical reach of the Debt Centre, and we are now working with the churches in Churchill and Moreton-in-Marsh to develop the service further. It has been so moving to see lives changed and to hear of some of our clients coming to a living faith for themselves through their experience of CAP.

Mary's Kitchen: (Leader - Nicola Riley, involves 10-15 women)

We continue to cook, package and deliver these meals on a regular basis. This ministry has continued to bless families and individuals for whatever reason that might seem fitting. This year, though, we only shared 62 meals (as compared to 150 last year). We would love to remind everybody (especially Small Group Leaders) that this ministry is available, as currently it is primarily one or two people only who are distributing food.

Christmas Hampers: (Leader - Thene Mitchell, CAP befrienders and wider church)

We worked with CAP on this and a total of 25 hampers went out.

School Starter Packs & Children's Clothing: (Leader - Emma Kennedy)

We provided 2 sets of school uniforms and shoes for children in Chipping Norton and the surrounding villages. This has been paid for out of the Outreach fund. We have also referred families to 'Thrive' (a local charity) for help with this. On a number of occasions I have been asked for clothing for children, and have sourced this by asking friends to have a clear out of age appropriate items and have then passed these on.

Help with Rehousing: (Leader - Emma Kennedy)

Closer ties with WODC and the Housing Associations (particularly Cottsway) have meant that we are getting a lot more referrals for people moving into Chipping Norton, or those living here who are living in poor conditions. In November - December 2017 we had 8 referrals, ranging from families who were arriving with no possessions, to several families without cooking facilities, others facing eviction due to the state of their housing and those struggling with loneliness. With the help of 'ACTS 435' and donations that were given to the store we were able to meet all these needs (some of these projects are ongoing).

Individuals: There are a number of individuals on the margins of the Church and community who need ongoing support. We are seeing an increase in referrals from the Housing Associations of people who do not have physical needs, but are lonely, vulnerable and isolated, and need connecting with the community. With Peter Williams help we are hoping to link these with the Pastoral Visiting Team.

Funding: the new projects started in the Primary School this year have been funded through applying for grants and from donations from Charities and individuals. The Outreach budget from general church funds has also been boosted by individuals' donations as they hear about and respond to the work we are doing. We also depend heavily on two charities: '*Thrive*' - a local charity which will partner with us in supporting children who need financial assistance to reach their potential. They have supported a number of children in the Primary School: from funding swimming lessons, to rewards for increased school attendance. Also '*Acts 435*' - a national charity, where we can apply for max £120 per person who is in need for a specific item of clothing or furniture. (We have received over £1,000 from them this year)

Emma Kennedy, January 2018

Another thing that we are keen to ensure is that our practical outreach is always accompanied by an explicit intention to **share the life-changing love of Jesus in word as well as deed**. Much of this happens during the course of natural conversation, but we also want to ensure that we are offering regular opportunities for people to explore their faith in a more structured forum. To this end we ran **Alpha** in January 2017, which was attended by 9 guests, and Roger Simpson has been helping us to give shape to our plans for further mission and evangelism in 2018.

Looking forward

Building and “Outreach Team”

Much of our current activity falls on the shoulders of a committed few. This year we need to gather a broader team to share in the joys of this exciting ministry which is central to our mission statement.

Cross-generational outreach

Building on the amazing work that is going on in the Nurture Room, we will be looking at the possibility of expanding this type of outreach to serve other parts of our community, exploring ways to connect some of our more elderly residents with the youth and with children in creative and mutually beneficial ways.

Furniture Store

as demand for this resource grows monthly, we need a **name for the store**, but more importantly, someone to step forward who would like to act as our **Store Coordinator**. Could that be you?

Mission week, 10-14 July 2018

Last year we considered organizing a large-scale tent mission, but in the end the time did not seem right for that. Instead, we will be building towards a week of outward-focused events and activity in July 2018, culminating in a large Community Fun Day on the Saturday and a guest service on the Sunday. Look out for details in the coming weeks.

GROW: Small Groups & Discipleship

Throughout history, the church has met in large congregations and in people's homes. A healthy church will always have a good balance between these two dimensions to its life, but the **Small Group** side of things becomes all the more essential as a church family grows. However much we can gain from our times of gathered congregational worship, it's not possible for us to get everything that we need to grow and flourish in our faith unless we are also being encouraged by a group of other committed Christians who know us well, who know our needs and with whom we can share our burdens.

As the church grew over the last 4 years or so, it was increasingly clear that we needed to **invest more in** ensuring that our **Small Groups** were being nurtured and developed **to provide better for the pastoral and spiritual needs** of the growing family and so, after Easter, we were delighted to welcome **Ursula Simpson** to the clergy team.

Since arriving, Ursula has worked tirelessly with our existing small group leaders, and with a growing number of new leaders towards shaping a vibrant network of Small Groups.

Small Group leaders are now meeting together regularly under Ursula's supervision and are being equipped and encouraged to offer pastoral care for members of each Small Group within the context of the groups themselves, especially where there are specific needs for visiting and support (including offering Mary's kitchen meals), or when members are ill or hospitalized or unable to make their own way to church.

As the new Small Group structures emerged, in September there was a preaching series across St Mary's, Kingham and Churchill on the **Core Values** which we are aiming to embed in our small groups using the acronym **CELLS** to make it memorable (**C**hrist at the Centre, **E**veryone Ministering, **L**earning and Growing, **L**oving One Another, and **S**eeking to Multiply). A bookmark was printed and widely distributed describing these values and the **4Ws** structure of a meeting (**W**elcome, **W**orship, **W**ord, **W**itness).

We started 2017 with eight groups at St Mary's, and two in Kingham and Churchill. Three new groups have since been formed, and it has been wonderful to see that number of people in Small Groups grow rapidly from 88 to approximately 130.

Ursula has been writing weekly material (with help from some of the preachers) to help leaders with the structure of group meetings and times of engagement with the Bible when they meet. She has aimed to have available, both through email and on the website, by the weekend

before the groups will be looking at it. Almost all the groups used the material on the 5 Values and it seemed to have been well received and to have enabled a wider number of people to lead sections of their meetings.

Ursula has also convened a Steering Group, consisting of James and Emma Kennedy, Martha Simpson, Jo Rees and Ann Lewis who are helping her to continue to integrate Small Groups within the church's life.

For those who are not yet meeting in Small Groups (or who are not able), pastoral support continues to be offered by Pastoral Visitors under the oversight of Peter Williams, or by members of the clergy or staff team.

Looking forward

Small Group 'Pastors': we want to give Small Group leaders as much support as we can to help them as they cultivate a structure for growth. Coenraad and Yolande VanWyk, Jo Rees, Ann Lewis and Helen Perris have agreed to help with this. Their role will be to do what they can to work with Small Group leaders, offering an outside perspective, and to encourage the leaders as they nurture healthy, outward-looking groups.

More people in Small Groups and more Small Groups! If you're not yet in a Small Group, we'd love you to try one. Please speak to Ursula Simpson if you're not sure how to join one. Also, as people continue to join the church, or as people decide after Alpha that they'd like to continue in a Small Group, we will need more groups. We'll therefore be working with Small Group leaders to identify and invest in other people who might – in time - step up as leaders themselves. Although, of course, it ultimately depends on God, we've set our sights on having 25 Small Groups by 2023...

Minutes of APCM 2017

St Mary's, Chipping Norton with St James', Over Norton
Annual Parochial Church Meeting and Meeting of Parishioners

Sunday, April 2nd, 2017 at 12.30 p.m. in the Parish Rooms.

1. The Revd Dr James Kennedy opened the meeting with a welcome to all forty-five members present and with a celebratory glass of prosecco! He indicated that we would be reviewing the exciting happenings of the past year as well as looking forward to the year ahead. He emphasised that each person present would have a part to play in the year ahead, particularly as we come to plan together a new vision for the next five years. Over the coming months, we would be listening to God together as we look for the way forward. We must learn to trust God by not setting our sights too low. (Proverbs 29:18)
2. Eight apologies for absence were received.
3. There were no items of A.O.B. .
4. **The minutes of the 2016** meeting were read, approved and signed as a correct record. There were no **Matters Arising**. PW was thanked.
5. **Meeting of Parishioners**
 - a) **Proposal of resolution to suspend the maximum 6-year term of office for churchwardens (s3 of Churchwarden's measure 2001) for the Election of Churchwardens**

The motion to suspend for a single year was proposed by James Kennedy and seconded by Jo Graves. All present were in favour.

- b) **The Election of Churchwardens.**

Two nominations had been received.

Linda Carpenter had been proposed by E. O'Shea and seconded by J. Pearman.

Graham Povey had been proposed by J. Marshall and seconded by J. Williams.

There being no other nominations, both were elected unanimously as churchwardens.

6. **The Annual Report for 2016**

A single document, "The Annual Report 2016" had been distributed to everyone.

James referred to some of the highlights from the report – growth and developments, investment in discipleship, prayer ministry growth, attendance at small groups, New Wine, baptisms by immersion, Alpha, the Labyrinth (with thanks for Judith Marshall), CAP flourishing (with thanks and applause for Athene Mitchell), mission partnership

developments, the Gift Day, the completion of Living Stones Phase 2 (with thanks to John Marshall) providing the opportunity for more expansive development in order to overcome physical barriers to progress for the future.

With the further development of our leadership structure we would shortly be welcoming Ursula Simpson and her husband Roger. Ursula's prime responsibility would be a focus on growing and nurturing our small groups. The leadership team had begun a series of time away sessions to ask, alongside leaders from other churches in a similar situation to ours, challenging questions about how best to focus on the way forward. James had already referred to revisiting our collective sense of purpose. He asked, "What is holding us back? Are there barriers in the way to future progress?"

Our focus has been on Families, Youth and Men. James spoke of progress made in each of these areas.

- We have exciting possibilities of new ministry in St Mary's Primary School.
- Thanks were expressed to Anna Mitchell for all her assistance with St Mary's Minis. We now have sixty plus on the books.
- Help was still being sought for One Way and the Sunday morning crèche.
- Thanks to Jonny's enthusiasm, energy and activity were 'bubbling up' in the youth work. We would like to extend youth mentoring if further offers of help were forthcoming.
- 'Men United' had continued to develop with special events and breakfasts and with the area Men's Convention.
- A further convention was planned for October this year.

James finished his comments with a sincere word of thanks to everybody for all that had been accomplished in these various activities, in helping to 'grow' God's kingdom. He especially wished to thank Martha, Jonny, Emma B, Emily and Jackie, the staff team for their support, co-operation and perfect welcoming smiles!! His final thanks were for Emma, his wife, and his whole family for their support and understanding and for the contributions they all make to our life at St Mary's.

The Report on the Electoral Roll

Number on Roll 149

20 new names have been added, 9 members have died and 11 people have moved away.

The Churchwardens' Reports

Graham spoke of the churchwardens' appreciation for all the assistance they had been given over the previous year. He mentioned a special 'thank you' to John Marshall.

The Fabric Committee was financially able to consider new ideas and could be more pro-active in its approach to business. We would be appointing a new church architect

this year in preparation for the next quinquennial inspection. A sincere round of applause followed for Linda and Graham.

Deanery Synod

The Deanery Synod report was contained in the Annual Report document. Jo Graves encouraged members to look at the Deanery Plan which shows active ways of working together.

The Church Finance Report

The Treasurer, Mark Gillespie, had given his apologies for not being able to attend the meeting. However, copies of the Financial Statements for the year ending 31 December 2016 had been distributed. The vicar expressed a huge 'thank you' to Mark and to Emily O'Shea for all that had been involved in laying a solid foundation for our finances and for enabling us to budget effectively. The main headline was that we were solvent! Our finances continued to grow as committed giving grows both with new arrivals and with re-commitment from existing members. Thus, we are enabled to expand our ministry. The PCC regularly scrutinises the accounts.

The accounts had not yet been examined.

Huge thanks were again expressed to Mark Gillespie who has now resigned as treasurer.

7. The Adoption of the Independently Examined Accounts

It was proposed by Judith Marshall and seconded by Matthew Carpenter that the meeting adopted the accounts subject to examination.

8. The Appointment of Independent Examiner

A colleague of Mark Gillespie, Nicholas Brooks, was appointed.

9. Elections Deanery Synod Members

There were three vacancies and three nominations had been received:
Jo Graves, nominated by Denise Povey and seconded by Fiona Rossington
Judith Marshall, nominated by Suzanne McRae and seconded by Nicola Riley
Matt Deans, proposed by Graham Povey and seconded by Mark Carpenter

All three were duly elected.

PCC Members

There were three vacancies and two nominations had been received:

Mark Knight, nominated by Stuart Cutting and seconded by Jen Williams
Peter Williams, nominated by Denise Povey and seconded by Emma Bayley

Both were duly elected

James expressed thanks to the outgoing members of the PCC, Gordon Horner and Mark Gillespie. Gordon had expressed his willingness to continue on the Fabric Committee.

Sidespersons

The election of sidespersons was delegated to the churchwardens.

10. Appointments

Churches Together in Chipping Norton Representatives.

Jen Williams (treasurer of CTCN) agreed to serve again together with Judith Marshall, Graham Povey and Matthew Carpenter.

11. Any Other Business

Congratulations and applause were given to Matthew Carpenter to mark his ten years of service as sacristan at communion services.

There being no other business, James closed the meeting at 1.20 p.m. with prayer and with thanks to everyone for attending.

Churchwardens' Report

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” Colossians 3:17

Sunday Service Tasks

The Churchwardens are very grateful for all the help and service you give. It is rewarding to be part of a team so, if you have not yet joined a team we would encourage you to do so and see for yourselves.

- Communion setting up / servers / cleaning
- Music / worship
- Song Pro / Sound
- Welcome / Coffee / refreshments
- Readers / Intercessors / Prayer ministry
- Children's ministry - One Way, crèche, youth
- Flowers / Bells

It is a great way to show our support to the clergy but more importantly service to the Father God we worship.

Church cleaning

Weekly contract cleaning keeps the parish rooms, church carpet and toilets clean which is important as we hire out the premises on a regular basis.

We are grateful to the Men's Breakfast group who offer their time to do high level cleaning after the February breakfast meeting. The Chipping Norton Brownies continue to help in November before Remembrance Day. These are fun occasions so please come and join us when you can. We do have individual people quietly cleaning sections of the church at a time which suits them so please consider if this would suit you.

Wendy Portman continues to keep the brass clean & sparkling, in addition to her verger duties at Weddings and Funerals throughout the year.

Matthew Carpenter keeps the communion items in order and we have people who take small linen home to wash & iron.

Inspection

The inspection for 2017 was completed by Sally Welch our Area Dean. We were congratulated on the condition of the church and churchyard and for our record keeping.

Training

Diocese Training Morning for Churchwardens – Marlborough School Woodstock: Graham & Linda attended this in February. There were a wide range of sessions available to attend including Building skills, Insurance, Discipleship and Oxford Board of Education. This training was a good opportunity to be kept informed with updates in the Diocese and to meet and discuss with other Churchwardens.

PCC Day Away – 28th June 2017

The Churchwardens were greatly encouraged by the shared vision at the PCC day away in June. In so many areas it became obvious that to fully deliver care, comfort, accessibility in our worship and to develop discipleship and outreach, the five-year plan needs to include

reordering of our church space. We are disappointed that as yet a project group or project manager has not been identified, but we have made advances by interviewing potential architects. It is our hope that this group with the skills required will soon be in place to realise our vision.

Inventory

We will carry out a full audit of inventory items at the changeover of Churchwardens. We have not made any progress with logging items photographically. If you have skills in cataloging photography and are willing to give some time to this, the Churchwardens will be pleased to hear from you.

Door Newspaper Distribution

The monthly Diocesan newspaper received monthly is sorted and labelled by Matthew Carpenter, while Emma Bayley notifies the Deanery Churches for collection. The Diocese appreciates this work, and Matthew & Emma are invited to an annual tea party. Recent locations have included the Bishop of Oxford's garden and Dorchester Abbey.

Graham Povey & Linda Carpenter March 2018

Churchwardens' Fabric Report

This report has been prepared in accordance with the requirements of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It has been circulated to members of the Parochial Church Council and any amendments required by them have been incorporated.

Cleaning and maintenance

1. The annual clearance of the Church and Parish Centre roof and hopper-heads was carried out by John Harding during the Autumn. John Harding has written to the PCC notifying them of his intention to retire from this high-level work at the end of 2017.
2. The maintenance of the churchyard is the responsibility of the Town Council. Chipping Norton Green Gym have continued to tidy in the churchyard throughout the year. We have reviewed our process of green waste disposal due to the insurance surveyor's ban on bonfires within the churchyard. We now pay for a licence from WODC for a domestic green waste bin suitable for flower waste. We are in negotiation with the Town Council regarding removal of larger items of green waste. We are also in negotiation with the Town Council regarding a contract for maintenance (their responsibility) for the drain just outside the South Door.
3. Richard Taylor keeps the channels free of weeds. The channel gullies and any blocked drains or gratings around the base of the church walls have to be cleared by us including the drain by the porch after heavy rains. The Fabric Committee plan to enter a contract to have this work done professionally on an annual basis in 2018.
4. We have a contract with J & J Cleaning to clean both the church and parish rooms weekly, focus is on toilets and carpet areas. In addition, R & B Maintenance are asked to complete an annual deep clean of carpets on the platform in church and in the Parish Rooms.
5. Cleaning days are well supported with high-level cleaning in spring supported by the Men's Breakfast group. We had two lower level cleaning days the first following the high-

level cleaning and in autumn before Remembrance Service supported by the CN Brownies.

All maintenance and repairs for the church, Parish Rooms and 137 Cornish Road are logged centrally and monitored by the Fabric Committee.

Fabric needs/projects/repairs

The PCC approved a small budget for maintenance of the fabric of the church to be expended at the Fabric Committee's discretion. The committee are awaiting the next Quinquennial Report – due in 2018 to review and develop new projects.

1. Estimates have been obtained from drain specialists to solve the problem of the blockage in the drain by the Main Door. Discussions are also underway with the Town Council about responsibility & maintenance. The drain was cleared in 2017 with a shared cost between the church and the Town Council, however, we are still negotiating the maintenance contract which we believe is the responsibility of the Town Council.
2. In addition to the LED lights fitted to the Church Porch and Parish Rooms solar lights have been fitted along the churchyard path to help with winter evening events.
3. The annual PAT (portable appliance testing) was completed in the Church and the Parish Centre in May 2017.
4. Whites of Appleton carried out their annual inspection and maintenance of the bells in November 2017. Recommendations for this year: to continue to monitor the headstock splits during future maintenance visits and give advice accordingly.
5. Executive Fire Protection Ltd carried out the annual inspection in March of fire extinguishers in the church building, Parish Centre and St James' Over Norton. A church plan showing the ideal location of appliances has been made and is displayed in the Church and the Church Office.
6. The first aid box is situated in Church by the welcome area with a clear sign to locate it. There is a similar box in the Parish Centre kitchen. A list of qualified first aiders willing to be called upon is needed.
7. Graham Povey continues to manage the church boiler and reports to the Fabric Committee. The boiler service contract was completed this year by Gas Safe, this company were very helpful and more cost effective.
8. Electrical testing – a periodical 5-year test was last carried out by Mark Waters in May 2018. The final report of compliance was sent to our insurance providers as recommended.
9. Lightning protection – Southern Lightning Engineers came to test and inspect in June 2017. Further work was carried out in December to insert 2.5 metre rods to test levels. The final report of compliance was sent to our insurance providers as recommended.

Project – 'reSound'

The reSound Project Team had put in a lot of work consulting with users, researching options, specifying system requirements, arranging visits from four potential suppliers, seeking competitive tenders, evaluating tenders and selecting the preferred company – with the aim of installing a good system to suit the Church's current needs as well as 'future proofing' St Mary's. In July 2017 the PCC accepted a quote from Expression Media of Glossop to procure, install and commission this system. Graham Povey applied for the faculties for this and for a new permanent sound cabinet for the back of the Church to house the new mixer console and the SongPro system. Work was completed at the end of October 2017.

Philip Sharman has led training of the Sound Team and, with Chris O'Shea, Tim Woolcock and Graham Povey, monitored problems in the first few weeks. The system is now fully debugged and working very well, with a much better quality of sound, much more flexibility of operation and a much better arrangement for the Worship Team and mid-week/non-main services. The Trinity Room is now served with a controllable speaker and services are now being recorded from the mixer console (simplifying arrangements).

The old mobile sound desk will be modified and re-tasked as a sound kit trolley to reside in new cupboarding to be built under the stairs in the Tower. Old sound equipment is currently being disposed of via Abingdon & Witney Colleges (£40 raised from obsolete mics so far, and hopefully a further payment for the old mixer console).

The reSound Project Team are now turning their attention to 'visual' equipment specification (i.e. mobile stand-mounted LED monitors for the MU and ON Chapels during main services. The intention is to specify an appropriate system during the spring.

Architect

A new Church architect is still to be appointed before the next quinquennial inspection due in 2018. Discussions began in June 2017 after consultation with other churches within the Benefice. In September a small group met with five architects and drew up a short list of three from this process. Consideration was given to their previous experience in redeveloping historic grade 1 listed churches as well as our need for an inspection report.

Security

In July we received a survey report from Aviva Risk Management Solutions following their earlier visit. This visit was due to our recent change in insurance provider from Ecclesiastical Insurance to Trinitas. This report was reviewed and actioned by the Fabric Committee.

Health and safety

All policies and risk assessments for St Mary's Chipping Norton and St James Over Norton were reviewed and discussion by the PCC at its meeting on 2nd November 2017.

Dawkins Mausoleum

Nothing to report.

137 Cornish Road

The Diocese conducted a quinquennial inspection in June 2017. Recommendations were considered and carried out by the Fabric Committee. These included increasing the loft insulation and outside work to the rear garden retaining wall and shed. We did our own annual inspection of the property in September. Annual boiler service undertaken.

Churchwardens: Linda Carpenter & Graham Povey, March 2018

Chipping Norton Deanery Synod

For those of you who do not know what a Deanery Synod is, it is a bit like the local council for the church of England. However, in the Chipping Norton Deanery, we are trying to make it more than that to expand it into a centre of learning and excellence.

In the 2017 report we highlighted the visit of Bishop Steven and his challenge to us to be 'contemplative, compassionate, and courageous'. The Deanery Synod has fully embraced this challenge during the 2017/18 season by looking at Mission (twice), Buildings, and Youth as follows:

Mission (June 2017)

In the meeting we were challenged by the verse that 'Jesus came that we may have abundant life' and we looked to learn from each other. Examples of abundant life throughout the Deanery include:

- Growth in church numbers
- Children's work
- Meeting community need
- Hospitality outreach
- Home Groups
- Worshipping together
- Varieties of worship

If church members are in any doubt about the enormous amount of outward-focused activity that is carried on by all of the churches through the Benefice details of this work is given in the 25-page Mission Action Plan <http://bit.ly/2e6B9rG>.

Buildings (September 2017) – A visit by Liz Kinch of the Diocesan Advisory Committee

Liz Kinch gave an amazing presentation of the work of the Diocese in dealing with all the numerous requests for faculties (a bit like planning permission) for our Grade 1 and 2 listed churches. We posed every possible difficult question that we could think of such as: *Do we really need to use lead on churches? Why does it take so long to get a faculty?* and *Can we put a mobile phone mast up and earn some money?* What came across was her desire to work with us to help see the Kingdom of God expand. It is well worth reading the minutes <http://bit.ly/lizkinch> if you are thinking of reordering.

Youth (November 2017) – How to bring you people into the church

The Diocesan Youth Adviser, Ian MacDonald, gave us a blueprint for how to get young involved with your church even if you do not have a youth group and/or they do not like the style of worship we put on. Again, it is well worth reading the notes <http://bit.ly/youthdeanery>.

Mission (February 2018) – Support from the Diocese

Charles Chadwick, Parish Development Adviser, gave us an outline of what a 'growing rural church' looked like and how the Diocese could help us. The list is never-ending but includes some excellent training for laity, helping with governance, giving (or lack off!), and assistance with schools.

Other activities

In addition to the above, the Pilgrim Paths project has gone from strength to strength with a Deanery-wide pilgrimage planned for 2018/19 and there is a significant increase in the number of routes that have been mapped out and are being walked. If you have not done

one of these they are well worth attending. We also did all of the things a Deanery Synod would usually do such as dividing up responsibility for the Parish Share and representing the Deanery at Diocesan level.

The future

We are planning on having the Diocese Generous Giving Adviser visit in June and then have a session on vocation later in the year. These sessions are open to anyone from the Deanery. 2018/19 will not be without its challenges with two Benefices going through interregnums but in the words of a recent Tweet about Easter: *"To clergy & church workers, here's our yearly reminder: Jesus will rise from the dead even if you forgot to print out the right hymns, even if the lilies arrive already wilted, even if the whole choir gets food poisoning. Nothing will keep the stone from rolling away. You are loved."*

Alan Kennedy – Lay-Chair, Chipping Norton Deanery Synod

5th April 2018

PCC Membership

Members of the PCC are those ex-officio (Clergy and Churchwardens), those elected by the Annual Parochial Church Meeting (APCM) and those co-opted by the PCC.

During the year the following served as members of the PCC:

Vicar	Rev Dr James Kennedy
Associate Minister	Rev Ursula Simpson
	Rev Jackie Jones
	Rev Canon Roger Simpson
Curate	Rev Martha Simpson
Churchwardens	Linda Carpenter, Graham Povey
Deanery Synod:	
<i>Until 2020</i>	Judith Marshall
	Jo Graves
	Matt Deans
Elected members:	
<i>Until 2018</i>	Mary Smith
	Jamie Bell
	Chris O'Shea
<i>Until 2019</i>	Jo Rees
	Nicola Riley
	David Bishop

<i>Until 2020</i>	Mark Knight Peter Williams Vacancy
<i>Co-opted members (until April 2018)</i>	Kathryn Walton Robert Freeman

Officers:

<i>Chair</i>	Rev Dr James Kennedy
<i>Lay chair</i>	Nicola Riley
<i>Secretary</i>	Peter Williams
<i>Treasurer</i>	Robert Freeman
<i>Electoral Roll Officer</i>	Emma Bayley
<i>Planned Giving Officer</i>	Jen Williams

The following served on the Team Benefice Council: Linda Carpenter, Jo Graves, Graham Povey.

The following represented St Mary's on Churches Together in Chipping Norton: Jen Williams (Treasurer), Judith Marshall and Graham Povey and Matthew Carpenter.

PCC Committees

There are a number of subcommittees of the PCC. Much has been achieved and many aspects of the life of our church depend on their continued work. We would like to thank all those who have served on them.

- a) **Standing Committee:** This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to directions given by the PCC.
- b) **Fabric Committee:** helps the churchwardens with the maintenance and development of the church fabric including matters relating to the management of the Parish Centre, and liaising with the Town Council in the management of the churchyard.
- c) **Missions Team:** meets to consider the church's 'mission' in the broadest sense. The team advises the PCC and assists with the strategic planning, development and communication regarding Gift Days and ongoing links/ partnerships with other mission-related organisations and activities.

In addition to the above, the PCC can set up additional committees. The PCC met 9 times during the year (including a day away in June).

Church Attendance

During 2017, while we have welcomed many new people to the church family, weekly attendance among our adult congregations has remained stable while we have seen a modest increase in the average children's attendance (average attendance 111 adults and 30 children at 10.45). Average total Sunday attendance (adults and children) across all services in the parish (8am, 9.15 Over Norton and 10.45) is approximately 165.

2018 Electoral Roll Revision

Following the annual revision of the Electoral Roll, the number on the Electoral Roll as from 8th April 2018 has increased to 156

During 2017, 17 new names have been added to the Roll while 12 names have been removed (5 having died and 7 having moved away).

Emma Bayley

Electoral Roll Officer 17 April 2018

During 2017, we held 26 funerals either at St Mary's or at the crematorium, (including those of Patricia Dickens, Camilla Howard, Bill Marflit and Betty Hawtin). We held 4 church weddings at St Mary's, and 14 infant baptisms & 2 children were baptised.

Other services:

- Churches Together in Chipping Norton annual service
- Civic Service
- Remembrance Day service
- All Souls service of remembrance
- Christingle Service.

Finance Report

St Mary's finance function is pleased to present the twelve month financial results to 31 December 2017.

The overall picture was stronger than expected with a profit of £613 on the general fund. Including other funds we made a profit of £3,376.

Some key points for the year ending 31st December 2017 are:

- Expenditure: we had budgeted £139,950 and we ending up spending £146,257
- Income was budgeted at £116,500 but thanks to the generosity of many people we received £146,870.
- Standing order giving also increased 30% on the previous year.

Going into 2018, as detailed in other areas of this report, we are looking to do even more as a Church and in our community. We have again produced, therefore, a challenging budget with a budgeted loss of £3,700 for the year. We have received a very generous gift of £20,000. However, other giving this year has been flat with only one additional standing order (we had budgeted for two of £100 per month each for the first quarter of 2018). Also, where we have seen an increase in line with inflation in the envelope giving, we are not seeing this with the standing orders. We suggest that we need to prayerfully look at ongoing regular giving in the coming year.

For the two months to the end of February the totals are:-

- Income (general fund)
 - Budget £26,793
 - Actual £26,630
- Expenditure (general fund)
 - Budget £27,635
 - Actual £28,603

The areas in which expenditure was higher than expected were Church Maintenance (including the bill for lightning protection) and Youth (including the residential trip to The Poplars), however it is likely that expenditure in these areas will level out during the rest of the year.

Incoming and outgoing resources

Incoming resources increased from £166,074 in the year ended 31 December 2016 to £177,807 in the year ended 31 December 2017. In particular, planned giving increased to £81,095 in the year ended 31 December 2017 (£66,277 in the year ended 31 December 2016). This positive result reflects a growth in the number of

committed congregation members at St Mary's over the last year. 2017 also saw some very generous one-off gifts (totalling £12.5k over the whole year), as well as increased hall hire income (£2.4k higher than 2016 figures.)

Total payments rose from £170,952 to £174,431, but excluding the effect of the Living Stones Project in 2016 rose from £144,008 to £174,431. The largest items of expenditure related to the ongoing operations of the church (the parish share and church running costs), as well as our missions giving, representing 10% of our unrestricted voluntary income. Through our Gift Days we were also able to fund the installation of our new sound system (the re:Sound Project costing £11k), and pay for the partition for the Parish Rooms (£7.8k). 2017 also saw increased spending on Outreach (an increase of £2.7k) funded partly by Gift Days and missions giving allocations, and increased expenditure on CAP (an increase of £2.5k), which included training the new Debt Centre Manager.

The church is extremely grateful to those who provided the income to support all of the activities of the church in 2017. We are constantly humbled by the generosity and self-sacrifice shown.

Financial position at the end of the year

The 'fund movement summary' provides a view of the St Mary's financial position at the start and end of the financial year. The total balance of funds has increased by £3,377. We have accumulated an Equipment Reserve of £4,000, and we now have money saved up from our Gift Day and from youth fundraising activities, for the youth trip to Kenya in 2018.

Importantly, the general fund has remained stable at £33,230 (£32,617 as of 31 December 2016). This indicates overall stability in St Mary's finances, since it represents funds that are neither restricted nor designated, and indicates that the church is not holding funds back that could otherwise be used for charitable activities.

Looking ahead

St Mary's has set aside enough funds to pay for our missions giving, agreed in 2017, and these have been paid in February 2018.

A challenging budget has been set for 2018, in order to meet the costs of the House for Duty post, the quinquennial review and to maintain all our other continuing activities. An ongoing increase in growth and commitment will enable us to meet these challenges.

Emily O'Shea (Finance Administrator), approved by Robert Freeman (Treasurer)

Chipping Norton Area Christian Trust (CNACT)

A busier year for CNACT... For anyone unfamiliar with the Trust, CNACT is financially distinct from St Mary's, but exists to support and facilitate the mission of the church. Three years ago we launched an appeal to invite the church family to contribute specifically towards the financial costs associated with our Youth Work. A number of people responded very generously and as a result of their sacrificial giving, over and above their general giving to the church, we were able to appoint Jonny Lowe as our Youth Worker in 2016. We are thrilled at how things have come on such a long way in that time through Jonny's ministry, enabling us not only to nurture our own young people in their faith, but also to reach out actively into the community.

Additionally this year – supporting the PCC's vision to extend our Outreach to some of the most vulnerable Children and Families in our community - we have also been delighted to take on responsibility for managing the financial side of employing our new **Children and Families Worker** and our new **Schools and Community Worker**.

We have been able to attract some grant funding towards our ongoing costs, but wrote to the entire church family in the summer to highlight the fact that, in order for our Youth and Children's Ministries to be sustainable beyond 2018, we will need to invite additional sacrificial giving from the church family (as well as, possibly, to seek further grant funding).

If anyone missed our previous correspondence, we would be grateful if you would consider prayerfully whether you would be able and willing to contribute financially to help us to cover our ongoing costs.

Projected financial needs:

<i>Annual ongoing costs -</i>	<i>Youth Worker:</i>	<i>£26,000</i>
	<i>Children and Families' Worker:</i>	<i>£10,000</i>
	<i>Schools and Community Worker:</i>	<i><u>£10,000</u></i>
	<i>TOTAL:</i>	<i><u>£46,000</u></i>

A financial report up to 31st May 2017 is included in the appendix to this report along with the church financial report.

If anyone within the church family would like to support our invaluable Youth Ministry further, either by making a one-off donation, by setting up a new standing order, or by increasing an existing regular donation, please contact either Jamie Bell – churchillheath@mac.com or Linda Carpenter – linda.carpenter50@yahoo.co.uk (Trustees).

Staff

It has been a year of significant change among our staff team, to all of whom I am immensely grateful for their support, encouragement and commitment.

We welcomed **Ursula Simpson** after Easter, who **joined us (with her husband Roger)** to take on the role of oversight and development of our Small Groups and pastoral provision. Ursula and Roger were both licensed to the clergy team in April and are living in Little Compton, but ministering across the whole Benefice. Ursula was appointed formally to the staff team as a part-time (House for Duty) Associate Minister, while Roger was licensed to the team in a self-supporting capacity. He currently continues to work as 'Evangelist to the North' for Archbishop Sentamu, but will increasingly be developing a role with us locally as well, helping us particularly with Mission and Evangelism.

In September, we were then joined by **Becca Sterry** (our new part-time **Children and Families worker**) and **Catherine Spring** (as part-time Schools and **Outreach Worker**).

A number of us have also been attending a '**Lead Academy**' learning community along with leaders of other market town churches, being encouraged and equipped towards becoming Resource Churches for the villages around us. This has been both challenging and inspiring, and has led us to review our leadership structures within St Mary's. As a result, **Emily O'Shea** has been invited to extend her role to that of **Administrative Manager**, and has stepped up to assume overall management of our office-based team of staff and volunteers. After consultation with the PCC in October, we also recognized the need for greater clarity of roles and responsibilities among our staff and volunteer leaders.

In October, we therefore appointed formally a '**Leadership Team**' comprising the following staff and volunteers: **James Kennedy (Vicar)**, **Martha Simpson (Curate)**, **Ursula Simpson (Associate Minister)**, **Emily O'Shea (Administrative Manager)**, **Jonny Lowe (Youth Worker)** and **Emma Kennedy (Community and Outreach)**.

Martha Simpson will be taking a year of Maternity Leave from January 2018, and so Emma Kennedy has agreed to act (in her volunteer capacity) as line-manager for Becca and Catherine.

We are also remain extremely grateful for the ongoing support of Rev David Salter (Team Vicar), Rev Jackie Jones (Associate Minister) and for the fantastic regular assistance that we receive from neighbouring and retired clergy (namely Victor Story, Robin Howard, Mike Selwood, Ian Arthur and Jan Fielden).

The PCC has continued to grow together and to be an amazing source of encouragement and godly counsel. I would particularly like to thank them all for their wisdom, kindness and willingness to give their time to see the life-changing love of Jesus shared even more widely as we serve our community.

James Kennedy (Vicar)

Agenda of APCM 2018

Annual Parochial Church Meeting and Meeting of Parishioners

Sunday, April 22nd 2018 at 12.30 in the Parish Rooms.

1. Welcome and Prayer
2. Apologies for Absence
3. Announcement of Any Other Business
4. Minutes of the Last Meeting and Matters Arising
5. Meeting of Parishioners - Election of Churchwardens
6. The Annual Report for 2017 to include
 - The Annual Report Document
 - The Report on the Electoral Roll
 - The Churchwardens' Report
 - The Churchwardens' Fabric Report
 - Deanery Synod Report
 - The Church Finance Report
7. The Adoption of the Independently Examined Accounts
8. The Appointment of Independent Examiner
9. Elections
 - Parochial Church Council Members
 - Sidespersons
10. Appointments
 - Representatives for Churches Together in Chipping Norton
11. Any Other Business (to be notified to the secretary before the meeting.)

Closing Prayer

The first meeting of the new PCC will be held on Wednesday, May 16th 2018 and will begin with a short communion service, at 7.30 p.m. in church, to which everyone is welcome.